

The Air Cadet League of Canada



Registration and Screening Handbook For Squadron Sponsoring Committee Registration and Screening Co-coordinators

July 2006

Registration and Screening Handbook

Purpose

This handbook is designed to help the Sponsoring Committee Chairperson or designated Registration and Screening Co-coordinator at the local level complete the registration and screening of all volunteers into the Air Cadet program.

Authority

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

Background

In December 2005, the Air Cadet League of Canada and the Department of National Defense signed a Memorandum of Understanding (MOU). Both partners agreed that 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”. The Air Cadet League assumed responsibility for registering and screening all volunteers. Furthermore, the League agreed to participate in the development of management and screening processes with DND and to maintain a national database of approved volunteers.

Following discussions with the Navy League of Canada and the Army Cadet League of Canada, it was decided that the three leagues would use a single database so that information on volunteer candidates that are considered unacceptable can be shared between the Leagues. Further discussions with the DND also resulted in the implementation of a Volunteer Agreement for candidates who were going to work at the squadron level.

Who must be Registered and Screened?

All volunteers must be registered and screened. This applies at the national, provincial and local level. At the local level, volunteers may work primarily with the Squadron Sponsoring Committee (SSC) or with the Squadron training staff. Some individuals may choose to work with both the SSC and the squadron staff. When a volunteer is working with the squadron staff, he/she will be supervised by a CIC officer or CI.

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 coordinator for clarification.

Responsibility

Local Squadron Sponsoring Committee Level:

It is the responsibility of the Squadron Sponsoring Committee Chairperson (or designate) to complete the registration and screening forms of Squadron and Sponsoring Committee Volunteers and submit them to the Provincial League Office in a timely manner.

Provincial Level:

The Provincial Registration and Screening Co-coordinator will:

- Ensure all Provincial Committee members registered and screened.
- Ensure all Squadron Sponsoring Committees within their province follow the Registration and Screening Policies and Procedures.
- Forward all provincial data to the National Registration and Screening Co-coordinator.

National Level:

National Registration and Screening Coordinator will:

- Ensure national members are registered and screened
- Maintain the national data base for the Air Canada League of Canada
- Advise the Provincial Registration and Screening coordinator of any issues related to prospective members
- Advise the Provincial Registration and Screening coordinator of members that must renew their registration in a timely manner.

Retention of Completed Registration and Screening Forms

Because abuse cases often do not come to light for many years, it is important to keep the original forms (including signatures and any notes taken by the interview team) for an extended period of time.

Squadron Sponsoring Committee:

- Accepted Volunteer: Keep a copy of page one of the Member/Volunteer Registration and Screening Application Form (for contact information only.)
- Accepted Volunteers: Forward all original completed forms to your Provincial Office.
- Forward a copy of the Volunteer Form (Annex A of CATOS 23-07) with the Registration Package (the Commanding Officer keeps the original copy)
- Rejected Volunteers: Forward ALL completed forms to your Provincial Office. (Do not keep any forms at the local unit.) (see step 7)

Provincial Committee:

- Retain all Provincial league members and Squadron Sponsoring Committee registration and screening forms in a locked file with restricted access. (A fireproof file cabinet is recommended.)
- **Retain all files indefinitely**

National Office:

- Retain all National League members' registration and screening files in a locked file with restricted access. (Fireproof file cabinet recommended.)
- Retain files/ information of any individual who has been rejected in a separate file or section of the database.
- **Retain all files indefinitely**

(Note: the League will be exploring the possibility of keeping electronic versions of completed files as an alternate to keeping the actual hard copies. Any electronic versions will need to be scanned in order to show actual signatures and notes. Details to follow at a later date).

The Initial Registration and Screening Process

The League has always had the responsibility for recruiting members to serve on the squadron sponsoring committees, provincial committees and at the national level. In the late 1990's, a formal registration and screening process was introduced for all League volunteers. Recently, the MOU signed by the leagues and DND require the leagues, in consultation with the commanding officer (at the local level) to both identify and conduct screening of all potential volunteers, including those whose primary duty will be with the squadron sponsoring committee, with the squadron staff or both. As such, the active involvement of the Commanding Officer (or squadron staff) is an important part of this process.

