

# The Air Cadet League of Canada



## Squadron Sponsoring Committee Screening and Registration Coordinators Handbook

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## Introduction

This handbook is designed to assist Sponsoring Committee Chairs and Screening and Registration Coordinators to complete the screening and registration of all volunteers. It is produced under the authority of the National Board of Governors of the Air Cadet League of Canada.

A proposal for amendments and revisions to the existing screening plan, called the Next Generation Screening Program, was approved by the Board of Governors on September 13, 2017. The following points form the foundation for this plan:

- To convert the existing but varied provincial screening procedures into a National Program;
- To raise our membership's compliance with the screening program into the 90 percentile range or higher by making it much easier to be screened, but much more difficult to gain membership or attend cadet functions without being screened;
- To comply with all current legislation concerning screening as well as observing the limitations guaranteed to Canadians under Human Rights and Privacy legislation;

A review was undertaken of all existing procedures and forms and, from that review, it was determined that the existing Screening Coordinators handbook should be divided into two Handbooks. This Handbook has been specifically tailored for the Squadron Screening Registration Coordinators.

A separate Handbook has been developed for the Provincial Screening Registration Coordinators and the National Screening Manager.

## Overview

Screening in Canada is subject to a complex set of criminal, civil, constitutional and administrative statutes, combined with a substantial body of common law. Taken together, these laws form a regulatory regime that applies to those organizations and individuals, both paid and volunteer, who work with children and youths.

Volunteer Canada's, The Screening Handbook, was first published in 1996 and an update was released in 2012. Since the first release in 1996, screening in Canada has undergone substantial changes. This new Screening Handbook provides current and concise information that may be useful for a range of organizations and individuals, including those with long-standing screening practices, those who are new to the topic of screening, and those who are revising or developing screening policies and practices.

Screening is about matching people and organizations, improving the quality and safety of programs and services, and reducing risks and liability. It is an ongoing process captured in the Ten Steps of Screening and is not limited to Police Records Checks. Screening practices are specific to a role, position, or assignment and not to the individual applicant. The current trends in volunteering and new societal context call for the scope of screening to be broadened from a set of practices that ensure the suitability of volunteers to a process that promotes quality relationships between volunteers and organizations.

It is well-established in common law, regardless of the province in which one is located, that organizations providing services to vulnerable persons (youth) have a duty to take reasonable steps to ensure their safety and well-being. The organization that does not have a formal process of screening of volunteers is likely failing to meet the standard of care that the community, and Canadian law, now requires of them.

Screening practices play a critical role for organizations in fulfilling their moral, legal, and ethical responsibilities to all those they reach, including members, participants, employees, and volunteers. This obligation is even greater when they are working with vulnerable children and youth. Boards of Directors need to establish screening policies that address the needs of the organization.

The Air Cadet League (ACL) responsibilities for screening and registering civilian volunteers complement those of the Department of National Defence (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 the ACL shall also insure that the screening and registration protocols meet the same standard expressed by the Supreme Court of Canada.

The ACL fully supports the process of screening all those who volunteer to work with the Squadron Sponsoring Committee, the Provincial Committee, the Squadron or the National Air Cadet League. These Screening and Registration Policies and Procedures have been developed to ensure that this process is carried out in a timely and efficient manner.

**Only those persons who have been successfully screened and registered with the ACL are authorized to volunteer at the local, provincial or the national level.**

The screening forms and processes are a minimum requirement for all applicants. A Provincial Committee may require additional information from an applicant to enhance their particular screening process as long as the information does not detract from the minimum requirements.

# Policy

## Screening and Registration Policy 3.2.7

The following is an excerpt from the Policy and Procedure Manual Screening Policy 3.2.7

