

# **The Air Cadet League of Canada**



## **Registration and Screening Manual For Provincial Coordinators**

June 2011

# **The Air Cadet League of Canada Registration and Screening Manual For Provincial Coordinators**

This manual is designed to be used by the Registration and Screening Coordinator at the Provincial Committee level. It is not intended for circulation among the general volunteership or for use at the local level. A separate handbook for use by the Squadron Sponsoring Committee will be issued to all Provincial Committees for use at the local level.

This manual contains information that will outline the process to be used at the local level when registering the volunteer, procedures to be used for screening the volunteer, and guidelines that are to be used at the provincial level to register the candidate at both the provincial and national levels.

This publication is produced under the authority of the National Board of Governors of the Air Cadet League of Canada

## **Terms and Definitions**

These definitions are drawn from the Air Cadet League of Canada Bylaws and the Memorandum of Understanding (2005) signed by the Air Cadet League of Canada and the Department of National Defence.

**ACL:** Air Cadet League of Canada. The national body responsible for the operation of the Air Cadet League at the national, provincial and local levels. All volunteers of the ACL are registered and screened in accordance with national policy.

**BOG:** Board of Governors. The governing council of the Air Cadet League of Canada

**CCRTIS:** A computerized information system operated by the Royal Canadian Mounted Police that provides Canadian law enforcement agencies with criminal and police records information.

**Cadet Duty:** Those activities outlined in CATO 23-07. In general (but unofficial) terms, once a cadet arrives at the local headquarters or at the training location (whichever occurs first), he/she is then on cadet duty.

**CATO:** Cadet Administrative and Training Orders issued by the Department of National Defence or the Director of Cadets and Junior Canadian Rangers - The principle document for the regulation of the Canadian Cadet Programs.

**CF:** The Canadian Forces

**CI:** Civilian Instructor. An individual employed by the Department of National Defence who is not a member of the Canadian Forces.

**CIC:** Cadet Instructors Cadre. Officers of the CIC are members of the Canadian Forces Reserve whose primary duty is the supervision, administration and training of cadets.

**CO:** Commanding Officer. The senior CIC officer responsible for the operation of the squadron and the supervision of military staff and cadets.

**DND:** Department of National Defence.

**Duty of Care:** The concept of duty of care identifies the relationship that exists between two persons (i.e. two individuals; an individual and an organization) and establishes the obligations that one owes the other in particular, the obligation to exercise responsible care with respect to the interests of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.

**League:** When capitalized, refers to the Air Cadet League of Canada. When pluralized (leagues) it refers to any or all of the Air Cadet League of Canada, Army Cadet League of Canada or Navy League of Canada

**Liability:** Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something: through a legal action (law suit), the individual or organization has been found legally responsible for an action or inaction in a particular set of circumstances, and is required to pay damages to someone harmed as a result.

**NRSC:** National Registration and Screening Coordinator: The individual at the national level who coordinates the entry of data into the national database and who checks new records against information already stored in the database. In the event of a discrepancy or concern, the NRSC is responsible for notifying the Provincial Registration and Screening Coordinator.

**PC:** Provincial Committee. An organization formed by the BOG to provide direct oversight of Air Cadet League matters at the squadron level in an area generally coinciding with provincial boundaries. A provincial committee may have geographic or regional sub-components. All volunteers of the PC are registered and screened in accordance with ACL policy.

**PRSC:** Provincial Registration and Screening Coordinator: The individual identified by the Provincial Committee as being responsible for coordinating and overseeing the registration and screening process at the provincial level. This individual will be the main point of contact between the local level and the national level.

**PRC:** Police Records Check. A criminal records check as well as a search of police records in the information database of a local or other police agency, as well as a search of the PRC/VSS.

**SSC:** Squadron Sponsoring Committee. A local organization authorized by the BOG on the recommendation of a Provincial Committee. The SSC's role is to support the operations of the local squadron. All volunteers of the SSC are registered and screened in accordance with ACL policy.

**SSC Chair:** The chairperson of the squadron sponsoring committee.

**SSC RSC:** Squadron Sponsoring Committee Registration and Screening Coordinator. The individual at the local level responsible for coordinating registration and screening activities.

**Volunteer:** A person who provides services directly to or on behalf of the Leagues without compensation or any other thing of value in lieu of compensation. All volunteers will be registered and screened in accordance with the national registration and screening policy.

**Vulnerable Person:** This term is used to denote individuals who have difficulty protecting themselves and are therefore at greater risk of harm. People may be vulnerable because of age, disability or circumstances.

**VSS (Vulnerable Sector Screening):** A search of the automated criminal conviction records retrieval system maintained by the RCMP to determine whether there is a record of an individual's conviction for a sexual offence. This is requested for persons working or volunteering with vulnerable persons.

## **Who must be Registered and Screened?**

All volunteers must be registered and screened. This applies at the national, provincial and local levels. At the local level, volunteers may work primarily with the Squadron Sponsoring Committee (SSC) or with the Squadron staff. Some individuals may choose to work with both the SSC and the Squadron staff.

