



## **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 \_\_\_\_\_

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

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

Have you been a volunteer with any other youth organizations? 27	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details. Where and which organization?  _____  _____  _____	State year and number of years for each organization :  _____  _____  _____	
28	28A	

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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For verification of identity please provide one of the following pieces of photo identification:

Drivers' Licence # \_\_\_\_\_

Passport # \_\_\_\_\_

Military ID # \_\_\_\_\_

Other : \_\_\_\_\_

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

	NAME	ADDRESS	PHONE (home)	PHONE (Office)
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____

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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? 33	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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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.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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 :** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TITLE :** \_\_\_\_\_

**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 \_\_\_\_\_**