The Registration and Screening process can be done in these steps.

Step1 The Initial Meeting.

Step2 Checking the Forms.

Step3 The Interview.

Step 4 The reference checks.

Step 5 Recommendations.

Step 6 Forwarding the information.

Step 7 Advise the Candidate.

Step 1: The Initial Meeting

Prospective volunteers should be introduced to the commanding officer as well as the sponsoring committee chair. 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 want 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 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 he is, then give them the registration package and explain what each of the forms do:

- The Registration Package (see Annex B)
- The Volunteer Form (CATO 23-07) (see Annex C)
- The Application for a Police Records Check (see Annex D1 and D2)
- The Volunteer Renewal Form (see Annex E)

Giving these forms in a complete, professional looking package, serves several purposes. First, 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. Second, 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. Don’t worry about “scaring the volunteer away”; reputable volunteers who have worked with youth in other capacities 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 get the candidates 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.
- Confirm the name, address, phone number with another piece of photo identification (a provincial driver’s license, health card etc.)
- The candidate has identified some particular areas of the squadron or SSC that they are interested in
- They have provided complete information for each of the references
- They have signed the form

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

If the individual has gone ahead and received their Police Records Check, insure that the original is included, not just a copy. If all of these are in order, the screening process can continue.

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. It can be two members of the SSC (who have already been registered and screened) or by one League member and the Commanding Officer (or designate). Involving a member of the squadron staff is particularly important if the main duty of the volunteer will likely be as a member of the squadron staff.

Before meeting the candidate, it is important for the members of the interview team to review the questions that are to be posed, as well as a list of prohibited areas of questioning. These prohibited areas include:

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

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 with the League or with the squadron, as they have been described to you?”

Note 2: Based on the response to the standard interview questions, you can ask for the circumstances of the offence (what, when, etc) to determine if the applicant represents a risk. If the applicant refuses to provide details, that should be taken into consideration when making the final recommendation.

Note 3: 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. A legal opinion is being sought on this matter.

The standard interview consists of eight basic questions. Depending on the response, the interview team may need to probe 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 behavior during the formal interview different from their behavior 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 by the SSC-Chair or designate with the outcome of the registration and screening process.

If the response to each standard question in the interview is satisfactory, put an “S” in the first box. 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 provincial office.

Step 4: The Reference Checks

Each candidate must provide the names of three people that can provide a personal reference. One member of the interview team must complete 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’m 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. Remember, there are a number of questions that can not be raised:

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

These subjects are protected under the Canadian Charter of Rights and Freedoms and may not be used in determining the suitability of an applicant. Refer to Note 3 above for pardoned offenses of a sexual nature.

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

Step 5: The Recommendation

Once the registration package has been complete (including the PRC), 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 takes place.

Making a recommendation is not an exact science. Sometimes, the decision 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 only reasons that may not be used as a reason for turning down a candidate are the restricted criteria listed above. These are outlined in the Canadian Charter of Rights and Freedoms.

The safety of our cadets is our first priority. This takes precedence over the wishes of a prospective volunteer. If there are any questions about a candidate, contact your provincial screening coordinator for advice.

Step 6: Forwarding Information

Once the registration and screening process is completed, **regardless of the outcome**, the completed information package is forwarded to the provincial screening coordinator. This includes the registration package, notes from the interview and reference checks, the PRC and 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).

Missing or incomplete information will result in a delay to approve the volunteer applicant.

Step 7: Advising the Candidate

If the decision is to recommend the candidate, make sure to follow up with a telephone call as soon as possible. Invite them out to the next parade night (or meeting of the SSC). Introduce them to the people they are going to be working with. We recommend that all volunteers who have been accepted sign the Volunteer Agreement (CATO 23-07, Annex A) so that their name can be added to the list of potential volunteers available for the commanding officer to use. (Note: Just because an individual has signed the Volunteer Agreement does not automatically mean they will be working with the squadron and the cadets. The exact needs of the squadron will be determined by the commanding officer).

