

_____, 200_

Dear Sir/Madame;

Thank you for taking the time to complete this form on behalf of _____
_____ who is applying for membership in the Society of St.
Vincent de Paul. As with any caring agency serving vulnerable adults, the Society
carefully screens applicants for membership. This process includes a police records
check, an interview, and reference checks.

For your information, the Society is a world-wide organization. In Toronto, volunteers in
the Society have been serving those in need for over 150 years in 113 parishes across the
GTA. The core work of members is home visitations. Those in need contact the parish.
A pair of members (Vincentians) arrange to visit the person in need's home as soon as
possible, perhaps providing food or clothing vouchers, arranging for a new bed or table
and chairs, or just providing a caring ear.

As you can imagine, we are looking for members who are compassionate, who able to
relate to those in need, and who follow through on commitments. Obviously, this is
direct service to the poor and others in need and not every one is suited to the challenge.
The applicant's signature on the form indicates that they have given approval for you to
disclose the requested information to us. It will, of course, be kept in confidence, all
record being destroyed once the applicant is either approved or not approved.

Thank you for your assistance in this matter. If you have any questions, I can be reached
at _____.

Sincerely,

Conference President