If unsure whether or not a person must be screened, it is always better to err on the side of caution. If there are any doubts, the local coordinator should contact the Provincial Registration and Screening Coordinator (PRSC) for clarification.

## The Initial Registration and Screening Process

### The Applicant

- Completes the Registration and Screening Application Package
- Attaches original PRC/VSS Report



### The SSC Chair (or designated Coordinator)

- Verifies the form is completed correctly
- Conducts interview with at least one other interviewer
- Conducts local reference checks
- Prepares recommendations for Provincial Coordinator
- Sends completed package (including original PRC/VSS to PRSC)



### The Provincial Registration and Screening Coordinator

- Verifies application package is complete
- Reviews the package, including recommendations
- Enters the data on the volunteer into the national database report
- Uploads the report to the National Registration & Screening Coordinator (see Note 1 below)
- If approved at the National level, the PRSC can prepare a volunteership card for the new volunteer
- Files the complete registration and screening package under the individual's name in a secure file cabinet

#### Note 1

- In order to ensure congruency within our organization, the National Registration and Screening Coordinator is to be contacted, by the Provincial Registration and Screening Coordinator, in any and all cases where there has been a "hit" on an applicant's PRC/VSS and the Provincial Coordinator is considering waiving such "hit." This administrative review with the National Executive Director is to be undertaken prior to the PRSC forwarding the application (National Database Report) to the National Office.



### The National Registration and Screening Coordinator

- Verifies information being submitted electronically
- Enters data into the national database
- If no issues are raised when the information is uploaded into the national database, the NRSC will approve the candidate and inform the PRSC to proceed. At this point, the registration process is complete.
- If there are any issues (indicating that this individual may have been deemed unacceptable at some point in the past, etc.), the NRSC will immediately notify the PRSC and explain the circumstances. The PRSC will take the appropriate follow up to bring the Registration and Screening process to its conclusion.

# **The Registration and Screening Process**

**The Registration and Screening process consists of the following steps:**

Step 1 The Initial Meeting

Step 2 Checking the Forms.

Step 3 The Interview

Step 4 The Reference Checks

Step 5 Recommendations

Step 6 Forwarding the Information

Step 7 Provincial Confirmation

Step 8 National Database Entry

Step 9 Advising the Candidate

## **Step 1: The Initial Meeting**

Prospective volunteers should be introduced to the Commanding Officer as well as the Squadron Sponsoring Committee chairperson. Because the SSC is responsible to identify volunteers, the SSC Chair, or designate, should conduct the preliminary interview, or “first contact”. The goal of this initial meeting is to provide the candidate with some information to help him/her make an informed decision. Because we wish to convince the candidate that working for the League can be both a rewarding and enjoyable experience, it is important not to overwhelm them with all of the policies and procedures that are part of the cadet program. These can be introduced later as part of the in-service / training that should be provided to all volunteers.

When the initial meeting is coming to an end, and it is clear that the individual is interested in becoming a volunteer, it is time to outline the requirements for registering as a League volunteer. A simple statement like this can help to set the stage:

“The Air Cadet League wants to provide the safest possible program for our young people. To do this, we require all potential volunteers to go through a registration and screening process that includes an interview, reference checks and a criminal background check. Are you still interested in becoming a volunteer with \_\_\_\_ Squadron?”

If the candidate says yes, then give him/her the registration package and explain the purpose of each of the forms:

- The Registration Package
- The Application for a Police Records Check
- The Volunteer Renewal Form

Giving these forms in a complete, professional looking package serves several purposes. Firstly, it allows the candidate to reconsider their initial decision. This can be a good thing, particularly if there are things in the candidate's background that would preclude them from working with our cadets. Secondly, it allows the SSC Chair (or designate) to review the process with them so there are no surprises in the future. Finally, it provides an opportunity for the candidate to ask any questions he/she might have. Do not worry about "scaring the volunteer away"; reputable volunteers will understand the need for registration and screening policies.

At the end of the initial meeting, there are several options: you can assist the candidate to fill out the application form or you could suggest that they take the form home and complete it on their own. In any case, make sure that you have the candidate's name and telephone number so that you can follow up later in the week.

## **Step 2: Checking the Forms**

Once the candidate has completed the application form, it is important to check it for accuracy and completeness. In particular, check

- That all boxes are filled in, or enter a "NA" (Not Applicable) rather than leaving the box blank.
- That the candidate has identified some particular areas of the squadron or SSC in which they are interested.
- That the candidate has provided complete information for each of the references.
- That the candidate has signed the form, and
- Confirm the name, address, phone number with another piece of photo identification (driver's license, health card etc.)

At this point, it might be a good idea to check that they have read the statements above the applicant signature line and confirm that the information shown is accurate

N.B. A new Police Records Check/Vulnerable Sector Screening (PRC/VSS) is mandatory for all applicants.