The (now successful) candidate should be advised that their status is still tentative pending final confirmation by the provincial screening coordinator. Once the Provincial Committee Coordinator has forwarded the data to the national office and received confirmation that there are no issues, he/she will prepare a registration card that will be forwarded to the SSC Coordinator.

If the decision is not to recommend the candidate, follow up with a telephone call as soon as possible. If they request an explanation, be prepared to give it to them: be honest and given them the reasons that were identified by the interview team. If the candidate is not satisfied with the explanation, advise them to contact the provincial screening coordinator.

The Renewal Process

Normally, each volunteer will be required to re-register every five years. One function of the national screening coordinator is to notify the provincial screening coordinator 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 completed a renewal form (see Annex F) and provide an updated PRC/VSS. Once this information has been provided to the SSC-Coordinator, the completed forms are forwarded to the PCSC

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 arrangement can be terminated at any time by either party, either verbally or in writing.

Where the Commanding Officer or Sponsoring Committee Chair (SSC) has decided to terminate the agreement, it should normally be done in writing. The reasons for

termination should be stated in the letter. A copy of the letter terminating the arrangement should be sent to the Provincial Committee Screening Coordinator (PCSC.) The information in the national database should also be updated showing that the individual is no longer active and “flagging” the file. Every effort should be made to retrieve the membership card issued by the Provincial Committee. (PC)

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 PCSC 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 PC.

The Air Cadet League of Canada has the right to refuse the registration of any volunteer candidate.

Cost of the Police Records Check

Many police departments charge a fee to have a Police Records Check (PRC) form completed. The fee is usually set by the governing jurisdiction.(city or district). The cost of the PRC is the responsibility of the applicant. It may be covered by the Squadron Sponsoring Committee; this is a local decision.

The League and the CF have worked out an arrangement to have the cost of carrying out the PRC/VSS covered by the military. Details will be provided by the Regional Commander or the Detachment Commander.

Terms and Definitions

These definitions are drawn from the Air Cadet League of Canada By-Laws (2005) and the Memorandum of Understanding (December 2005) signed by the Air Cadet League of Canada, the Department of National Defence and from the Navy League of Canada’s Registration and Screening Handbook.

ACLCLC: Air Cadet League of Canada. The national body responsible for the operation of the Air Cadet League at the national, provincial and local level. All members of the ACLCLC are registered and screened in accordance with national policy.

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

CPIC: 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 National Defence Headquarters or the Director of Cadets - The principle document for the regulation of the Canadian Cadet Programs.

CF: The Canadian Armed Forces

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

CIC: Cadet Instructors' Cadre. A sub-component of the Reserve Force consisting of officers whose primary duty is the supervision, administration and training of cadets.

CO: Commanding Officer (sometimes designated OIC; Officer in Charge). The senior CIC officer responsible for the operation of the squadron and the supervision of 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 (-ie- 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 and 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.

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 members of the PC are registered and screened in accordance with ACL policy.

PCSC: Provincial Committee 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 Record 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. The process of securing information from the police about individuals,

as well as to describe the form or report in which the information is provided. It may include a check of national, local or regional police records.

Screening Process: A comprehensive process that includes completion of an application form, an interview, local reference checks, providing an acceptable PRC/VSS, approval at the provincial level and placing information from the application form on a secure national database. All volunteers are required to complete the screening process prior to being eligible to work as a volunteer with the Air Cadet Squadron or the League. Once successfully complete, the registration is valid for five years. At the end of five years, the volunteer will renew his/her registration following procedures outlined in this manual.

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 members of the SSC are registered and screened in accordance with ACL policy.

SSC-Chair: The leader (chairperson) of the squadron sponsoring committee.

SSC-Coordinator: Squadron Sponsoring Committee 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 DND, CF or leagues without compensation or any other thing of value in lieu of compensation in support of activities defined as cadet duty. All volunteers will be registered and screened in accordance with the national registration and screening policy. Members of the CF who volunteer with a squadron are required to comply with CATO 23-07.

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 in respect of which a pardon has been granted or issued. This is requested for persons working or volunteering with vulnerable persons.

Forms

All of the following forms are available on the Air Cadet League of Canada's national web site; www.aircadetleague.com. From the home page follow the links to <League> and then <League Forms>.