1. It is the policy of the Air Cadet League of Canada (ACL) that all persons on its Squadron Sponsoring Committees (SSCs), its Provincial Committees (PCs) and its members at the National Level, and all other non-Department of National Defence (DND) persons, volunteer or otherwise, who work with the ACL shall be screened and registered successfully in accordance with ACL procedures.
2. Persons who are invited to support Air Cadet Activities by reason of being a guest trainer, public speaker or any other similar person not in the Air Cadet Movement, need not be screened and registered, but the Air Cadets in their presence shall be strictly supervised in accordance with military regulation.
3. Supervision of Cadets is, at all times, the responsibility of the Air Cadet Squadron Commanding Officer.
4. Appointment of Screening and Registration personnel:
  - The ACL Board of governors shall appoint a National Screening Manager (NSM).
  - Each Air Cadet League Provincial Committee shall appoint a Provincial Screening Registration Coordinator (PSRC).
  - Each Squadron Sponsoring Committee shall appoint a Squadron Sponsoring Committee Screening Registration Coordinator (SSC SRC)
5. Screening and Registration procedures (including revisions) shall be authorized and approved by the Board of Governors. The procedures will be detailed in a manual known as the Screening and Registration Coordinators Handbook.
6. The BOG shall make a determination as to which supplier will provide Criminal Record Checks which will be included as part of the screening process.
7. The ACL does not require a Vulnerable Sector Verification (VSS) to be conducted for its volunteers as part of the basic Screening and Registration process.
8. All volunteers assisting with instruction and/or supervision of cadets are required to comply with military screening and registration guidelines. In addition to the criminal record check, a Civilian / Squadron Volunteer may be required to obtain a VSS from their local police agency.
9. No information collected on an applicant will be shared or disclosed to any external organizations except the names of the applicants who have been rejected may be shared with the DND.
10. Prior to approving an applicant as a volunteer, the applicant will be required to meet all the requirements as identified in the Screening and Registration Coordinators Handbook.
11. It is the responsibility of the Squadron Sponsoring Committee (SSC) to recommend an applicant as a volunteer. Even though an applicant has completed the screening process, an SSC may reject an application (in consultation with their PSRC) if they believe that the applicant may not best serve the needs and requirements of the SSC.
12. Final approval of a screening and registration application is the responsibility of the PSRC.
13. If an individual who is not a member of a SSC applies for membership in an ACL Provincial organization, that person will be subjected to the screening process as outlined in the Screening and Registration Coordinators' Handbook. It is the responsibility of the Provincial Committee to approve and recommend the applicant as a volunteer.

# Policy

14. The applicant shall not perform any volunteer duties until he/she has been successfully screened and registered and is in possession of a valid League-issued Screening Card. The Screening Card must be returned to the ACL upon the resignation or retirement of the volunteer.
15. Screening shall cover a five-year period. At the end of the five-year period, all League volunteers must complete a screening renewal form, provide a new photo and obtain a new Criminal Record Check.
16. All screening documentation collected for each applicant must be retained in perpetuity.
17. The ACL, in conjunction with its various Provincial Committees, will conduct random audits of SSCs and volunteers to ensure that all individuals are properly screened and in possession of a valid ACL- issued screening card.
18. It is the responsibility of the National Screening Manager to monitor the provincial screening processes and provide periodic screening status reports to the Executive Director. On a quarterly basis, the Executive Director shall provide a screening update report to the Board of Governors.
19. It is the responsibility of the Provincial and Squadron Screening Coordinators to adhere to these policies and the procedures as outlined in the Screening and Registration Coordinators' Handbook.
20. It is the responsibility of each Provincial Screening and Registration Coordinator to ensure that each of the Sponsoring Committees within their jurisdiction comply with the Screening Policies and Procedures of the ACL.

# Policy

## Vulnerable Sector Verification (Commonly referred to as a VSS)

In the Screening and Registration procedures developed in the early 2000's, all volunteers were required to obtain a VSS (VSV) as part of the Criminal Record Check. It was determined at that time that a VSV added value to the overall screening process. A VSV was thought to offer a level of protection for the youth enrolled in the cadet program. As cadets are all under the age of eighteen, they are, by law, considered as children and fall under the category of a "vulnerable person".

What is a VSV?

There is a common misconception that the VSV is a check against a sex offender registry. This is simply incorrect. A VSV is composed of three things; a search of conviction history in the National Repository, a search of locally held police information, and a query of the pardoned sex offender database.

What exactly is the pardoned sex offender database, if not a sex offender or child abuse registry? The key term is "pardoned," as only individuals who have met the requirements to be granted a pardon by the Parole Board of Canada, now known as a "record suspension", can be found in this database. Those convicted of sex offences but not pardoned are NOT included in this database but will be identified in the search of conviction history in the National Repository.

In order to receive a record suspension (for sex offences or any other pardonable offence), an individual must have completed all sentences including any fines, prison terms and probation orders. The individual must have also completed a minimum waiting period without any adverse contact with police – either five or ten years, depending on the offence. Once a record suspension is granted, the individual must remain in good standing as a law-abiding citizen; otherwise the record suspension may be revoked. Suspended records are sealed and cannot be disclosed; however, in an effort to balance privacy with public safety, a legislative amendment was made to the Criminal Records Act in 2000 allowing a disclosure exception for certain pardoned sexually based offences.