### Step 3: The Interview

Note: The Interview and Reference Checks can be done in either order.

The interview is always carried out by at least two individuals. Before meeting the candidate, it is important for the volunteers of the interview team to review the questions.

Various subjects are protected under the Canadian Charter of Rights and Freedoms and cannot be used as criteria for selection. These include:

Sex	Religion	Family Status
Age	Race	National / Ethnic Origin
Colour	Marital Status	Pardoned Offences (see note 2)
Sexual Orientation	Disability (see note 1)	

**Note 1:** Rather than ask about a disability, you could ask “Do you know of any limitations, physical, mental or otherwise, that would impede your ability to carry out the duties of a volunteer as they have been described to you?”

**Note 2:** A pardon granted for a sexual offence that is revealed by the Vulnerable Sector Screening may be grounds for refusing the services of a potential volunteer and will be subject to automatic further review at both the Provincial and National levels.

Depending on the responses received during the candidate’s interview, the Interview Team may need to probe further or ask further questions for clarification. For example:

Watch out For:	What Can the Interviewer Do?
Simple “Yes” or “No” answers	Ask for additional details: “Can you tell me more about that particular situation?”
Inconsistencies between answers	Ask the same type of question, but in a slightly different manner. Review the initial response and the current answer and ask for clarification of the inconsistencies
Body Language	Does the applicant make eye contact? Do they appear uncomfortable or fidgety? (be careful with this one .... for some this may be the first interview they have had in some time!) Is their behaviour during the formal interview different from their behaviour during the initial meeting?

At the end of the interview, it is always appropriate to give the candidate the opportunity to ask any questions he/she might have, to clarify answers, or to make a closing statement. Always inform the candidate about the next steps, and when they will be contacted with the outcome of the registration and screening process.

Jot down any notes you consider important in the space provided. If you have additional notes, make sure that they are attached to the application package when it is forwarded to the PRSC.

## Step 4: The Reference Checks

Each candidate must provide the names of three persons who can provide a personal reference. One volunteer of the Interview Team must complete all the reference checks.

The reference check provides the Interview Team with another source of information about the character of the candidate. It also provides an opportunity to verify what has been said in the interview or what has been recorded on the registration form.

When contacting a reference, always identify yourself and explain why you are doing a reference check:

“Hello, my name is John Smith from the Sponsoring Committee of 123 Royal Canadian Air Cadet Squadron. I am calling about a reference check for Mr. John Doe. The Air Cadet League has a policy to register and screen all potential volunteers. Mr. Doe has volunteered to work with our squadron. Do you think you would be able to answer a few questions to help us complete this process?”

There are seven standard questions that are to be asked of all references. Depending on the response, the interviewer may need to ask additional follow up questions.

If the interviewer makes notes during the reference check, these should be included with the registration package. Do not forget to include the date the reference check was made.

## Step 5: The Recommendation

Once the registration package has been completed (including the PRC/VSS), the interview and reference checks completed, it is time for the SSC Chair (or designate) to make a recommendation. This is a critical juncture of the program: it is at the local level that the most important decisions about protecting the welfare of the cadets take place.

Making a recommendation is not an exact science. Sometimes, the recommendation to turn down an applicant may be based on a number of small, seemingly unrelated things. Even if there is no clear evidence that an applicant will cause problems as a volunteer, the SSC Chair can use their “gut instinct” to help them make a determination. If your “gut instinct” tells you something does not seem right, then make additional checks. The safety of our cadets is our first priority. This takes precedence over the wishes of a prospective volunteer.

## Step 6: Forwarding Information

Once the registration and screening process is completed, **regardless of the recommendation**, the completed information package is forwarded to the PRSC. This includes the registration package, notes from the interview and reference checks, the PRC/VSS and if applicable, a copy of the Volunteer Agreement Form (the Commanding officer keeps the original). The SSC Chair should keep a copy of the first page of the package (which includes contact information for the volunteer). At this point, the candidate should be informed that his/her application has now been forwarded to the provincial level.

Missing or incomplete information will result in a delay in approving the candidate.

## **Step 7: Provincial Confirmation**

When the Provincial Screening Coordinator receives a package from a SSC, he/she will carry out the following steps:

- Confirm that the package is properly filled in and all documents are complete
- Confirm the SSC recommendation
- Enter the data on the volunteer into the national database report
- Upload the report to the National Screening Coordinator (see Note 1, 4 below)
- If approved at the National level, the PRSC can prepare and ID card for the new volunteer (Note 2)
- Send the card and official notification to the SSC Chair for presentation to the new member (Note 3)
- File the complete registration and screening package under the individual's name in a secure file cabinet.

### **Note 1**

- In order to ensure congruency within our organization, the National Registration and Screening Coordinator is to be contacted, by the Provincial Registration and Screening Coordinator, in any and all cases where there has been a "hit" on an applicant's PRC/VSS and the Provincial Coordinator is considering waiving such "hit." This administrative review with the National Executive Director is to be undertaken prior to the PRSC forwarding the application (National Database Report) to the National Office.

