



## **VOLUNTEER REGISTRATION AND SCREENING**

### ***Preamble***

(To be retained by applicant)

The Air Cadet League of Canada welcomes a large number of volunteers at the Squadron level and in the Air Cadet Program as a whole.

The Air Cadet League of Canada and its partner, the Department of National Defence (DND) jointly support the Royal Canadian Air Cadets, a premier youth organization. The Air Cadet program is a comprehensive program, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected, initially supervised, well-intended, offer skills which add value and complement the program, 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 Officers, staff and Sponsoring Committee. A team effort produces the best results for the greater benefit of the Cadet Movement.

It should be understood that the League's responsibilities for civilian volunteers complement those of DND and are of a supporting nature. The Commanding Officer and his/her supporting staff have command and control of the Cadets and are responsible for supervision of the training program. To fulfill its responsibilities to the cadets, DND is required to conform to rulings by the Supreme Court of Canada that defined the level of care required by any organization in protecting youth under its direction. This level of care has been defined as that which would be exercised by a prudent parent in protecting their child. As a full, active partner in this aspect of the Air Cadet Program, it is also reasonable that we should also insure that our registration and screening protocols meet the same standard required by our military partners. The military will be responsible for screening the volunteers of the Canadian Forces, both Regular and Reserve as well as contracted Civilian Instructors.

In order to be properly acquainted with League volunteers and other volunteers, certain information is required. You are asked to complete the attached Volunteer Registration and Information Form. An interview with League representative will be required after receipt of the completed form and a Police Records Check and Vulnerable Sector Screening (PRC/VSS). For positions of trust (such as Treasurer and Fund Raising), a Credit Check may be required. A volunteer's Registration/Screening is valid for five years as long as the volunteer remains in good standing. By applying and being approved, the Volunteer undertakes an obligation to report any subsequent change to his/her situation/circumstances that is of a nature to reasonably and usually require a re-evaluation and re-screening (example, a new criminal offence).

We thank you for your generous offer of volunteer services and hope you understand the legal and moral obligation of the League in reviewing the suitability of all individuals working or involved with youth.

The Air Cadet League of Canada

June, 2006



## VOLUNTEER REGISTRATION AND SCREENING FORM

DATE : \_\_\_\_\_ PROVINCE : \_\_\_\_\_ Squadron \_\_\_\_\_

<b>Names :</b>	<b>Last Name :</b>	<b>First Name:</b>	<b>Middle</b>
<input type="checkbox"/> Mr.			
<input type="checkbox"/> Mrs.			
<input type="checkbox"/> Ms <sup>2</sup>			
<sup>1</sup>	<b>Given or Surname Aliases or Maiden</b>		
<b>Name:</b> _____			
<b>Number/Street/P.O./Apt #:</b>			<b>How long:</b>
<sup>3</sup>			<sup>4</sup>
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	
<sup>5</sup>			
<b>Previous Address (if at present address less than 2 years)</b>			<b>How long:</b>
<sup>7</sup>			<sup>8</sup>
<b>Home telephone :</b>		<b>Business telephone :</b>	<b>Extension :</b>
<b>Personal Cell Phone:</b>		<b>Business fax:</b>	
<b>Home fax:</b>		<b>Business email:</b>	
<sup>9</sup> <b>Home email:</b>		<sup>10</sup>	
<b>Date of Birth :</b>	:	:	
<sup>11</sup>	<sup>12</sup>	<sup>13</sup>	
<b>Mailing address (if different from home address) :</b>			
Number/Street/P.O./Apt #			
<sup>14</sup>			

<b>Employer/Company – Address</b> (If retired give last Employer/Company)		<b>Telephone :</b>	
<sup>15</sup>		<b>E-mail:</b>	
		<b>Fax:</b>	
<b>Occupation/Profession:</b>	<input type="checkbox"/> Full-Time	<b>From :</b>	<b>To: _____</b>
	<input type="checkbox"/> Part-Time	_____	<b>Month: _____</b>
	<input type="checkbox"/> Seasonal	<b>Month: _____</b>	<b>Year: _____</b>
<sup>16</sup>	<sup>17</sup>	<b>Year: _____</b>	<sup>19</sup>
		<sup>18</sup>	
<b>Previous Employer/Company (if less than 2 years)- Address</b>			
<b>Occupation/Profession:</b>	<input type="checkbox"/> Full-Time	<b>From :</b>	<b>To :</b>
	<input type="checkbox"/> Part-Time	Month                  Year	Month                  Year
	<input type="checkbox"/> Seasonal		
<sup>20</sup>	<sup>21</sup>	<sup>22</sup>	<sup>23</sup>
<b>Are you self-employed ?</b>		<b>Type of Business :</b>	
<sup>24</sup> <input type="checkbox"/> Yes		<sup>25</sup>	
<input type="checkbox"/> No			
<b>Is your son or daughter a cadet?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<sup>26</sup>			
<b>Name :</b>			
<b>Rank :</b>		<b>Squadron :</b>	

Do you have any previous experience as a cadet, as a volunteer of a committee, as volunteer of the Canadian Forces or as a CIC Officer? Have you been a volunteer with any other youth organizations? 27	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, give details. Where and which organization?  28	State year and number of years for each organization :  28A
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As a volunteer how can you help? Please indicate any special talents or experience you feel may benefit the squadron or the League.  
  