The result is the pardoned sex offender database is searched as part of a VSV. While this database does offer access to previously sealed records, theoretically broadening the range of information available to those requesting a VSV, the database includes less than 14,000 individuals, which represents a very small subset of the 4.5 million criminal records in the National Repository.

The pardoned sex offender database has become static in its growth due to changes in legislation (the Safe Streets and Communities Act, 2012) regarding the ability to obtain this type of record suspension. Many sex offenders are no longer eligible for record suspensions, including almost all who committed their crimes against children or who held a position of trust or authority when the offence was committed.

The misconceptions surrounding VSV have resulted in many organizations believing that they either need a VSV or that it will provide added value to their risk mitigation plan. But these beliefs are rarely the case. The 14,000 individuals in the pardoned sex offender database are aging and many are elderly, deceased or retired. As a result, very few of these individuals are likely to be seeking volunteer roles. At the other end of the spectrum, the database includes no individuals younger than age 30.

According to Canada's Criminal Records Act, Section 6.3, a vulnerable person is defined as:

A person who, because of his or her age, a disability, or other circumstances, whether temporary or permanent:

a: is in a position of dependency on others; or

b: is otherwise at a greater risk than the general population of being harmed by a person of trust or authority relative to them."

# Policy

In order for an organization to be permitted to conduct a VSV, it must first meet the criteria and parameters as outlined in Section 6.3.3 of the Criminal Records Act, which states:

- a: the position is one of trust or authority towards that child or vulnerable person; and
- b: the applicant has consented in writing to the verification.

People who volunteer or have jobs where they are in positions of trust or authority over children or vulnerable persons can be asked to obtain a VSV. (Being in a position of trust or authority is more than just having contact with children or vulnerable persons. To meet the legal requirements for a VSV, the nature of the position – not the person – must cause the person to have authority over, or trust of, children or vulnerable persons.)

Thus, as ACL volunteers do NOT occupy positions of trust or authority over cadets, they do not qualify to obtain a VSV.

There is a common misconception among volunteer organizations that a VSV is legally mandated for anyone in contact with vulnerable persons. This is simply not the case. In fact, very few organizations are affected by the current directives covering VSV. In general though, VSVs are not mandated – and in some instances prohibited. Section 8 of the Criminal Records Act actually prohibits the disclosure or consideration of any pardoned records in the context of federal entities or any entity that is governed by an Act of Parliament.

This could include the ACL as the ACL is a creation of Parliament, in that we exist because of the Canada Not for Profit Corporation ACT (CNCA). This Act was published by the Minister of Justice on 17 October 2012 and is current to that date. Our Corporation Number (for reference purposes) is 030298-8 and the C of C was approved 26 August 2013.

In addition, Section 3 (1) of the Canadian Human Rights Act states: For all purposes of this Act, the prohibited grounds of discrimination are race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

In developing the Next Generation Screening program, it has been determined that a VSV search adds little value to the ACL Screening and Registration process, and in fact, in most instances the ACL does not qualify, under the Criminal Records Act, to obtain a VSV for our volunteers. Therefore the ACL will no longer require a VSV for its Volunteers with respect to the Next Generation Screening Program.



# Procedures

## Information about the Screening process

### Why screen?

The answer is simple. We want to do a better job of assigning volunteers and protecting them and program participants. All organizations that provide programs to vulnerable people, whether run by staff or volunteers, have a responsibility to appropriately screen their volunteers.

### What is screening?

Screening is a process designed to create and maintain a safe environment for the participants in the Air Cadet Program. Screening is a four step process which involves identifying any activity of a volunteer position which by virtue of the responsibilities of the position could bring about harm to children, youth, or vulnerable persons. It also involves recruiting, selecting and managing volunteers. The screening process also ensures the most appropriate match is made between volunteer and task.

### Who must be Screened and Registered?

While many organizations accept their responsibility to protect the vulnerable participants in their programs, they can feel overwhelmed by the need to screen every one of their volunteers. However the ACL has adopted the policy that all volunteers shall be screened and registered. This applies at the local, provincial and national levels.