### **Note 2**

- The term "Date Joined" that will be indicated in National Screening Database is the date that will appear on the National Registration and Screening Volunteer Approval Certificate. This is also the date to appear on the ID card to be issued to the volunteer.

### **Note 3**

- The applicant cannot serve as a volunteer until this ID card has been issued. It is strongly recommended that all volunteers display this ID card when in the presence of cadets.

### **Note 4**

- Civilian Instructors - A copy of the Volunteer Agreement (Annex A of CATO 23-07) needs to be obtained, or a letter of authorization (containing the necessary information for required database fields). Enter the person's information into the screening database and indicate that the person is a CI and was screened by DND through the Enhanced Reliability Check.

### **Step 8: National Database Entry**

Information on all volunteer candidates will be entered into the database, regardless of whether or not the individual was recommended. The three Leagues will share information on candidates that have been deemed unacceptable.

If no issues are raised when the information is uploaded into the national database, the NRSC will approve the candidate, issue a screening certificate to the PRSC and inform them to proceed. At this point, the registration process is complete.

If there are any issues (indicating that this individual may have been deemed unacceptable at some point in the past, etc.), the NRSC will immediately notify the PRSC and explain the circumstances. The PRSC will take the appropriate follow up to bring the Registration and Screening process to its conclusion.

Even if an applicant is turned down, it is important to enter the information into the database. This way, there is a record of the individual's application and a note that he/she has been declined. If the individual attempts to register with another squadron, or with another cadet unit, the local registration and screening coordinator would be made aware of this information. This will make it more difficult for potential "predators" to move from unit to unit anywhere in the country.

### **Step 9: Advising the Candidate**

If the final decision by the National level of the Air Cadet League of Canada is to accept the candidate, the PRSC will inform the SSC Chair who should make sure to follow up with a telephone call to the candidate as soon as possible. The Provincial Committee will prepare a Registration Card that will be forwarded to the SSC Coordinator.

If the final decision is not to recommend the candidate, he or she will be advised by the most appropriate level of the League.

## **The Renewal Process**

Normally, each volunteer will be required to re-register every five years. One function of the NRSC is to notify the PRSC of the names of individuals whose registration will expire during the current training year. Assuming that the individual has been active in the League during the term, he/she will be required to complete a renewal form (see Annex E) and provide an updated PRC/VSS. Once this information has been provided to the SSC Chair or designate, the completed forms are forwarded to the PRSC. He/she will update the information on the database entry form and send the information electronically to the national coordinator. If approved by the NRSC, a screening certificate will be issued to the PRSC. The PRSC will then prepare a new card and send it to the SSC Chair and will file the forms with the individual's original registration package.

## **Break in Service**

If the volunteer has not been actively volunteering for one year or more, the individual will normally be required to go through the complete registration and screening process again.

## **Terminating the Volunteer Arrangement**

The Volunteer Agreement can be terminated at any time by either party, in writing.

A copy of the letter terminating the Agreement should be sent to the PRSC so that the file can be updated. Every effort should be made to retrieve the membership card issued by the Provincial Committee.

If the volunteer decides to terminate the arrangement, the SSC Chair should write a letter to the individual thanking them for their service. A copy of the letter should be sent to the PRSC who, in turn, will update the information in the database to show that the individual is no longer active. Every effort should be made to retrieve the membership card issued by the Provincial Committee.

## **Volunteers in Support of Cadet Duty**

“The Commanding Officer of the squadron may authorize the use of volunteers to assist CIC officers and CI in support of cadet duty provided that such assistance is under the supervision and direction of an officer of the CIC or CI.” (CATO 23-07) Furthermore, only volunteers who have been screened and approved in accordance with the process agreed upon by DND and the League can participate in activities defined as cadet duty: volunteers not screened under the process cannot participate in activities defined as cadet duty. (Memorandum of Understanding, 2005). The term “cadet duty” as defined in CATO 23-07 is somewhat confusing. However, the following is a simplified (but unofficial) definition of “cadet duty”: once the cadet has arrived at the local headquarters, or at the training site (whichever occurs first) the cadet is deemed to be on “cadet duty”.

In order to provide the Commanding Officer with a pool of suitable volunteers, the SSC Chair will develop a list of registered and screened volunteers. Each volunteer on the list will have completed the registration and screening process. In order to provide the Commanding Officer with the largest pool of screened volunteers, the League encourages all potential volunteers to sign the Volunteer Agreement (Annex A of CATO 23-07). This includes individuals whose primary duty would normally be with the Squadron Sponsoring Committee.

Whenever a volunteer is used to support a cadet activity, the volunteer's name should be shown in the weekly routine orders.

