

# CRIMINAL RECORD CHECK



As part of being a student in the Kaléo program, you will have opportunity to serve in camp ministry on a regular basis. To serve as a student at Camp Qwanoes, it is required by Qwanoes, the BC Camping Association, and the BC Ministry of Social Services that a Criminal Records Search be completed. As well, Qwanoes requires that you agree to and sign the enclosed "Responsibilities of Qwanoes Students & Staff During The Kaléo Program" form.

## **CRIMINAL RECORD SEARCH**

**IMPORTANT:** This requires that you go to your local police station where you are presently living so they can complete their search. This must be done before you arrive at Qwanoes.

### **HERE'S WHAT TO DO:**

#### **1. Preparations Before You Go To The Police Department:**

- You need a Photo ID, preferably a driver's license. (Note: you need ID with a photo on it; a birth certificate is not acceptable on its own as it doesn't have a photo.)
- Be prepared to pay a fee to have the search done. Each municipality has different costs and policies about this.
- Bring your one-page Kaléo program acceptance letter with you. You should have received this from Briercrest admissions.
- If you had a check done in the past four months (e.g., for your summer camp) and can obtain it from the organization, you can bring it as your criminal record check.

#### **2. Go To Your Local Police Department**

- Ask them for the proper Criminal Records Search form, complete the form, including where to send the search information:

**Attention: Kaléo Program  
Camp Qwanoes  
Box 250, Crofton, BC V0R 1R0**

- For students who are currently away from their hometowns, you need to phone the local police department where you are and ask for clarification as to how best have your criminal search done.
- **NOTE: Students should arrive at registration with the Criminal Record Check completed.**

## **RESPONSIBILITIES OF QWANOES STUDENTS & STAFF FORM**

This form represents the Qwanoes community standards and statement of faith. Please contact us if you have any questions. It should be returned to the above address.

**WE WANT TO HELP! CONTACT US IF YOU HAVE ANY QUESTIONS.**  
CAMP QWANOES • BOX 250, CROFTON, BC, V0R 1R0 • PHONE: 250-246-3014  
FAX: 250-246-3227 • E-MAIL: [kaleo@qwanoes.ca](mailto:kaleo@qwanoes.ca) • WEBSITE: [www.qwanoes.ca](http://www.qwanoes.ca)