Annex B: Volunteer Registration and Screening Package



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 (PRC) check. 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
January, 2006



VOLUNTEER REGISTRATION AND SCREENING FORM

DATE: _____ PROVINCE: _____ Squadron _____

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms ²	Last Name : _____ First Name: _____ Middle Names : _____	_____ _____ _____
1 Given or Surname Aliases or Maiden Name: _____		
3 Number/Street/P.O./Apt #: _____		How long: _____ 4
5 City: _____ 6 Province: _____ 6 Postal Code: _____		
7 Previous Address (if at present address less than 2 years) _____		How long: _____ 8
Home telephone : _____ Home cell phone: _____ Home fax: _____ 9 Home email: _____		Business telephone : _____ Extension : _____ Business fax: _____ Business email: _____ 10
11 Date of Birth : _____		12 _____ 13 _____
14 Mailing address (if different from home address) : Number/Street/P.O./Apt # _____		

15 Employer/Company – Address (If retired give last Employer/Company) _____		Telephone : _____ E-mail: _____ Fax: _____	
16 Occupation/Profession : _____		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal 17	From : _____ Month: _____ Year: _____ 18
			To: _____ Month: _____ Year: _____ 19
Previous Employer/Company (if less than 2 years) - Address _____			
20 Occupation/Profession : _____		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal 21	From : _____ Month _____ Year _____ 22
			To : _____ Month _____ Year _____ 23
24 Are you self-employed ? <input type="checkbox"/> Yes <input type="checkbox"/> No		25 Type of Business : _____	
26 Is your son or daughter a cadet?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name : _____			
Rank : _____		Squadron : _____	
Do you have any previous experience as a cadet, as a volunteer of a committee, as a volunteer of the Canadian Forces or as a CIC Officer? Yes <input type="checkbox"/> No <input type="checkbox"/>			
27 Have you been a volunteer with any other youth organizations?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

If yes, give details. Where and which organization? <hr/> <hr/> <hr/>	State year and number of years for each organization : <hr/> <hr/> 28A <hr/>
--	---

28

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:

Drivers' License # _____
 Passport # _____
 Military ID # _____
 Other : _____

30

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

	NAME	ADDRESS	PHONE (home)	PHONE (Office)
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 Sqn. 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? <small>33</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

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. A copy is attached as Page 7 & 8

34

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)

35

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 _____

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 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 of 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?			
Signature of Interviewer <hr style="border: 0.5px solid black;"/> Name: Date:	Signature of Interviewer <hr style="border: 0.5px solid black;"/> Name: Date:		Recommended YES or NO <i>(Circle as appropriate)</i>

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?
--	---	--	---	---	---	---

Reference's Name:	Date:	Telephone Number:				
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

Reference's Name:	Date:	Telephone Number:				
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

Reference's Name:	Date:	Telephone Number:				
		Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain	Yes No Uncertain

Signature Print Name:	Recommended YES or NO	Further Checks Recommended <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Police</td> <td style="width: 50%; border-bottom: 1px solid black; padding: 2px;">Credit</td> </tr> </table>	Police	Credit
Police	Credit			

CATO 23-07(2) ANNEX A
OAIC 23-07 ANNEXE A

VOLUNTEER AGREEMENT

This agreement is drafted in accordance with the Treasury Board Policy on Volunteers and Policy on Risk Management.

I, _____, of the _____ of _____, in the Province of _____, agree to the following terms and conditions required to be a volunteer.

DEFINITIONS

- Volunteer** A person who provides services directly to or on behalf of the Department of National Defence or the Canadian Forces without compensation or any other thing of value in lieu of compensation in support of activities defined as cadet duty, and who has been screened and approved in accordance with the common League and DND processes.
- Cadet Duty** Includes participation in, or attendance at, an authorized cadet activity or period of instruction, and proceeding to and returning from the place where a cadet activity or period of instruction is performed, other than a parade, a demonstration, an exercise, a period of instruction or other activity conducted at a local headquarters.
- Security Screening** Means the systematic method agreed upon by DND and the Screening Leagues, used by the Leagues, to confirm that a person can be expected to be reliable and trustworthy to participate in activities in support of cadet duty.