## **Document Storage and Retention**

As we have learned from experience, cases of sexual abuse or harassment may not surface for many years. While the National Database will provide some information in the event of a lawsuit, the original documents will be invaluable. As such, it is incumbent on the League to provide secure storage of these documents and to retain them on file permanently. Storing them in someone's basement is not acceptable, especially when these documents may be needed in the future to support the League's defense in a law suit.

The following points will provide provincial committees with a basic set of expectations:

- Once the document is completed at the local or provincial level and turned in, it becomes the property of the Air Cadet League.
- All documents, notes etc. are to be retained at the Provincial Committee level. Where a Provincial Committee does not have an office, the PC must ensure that the documents are properly secured.
- All documents pertaining to an individual (registration and screening form, interview form and notes, reference check form and notes, PRC/VSS results, PRC/VSS Form 1 results, renewal form) should be kept in a single file, clearly identified with the individual's name
- The SSC should only retain a copy of page 1 of the Registration Form, and the original Volunteer Agreement at the LHQ.
- If the Trip Drivers' Log Book is used, it should be retained on file at the LHQ on a permanent basis.
- All files should be kept in a secure, locking file cabinet. A fireproof cabinet is preferred, but not mandatory.
- Access to these files should be limited: the PRSC, PC Chair, PC Executive Director and the NRSC are recommended.
- Information (not actual files) can be shared with other partners in the Canadian Cadet Movement.
- Documents should be retained in perpetuity, or until directed by the National Office.

## **Conclusion**

This manual outlines the National policies and procedures that are approved by the Air Cadet League of Canada for registering and screening volunteers in support of the Air Cadet Program. These volunteers will work with the League (at the local, provincial or national level), the squadron, or both.

To ensure, as per the League MOU with DND, the consistent and standardized application of the required registration screening process across all levels of the League, no modifications to this handbook and its accompanying forms are to be made without prior approval of the National Registration and Screening Coordinator (as outlined in the Memorandum of Agreement, Section 5.2.3.2). Any amendments to the National policies, procedures and forms must first be agreed upon by the Department of National Defense prior to implementation (MOU, Section 5.2.3)

Provincial Committees may introduce additions to the forms, policies or procedures providing these additions build on the National policies and procedures (i.e. requiring a credit check for all volunteers who have signing authority on the SSC bank account) and are approved at the National level.

## **Annex A: Further Information on Volunteer Screening**

For more information, contact:

### **Volunteer Canada**

353 Dalhousie Street, 3rd Floor  
Ottawa, ON, K1N 7G1

(613) 231-4371  
1-800-670-0401  
Fax: (613) 231-6725

<http://volunteer.ca/topics-and-resources/screening/laws-and-screening>





### **VOLUNTEER REGISTRATION AND SCREENING**

#### **APPLICANT INFORMATION**

(To be retained by applicant)

Thank you for your interest in becoming a volunteer with The Air Cadet League of Canada. Close to 5,000 screened and registered adults donate their time and skills in support of Air Cadet activities.

The Air Cadet League of Canada (ACL) and its partner, the Department of National Defence (DND), have worked together in a partnership spanning over seventy years to establish and maintain what is acknowledged to be a premiere youth organization. The Air Cadet Program is a comprehensive one, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected, and are good role models for Air Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Squadron Sponsoring Committee, Officers and staff. A team effort produces the best results for the greater benefit of the Air Cadet Movement.

Air Cadet League volunteers work in close contact with Air Cadets aged from twelve to eighteen. We know that parents and guardians place great faith in both the Department of National Defence and the Air Cadet League to keep their sons or daughters free from potential harm at all times. To fulfill their responsibilities to the cadets, both the ACL and DND conform to rulings by the Supreme Court of Canada that define the level of care required by any organization in protecting youth under its direction. This level of care is defined as that which would be exercised by a prudent parent in protecting their child. These responsibilities are also evident in the League's screening and selection process for its volunteers.

The ACL welcomes your application in good faith. However, every applicant is required to successfully complete all stages of a thorough screening process which starts with providing the details requested in the attached Volunteer Registration and Screening Application Form. An interview will be required after receipt of this completed form, as well as a Police Records Check and Vulnerable Sector Screening (PRC/VSS). For positions such as Treasurer and Fund Raising, a Credit check may be required. The information you will be asked to provide will be kept confidential and used by the Air Cadet League for the following purposes:

- To prepare for your personal interview
- To make enquiries of personal references and employers past and present
- To enable the police service to undertake a complete record check, and
- To process a name check with the National Volunteer database, past and present.

The information obtained will go to the assessment of your credibility to be placed in a position of trust or authority with young persons.

If accepted, your registration remains valid for five years provided you remain active and in good standing with the Air Cadet League. By applying and being approved, you undertake an obligation to report to the League any subsequent change to your personal circumstances that is of a nature to reasonably and usually require a re-evaluation of your standing (example, a new criminal offence).

We thank you for your generous offer of volunteer service. Your support of the program and also for the strict screening and selection procedures required for all League volunteers is very much appreciated.