29

For verification of identity please provide one of the following pieces of photo identification:  <input type="checkbox"/> Drivers' Licence # _____ <input type="checkbox"/> Passport # _____ <input type="checkbox"/> Military ID # _____ <input type="checkbox"/> Other : _____  30	
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Please provide us with the names of three references (no relatives please) :			
NAME	ADDRESS	PHONE (home)	
<b>PHONE (Office)</b>			
1)			
2)			
3)			

Have you ever been convicted of a criminal offence? Yes  No   
Were you ever convicted of any criminal offences (in Canada or elsewhere) that have 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 of the Air Cadet League of Canada or as a volunteer at an Air Cadet Squadron? (you will have an opportunity to discuss during the interview where the time factor will be taken into consideration) Yes  No

I certify that the above information is true and correct. I authorize the Air Cadet League of Canada and/or Provincial Offices 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 reserves the right to accept or decline my services for any reason, except those prohibited by the Canadian Charter of Rights and Freedoms. 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.

**SIGNATURE OF VOLUNTEER :** \_\_\_\_\_

**To qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for denials. All information provided will be kept strictly confidential at the Provincial or National League office. Once completed, information from this form will be included in a national data base and may be shared with other components of the Canadian Cadet Movement.**

Will the volunteer be the treasurer? Yes  No

Will the volunteer be working with cadets at the local level? Yes  No   
All volunteers will be required to complete and sign the "Volunteer Agreement" form contained a Annex A to CATO23-07 effective date 1 July 2006.

**CHAIRPERSON'S or DESIGNATED PERSONS COMMENTS :** (State what functions this volunteer is likely to fulfill land your recommendation to the PC Registration/Screening Coordinator regarding the acceptability and risks connected with the Applicant becoming a League Volunteer or Squadron Volunteer)

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

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

**SIGNATURE**

**RESULT OF THE VERIFICATION : TO BE COMPLETED BY THE PROVINCIAL REGISTRATION AND SCREENING COORDINATOR ONLY**

Interview and Reference Check Completed By: \_\_\_\_\_  
(Print Name)

Recommended   
\_\_\_\_\_  
(Signature)

Verification: Police  Credit Report (if required)

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

Recommended

Not recommended

**AUTHORIZATION by PCSC :**

The squadron was notified of the results on :

Signature :

Title :

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

**VOLUNTEERSHIP CARD ISSUED ON :**

**DATE :**

**CARD NUMBER :**

**EXPIRY :**

**INFORMATION WAS TRANSMITTED TO ACLC HQ : DATE: \_\_\_\_\_ BY**

\_\_\_\_\_

## ANNEX A

## 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.

<b>Candidate:</b> _____		<b>Date of Interview:</b> _____	
	YES	NO	NOTES
1. Why are you interested in volunteering to be a volunteer of the Sponsoring Committee / Provincial Committee of the Air Cadet League of Canada or a Squadron Volunteer?			
2. Do you have any experience working with a youth organization? If so what?			
3. Do you enjoy working with children? If so, please outline your past experience.			
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.			
5. As a volunteer the Air Cadet League of Canada, the Squadron Sponsoring Committee or as a Squadron 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 with the Air Cadet League of Canada, the Squadron Sponsoring Committee or as a Squadron Volunteer? (for this Air Cadet Squadron).			
7. 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, the Squadron Sponsoring Committee or as a Squadron Volunteer?			
8. Have you been convicted of any criminal offences for which you have not received a pardon or any provincial offences that would affect your ability to be considered for work as a volunteer or staff-volunteer with the Air Cadet League of Canada, the Squadron Sponsoring Committee or as a Squadron Volunteer?			
9. Do you know of any limitations, physical, mental or otherwise that will impede you ability to carry out the duties of an Air Cadet League volunteer or of a Squadron Volunteer?			
10. <u>For Applicants to be Treasurer</u> What is your experience with maintaining financial records?			
<b>Signature of Interviewer</b>  _____		<b>Signature of Interviewer</b>  _____	
<b>Name:</b>  <b>Date:</b>		<b>Name:</b>  <b>Date:</b>	
		<b>Recommended</b>  <b>YES or NO</b>  <i>(Circle as appropriate)</i>	

# ANNEX B

# Candidate Reference Check

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

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

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

How long have you known the applicant?	What is your relationship to the applicant?	Does the applicant work well with youth?	Does the applicant work well with adults?	Are you willing to recommend the applicant to the Air Cadet League of Canada?	Would you be willing to have the applicant work one on one with your own child?	Would you recommend the applicant as a person who can handle an organization's money?
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<b>Reference's Name:</b>			<b>Date:</b>			<b>Telephone Number:</b>		
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

<b>Reference's Name:</b>			<b>Date:</b>			<b>Telephone Number:</b>		
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

<b>Reference's Name:</b>			<b>Date:</b>			<b>Telephone Number:</b>		
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

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