DESCRIPTION OF VOLUNTEER ACTIVITY

TERMS AND CONDITIONS

General

- I will, at all times, act honestly and without malice, and within the scope of the volunteer activities described herein.
- I will, at all times exercise due caution and take reasonable care of any Crown property entrusted to me;
- I confirm that I am fully qualified to execute the volunteer activities described herein;
- I acknowledge and agree that this is not an employment agreement
- I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering;
- I confirm that I am participating freely and of my own accord in the activities of the cadet unit without compensation or any other thing of value in lieu of compensation.
- I agree that while volunteering I will abide by the terms and conditions set out in CATO 23-07 and the terms described herein
- I will display or have in my possession my League-issued ID Card when participating in cadet activities

Insurance

- I acknowledge and agree that I will be required to provide confirmation of insurance (where applicable) when using my personal property in the course of my volunteer activities with the cadet unit.

Security Screening and disclosure of information

- I acknowledge and agree that prior to being able to volunteer during the course of activities defined as cadet duty I must successfully complete a security screening;
- I hereby consent to the exchange of information between DND and the applicable Leagues regarding my status as a volunteer;
- I hereby consent to the applicable League providing my name to DND as a person having successfully completed the security screening;
- I hereby agree that I will immediately advise DND, after the signing of this agreement, if I am charged with an offense.

Volunteer: _____

Print Name: _____

Identification Card Number: _____

Expiry Date: _____

Date: _____

Commanding Officer: _____

Print Name: _____

Date: _____



123 Royal Canadian Air Cadet Squadron
Any town, Ontario
Telephone: 123-456-7890

Request for Police Records Check

To: Police Services

From: John Smith- Chair, Squadron Sponsoring Committee
123 Royal Canadian Air Cadet Squadron

This letter will confirm that _____ has applied to become a volunteer with 123 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 Criminal 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 123 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 123 Squadron or the Air Cadet Program, please contact me at the number listed above.

Sincerely

John Smith
Chair
123 Royal Canadian Air Cadet Squadron
Sponsoring Committee



123 Royal Canadian Air Cadet Squadron
Any town, Ontario
Telephone: 123-456-7890

Request for Police Records Check: Form 1

(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 paid or volunteer position with a person or organization responsible for the well being of one or more children or vulnerable persons.

Description of the paid or volunteer position: Adult volunteer

The name of the person or organization is: 123 Royal Canadian Air Cadet 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



SCREENING RENEWAL FORM

DATE: _____ **Province:** _____ **Squadron** _____

<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms			Last Name	First Name	Middle Name

Home Address				How long	
City		Province		Postal Code	
Mailing address (if different from home address)					
City		Province		Postal Code	
Telephone	Home	Business	Fax	Home	Business
Email	Home		Business		
Previous address (if present address less than 2 years)				How long	
City		Province		Postal Code	
List Past Squadrons (if any)					

Have you ever been convicted of a criminal offence? Yes No

I certify that the above information is true and correct. Without limiting, any previous consent respecting the collection, use and disclosure of my personal information, I hereby authorize the Air Cadet League of Canada and a Provincial Committee of the Air Cadet League of Canada to collect, use and disclose to each other, any and all of my personal information, available from any government organization, including any police department, as it regards any criminal charges or convictions relating to myself. 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.

To continue to qualify as a volunteer, I acknowledge and confirm that I must complete and sign this application, I must agree and consent to a police record check (PRC/VSS) at least every five years and I must advise the Provincial Screening Coordinator immediately if I am charged or convicted of a criminal offence.

SIGNATURE OF MEMBER/VOLUNTEER _____

CHAIRPERSON'S COMMENTS (use reverse side if additional space required)

Recommended **Not Recommended**

SPONSORING OR PROVINCIAL CHAIRPERSON (as applicable)

_____ _____

Print Name Signature

CURRENT ORIGINAL PRC MUST ACCOMPANY THIS FORM

CONFORMATION

Renewal Application has been reviewed, information entered in the database and forwarded to the National Office, and a replacement card, number _____ issued.

ACC 2000-1 (Jan 06) Provincial Screening Coordinator