The Air Cadet League of Canada  
June 2011



DATE:  
PROVINCE:  
SQUADRON:

## The Air Cadet League of Canada VOLUNTEER REGISTRATION AND SCREENING APPLICATION FORM

### APPLICANT INFORMATION

LAST NAME:		FIRST NAME:		MIDDLE NAMES:		
ALIASES:		DATE OF BIRTH:		MR:	MRS:	MS:
ADDRESS (Number/Street/P.O.Box/Apt.#):						
CITY:		PROVINCE:		POSTAL CODE:		
MAILING ADDRESS (if different from above):						
HOME PHONE:		CELL PHONE:		EMAIL:		
PREVIOUS ADDRESS (if less than 2 years):					HOW LONG?	
CITY:		PROVINCE:		POSTAL CODE:		

### EMPLOYMENT INFORMATION

CURRENT EMPLOYER (if retired give last employer):			
EMPLOYER ADDRESS:			HOW LONG?
CITY	PROVINCE:		POSTAL CODE:
PHONE:	EMAIL:		FAX:
POSITION:	FULL TIME <input type="checkbox"/>	FROM:	TO:
SELF EMPLOYED: YES <input type="checkbox"/> NO <input type="checkbox"/>	PART TIME <input type="checkbox"/>	Month: _____	Month: _____
	SEASONAL <input type="checkbox"/>	Year: _____	Year: _____
PREVIOUS EMPLOYER (if less than 2 years):			
EMPLOYER ADDRESS:			HOW LONG?
CITY	PROVINCE:		POSTAL CODE:
PHONE:	EMAIL:		FAX:
POSITION:	FULL TIME <input type="checkbox"/>	FROM:	TO:
SELF EMPLOYED: YES <input type="checkbox"/> NO <input type="checkbox"/>	PART TIME <input type="checkbox"/>	Month: _____	Month: _____
	SEASONAL <input type="checkbox"/>	Year: _____	Year: _____

### EXPERIENCE

Is your son or daughter a cadet? YES <input type="checkbox"/> NO <input type="checkbox"/>	CADET'S NAME	RANK:	SQUADRON:
Do you have any previous experience as a cadet or with the Canadian Forces? YES <input type="checkbox"/> NO <input type="checkbox"/>	Have you been a volunteer with any other youth organizations? YES <input type="checkbox"/> NO <input type="checkbox"/>		

If yes, please give details of where and which organization(s):

1. _____	No. of years _____
2. _____	No. of years _____
3. _____	No. of years _____

As a volunteer, how can you help? Please indicate any special talents or experience you feel may benefit the squadron or the League:

## VERIFICATION OF IDENTITY

For verification of identity, please provide **one** of the following piece of photo identification:

Driver's License # \_\_\_\_\_  
Passport # \_\_\_\_\_  
Military ID # \_\_\_\_\_  
Other : \_\_\_\_\_

## REFERENCES

Please provide the names of three references (no relatives please):

Reference #1 Name :

Address:	Daytime Phone:	Evening Phone:
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Reference #2 Name :

Address:	Daytime Phone:	Evening Phone:
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Reference #3 Name :

Address:	Daytime Phone:	Evening Phone:
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Were you ever convicted of a criminal offence (in Canada or elsewhere) that has not been pardoned or has had the pardon revoked, or of any offence of a nature that affects or could be seen as affecting your suitability to work as a volunteer? (You will have an opportunity to discuss during the interview.) YES ☐ NO ☐

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information from any individual prescribed by law as well as from any police department. I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services. If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.

To qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices. Once completed, information from this form will be included in a national database and may be shared with the other components of the Canadian Cadet Organization.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

Will the volunteer be the treasurer? YES ☐ NO ☐

Will the volunteer be working with cadets at the local level? YES ☐ NO ☐

CHAIRPERSON'S OR DESIGNATED PERSON'S COMMENTS (State what functions this volunteer is likely to fulfill and recommendation to the PC Registration/Screening Coordinator regarding the acceptability and risks connected with the applicant becoming a League volunteer.)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**NOTE:** The SSC Chairperson is responsible for immediately reporting any act of discreditable conduct or criminal offences by volunteers to the Provincial Registration and Screening Coordinator.

## RESULT OF THE VERIFICATION (TO BE COMPLETED BY PRSC ONLY)

Interview and Reference Check completed by SSC RSC: YES ☐ NO ☐ Recommended by SSC RSC? YES ☐ NO ☐  
Verification: PRC/VSS Credit Report (if required)

After verification and according to the information received, this volunteer is:

**Recommended** ☐ **Not Recommended** ☐

Information was transmitted to ACL NRSC on: \_\_\_\_\_ Approved? YES ☐ NO ☐

Squadron was notified of results on: \_\_\_\_\_

SCREENING CARD INFORMATION: Date joined: \_\_\_\_\_ Member ID Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_



# The Air Cadet League of Canada

## VOLUNTEER REGISTRATION AND SCREENING APPLICATION FORM

### *Candidate Interview Form*

**Listen to the responses. Mark YES if the responses are viewed by the interviewers to be appropriate to the position for which the candidate is being interviewed. Use additional sheets to document the answers if required.**

Candidate: _____		Date of Interview: _____	
	YES	NO	NOTES
1. Why are you interested in applying to be a volunteer?			
2. Do you have any experience working with a youth organization? If so what?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do you enjoy working with children? If so, please outline your past experience.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you ever been registered or screened as a candidate for volunteer work? If so, please talk about the organization and what your role was in the organization.	<input type="checkbox"/>	<input type="checkbox"/>	
5. As a volunteer you will be involved in activities that include working with the cadets and the community. What are the skills you have that will be useful to the organization?			
6. Is there anything in your background or past that you believe may prevent you from being registered as a volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	
7. Based on your responses to the question on page 2 of the application, (show them the section where they have responded and signed), is there anything you would like to discuss?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Have you ever had any involvement with the police or other authorities that would reflect on your background or on your likelihood of being screened positively for the position you are being considered for in the Air Cadet League of Canada?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Were you ever convicted of any criminal offence (in Canada or elsewhere) that has not been pardoned or have had the pardon revoked, or of any offences of a nature that affect or could be seen as affecting your suitability to work as a volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	
10. Do you know of any limitations, physical, mental or otherwise that will impede your ability to carry out the duties of a volunteer?	<input type="checkbox"/>	<input type="checkbox"/>	
11. <u>For Applicants to be Treasurer</u> What is your experience with maintaining financial records?			
<b>Signature of Interviewer</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Name:</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Date:</b>	<b>Signature of Interviewer</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Name:</b>  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <b>Date:</b>		<b>Recommended</b>  YES <input type="checkbox"/> or NO <input type="checkbox"/>  <i>(Circle as appropriate)</i>



# Candidate Reference Check

Reference Check for: \_\_\_\_\_

Squadron/Provincial Committee/National: \_\_\_\_\_

Mark the responses into each of the sections for the person providing the reference. Use a separate sheet for additional information if required.

**Q1:** How long have you known the applicant?

**Q2:** What is your relationship to the applicant?

**Q3:** Does the applicant work well with youth?

**Q4:** Does the applicant work well with adults?

**Q5:** Would you be willing to have the applicant work one on one with your own child?

**Q6:** Would you recommend the applicant as a person who can handle an organization's money?

**Q7:** Are you willing to recommend the applicant to the Air Cadet League of Canada?

<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b> Years _____ Months _____	<b>Q2</b> Relationship: _____	<b>Q3</b> Yes No Unknown	<b>Q4</b> Yes No Unknown	<b>Q5</b> Yes No Unknown	<b>Q6</b> Yes No Unknown	<b>Q7</b> Yes No Unknown	
<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b> Years _____ Months _____	<b>Q2</b> Relationship: _____	<b>Q3</b> Yes No Unknown	<b>Q4</b> Yes No Unknown	<b>Q5</b> Yes No Unknown	<b>Q6</b> Yes No Unknown	<b>Q7</b> Yes No Unknown	
<b>Reference Name:</b>			<b>Date:</b>		<b>Phone No:</b>		
<b>Q1</b> Years _____ Months _____	<b>Q2</b> Relationship: _____	<b>Q3</b> Yes No Unknown	<b>Q4</b> Yes No Unknown	<b>Q5</b> Yes No Unknown	<b>Q6</b> Yes No Unknown	<b>Q7</b> Yes No Unknown	

<b>Signature</b>  <b>Print Name:</b>	<b>Recommended</b>  YES or NO	<b>Further Checks Recommended</b>
		Police \ Credit



# The Air Cadet League of Canada

## Request for Police Records Check

To: Police Services

From: \_\_\_\_\_ Chair, Squadron Sponsoring Committee  
\_\_\_\_\_ Royal Canadian Air Cadet Squadron

This letter will confirm that \_\_\_\_\_ has applied to become a volunteer with \_\_\_\_\_ Royal Canadian Air Cadet Squadron. As part of the Registration and Screening Process of the Air Cadet League of Canada, all volunteers are required to provide a current Police Records Check.

The Air Cadet program is open to all young people between the ages of 12 and 19. It is operated in partnership between the Canadian Forces and the Air Cadet League of Canada. We are aware that some police jurisdictions provide the Police Records Check without charge or at a reduced charge for individual seeking volunteer roles primarily to serve a vulnerable sector of the population. The Air Cadet program and \_\_\_\_\_ Squadron does qualify as both a non-profit organization that provides a service to a vulnerable sector of the population. We would appreciate any consideration you could provide in this matter.

Volunteer Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ (H)

If you require any further information about \_\_\_\_\_ Squadron or the Air Cadet Program, please contact me.

Sincerely

Chair

\_\_\_\_\_ Royal Canadian Air Cadet Squadron  
Sponsoring Committee



# The Air Cadet League of Canada

## Request for Police Records Check

*(This form is to be used by a person applying for a position with a person or organization responsible for the well-being of one or more children or vulnerable persons, if the position is a position of authority or trust relative to those children or vulnerable persons and the applicant wishes to consent to a search being made in criminal conviction records to determine if the applicant has been convicted of a sexual offence listed in the schedule to the Criminal Records Act and has been pardoned.)*

### Identification of the Applicant

Full name: \_\_\_\_\_

Sex: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Place of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Previous addresses (if any) within the last 5 years:

--

### Reason for the Consent

I am an applicant for a volunteer position with an organization responsible for the well-being of one or more children or vulnerable persons.

Description of the volunteer position: Adult volunteer

The name of organization is: Air Cadet League of Canada \_\_\_\_\_ Squadron

Provide details regarding the children or vulnerable persons: Working with Air Cadets, ages 12-19

### Consent

I consent to a police records check consisting of a search of national and local police databases, including criminal convictions, outstanding charges and local police information deemed relevant. I also consent to a search being made in the automated criminal records retrieval system maintained by the Royal Canadian Mounted Police to find out if I have been convicted of, and been granted a pardon for, any of the sexual offences that are listed in the schedule to the Criminal Records Act. I understand that, as a result of giving this consent, if I am suspected of being the person named in a criminal record for one of the sexual offences listed in the schedule to the Criminal Records Act in respect of which a pardon was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Solicitor General of Canada, who may then disclose all or part of the information contained in that record to a police force or other authorized body. That police force or authorized body will then disclose that information to me. If I further consent in writing to disclosure of that information to the person or organization referred to above that requested the verification, that information will be disclosed to that person or organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## The Air Cadet League of Canada SCREENING RENEWAL FORM

### APPLICANT INFORMATION

LAST NAME:

FIRST NAME:

MIDDLE NAMES:

ALIASES:

DATE OF BIRTH:

MR:

MRS:

MS:

ADDRESS (Number/Street/P.O.Box/Apt.#):

CITY:

PROVINCE:

POSTAL CODE:

MAILING ADDRESS (if different from above):

HOME PHONE:

CELL PHONE:

EMAIL:

PREVIOUS ADDRESS (if less than 2 years):

HOW LONG?

CITY:

PROVINCE:

POSTAL CODE:

### EXPERIENCE

LIST PAST SQUADRONS IF ANY:

Were you ever convicted of a criminal offence (in Canada or elsewhere) that has not been pardoned or has had the pardon revoked, or of any offence of a nature that affects or could be seen as affecting your suitability to work as a volunteer?

YES

☐

NO

☐

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information from any individual prescribed by law as well as from any police department. I understand that the Air Cadet League of Canada, after due process of consideration and review, reserves the right to accept or decline my services. If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.

To continue to qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for non-acceptance. All information provided will be kept strictly confidential at the Provincial and National League offices. Once completed, information from this form will be included in a national database and may be shared with the other components of the Canadian Cadet Organization.

SIGNATURE OF MEMBER/ VOLUNTEER: \_\_\_\_\_

CHAIRPERSON'S OR DESIGNATED PERSON'S RECOMMENDATION:

Recommended

☐

Not Recommended

☐

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NOTE: The SSC Chairperson is responsible for immediately reporting any act of discreditable conduct or criminal offences by volunteers to the Provincial Registration and Screening Coordinator.

CURRENT ORIGINAL PRC/ VSS MUST ACCOMPANY THIS FORM

### RESULT OF THE VERIFICATION (TO BE COMPLETED BY PRSC ONLY)

Verification: PRC/VSS ☐ Credit Report (if required) ☐

After verification and according to the information received, this volunteer is:

Recommended

☐

Not Recommended

☐

Information was transmitted to ACL NRSC on: \_\_\_\_\_ Approved? YES ☐ NO ☐

Squadron/volunteer was notified of results on: \_\_\_\_\_

SCREENING CARD INFORMATION: Date joined: \_\_\_\_\_ Member ID Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_





# The Air Cadet League of Canada Squadron

## Trip Driver's Log Book

DRIVER'S COPY

Date: \_\_\_\_\_ Activity / Location: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

License Number: \_\_\_\_\_ (retain copy in log book)

Insurance Company / Policy No: \_\_\_\_\_  
(Retain copy in log book)

I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering:

\_\_\_\_\_  
Driver's Signature

I authorize the above named individual to drive cadets in support of the authorized activity listed above.

\_\_\_\_\_  
Commanding Officer's / Designate's Signature

CO'S COPY

Date: \_\_\_\_\_ Activity / Location: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

License Number: \_\_\_\_\_ (retain copy in log book)

Insurance Company / Policy No: \_\_\_\_\_  
(retain copy in log book)

I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering:

\_\_\_\_\_  
Driver's Signature

I authorize the above named individual to drive cadets in support of the authorized activity listed above.

\_\_\_\_\_  
Commanding Officer's / Designate's Signature