### Applicant Minimum Requirements

- Complete a Screening and Registration form
- Complete a Criminal Record Check now known as an Enhanced Police Information Check (E-PIC)
- Provide the names of four references
- Be subject to a personal interview
- Provide a current jpg photo
- Renewal Form (To be completed for existing members whose screening date has lapsed)

### Enhanced Police Information Check (E-PIC)

The ACL has executed an agreement with Sterling Talent Solutions to provide an Enhanced Police Information Check (E-PIC) for all potential candidates. Sterling Talent Solutions is an international screening Company who provide Criminal Record Checks for corporate clients, governmental agencies and numerous volunteer agencies.

The Enhanced Police Information Check includes:

- Criminal Record Check (CRC) – a search of adult convictions held within the RCMP National Repository of Criminal Records.
- Local Police Information (LPI) – searches of additional conviction and selected non-conviction information which may be relevant within both national and local police data sources.

Additional information that may be discovered through this in-depth search includes:

Charges; Warrants; Peace Bonds; Prohibition Orders; Release Conditions; Probation Orders Summary Convictions; Recent Convictions not yet registered in the National Repository.

# Procedures

There is a fee charged by Sterling Talent Solutions for an E-PIC check. The cost of the E-PIC is the responsibility of the applicant or it may be covered by the Squadron Sponsoring Committee; this is a local decision. Refer to Step 2 for detailed procedures to obtain an E-PIC

## Screening and Registration Card

A National standardized screening card has been developed to be utilized by all Provincial Committees. This card will contain a photo of the volunteer, his or her identity number and the Air Cadet League Crest.

## Overall Responsibilities of the Squadron Sponsoring Committee

The SSC will:

- Complete the Screening and Registration process for volunteers.
- Agree to Recommend or Not Recommend applicant.
- Keep a copy of page one of the Volunteer Screening and Registration Application Form (for contact information only.)
- Forward all original completed forms to the Provincial Office, including those of a candidate who was NOT Recommended
- All forms must be submitted within six months of completing the candidate interview.
- After receiving the Screening Card from either the Provincial or National office, make arrangements to present the card to the successful applicant.

## Screening Forms

The screening forms can be printed and completed manually or, as they are also PDF fillable forms, can be completed utilizing a computer. Some tips on completing via computer:

- Use the tab key to move from one field to the next
- The phone number fields have been formatted to display correctly. For example enter the number as 9995559999 and the number will be displayed as (999) 555-9999
- For dates, enter 25aug2017 and the date will be displayed as Aug 25, 2017
- For text fields, if the data to be entered is larger than the field, it will either shrink to fit or scroll to the next line.
- Use the "Clear Form" button at the top to erase all data that has been input.
- Use the "Print Form" button at the top to take you to the print display.

# Procedures

## Screening and Registration Procedures

- Step 1 The initial meeting
- Step 2 Obtaining an E-PIC
- Step 3 Checking the forms.
- Step 4 Reference checks
- Step 5 Interview
- Step 6 Recommendations
- Step 7 Forwarding the information
- Step 8 Applicant has not been approved
- Step 9 Applicant has been approved

### Step 1: Initial Meeting

Prospective volunteers shall be introduced to the commanding officer as well as the Squadron Sponsoring Committee chairperson. Because the SSC is responsible to identify volunteers, the SSC SRC, shall conduct the preliminary interview, or “first contact”. The goal of this initial meeting is to provide the applicant with some information to help him/her make an informed decision. Because we wish to convince the applicant that volunteering for the ACL 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.

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 an ACL volunteer. A simple statement like this can help to set the stage.

“The ACL wants to provide the safest possible program for our young people. To do this, we require all potential volunteers to go through a Screening and Registration process that includes an interview, reference checks and a criminal background check. We also require a current jpg photo.”

Any applicant who refuses to consent to a criminal record check, will not be considered for a volunteer position and the application will be rejected. All information received to date must be forwarded to the PSRC. (Refer Step 7)

You can now ask the applicant: “Are you still interested in becoming a volunteer with our sponsoring committee?”

If the applicant says yes, then provide the applicant with the Applicant Information letter and the Volunteer Screening and Registration Application and explain the purpose of each. There are three options to follow:

- Assist the applicant to fill out the application or;
- Print the forms so the applicant can fill them out
- Forward the fillable forms to the applicant via Email.

# Procedures

- If the applicant wishes to complete the fillable form via computer, they may do so, however they must print the completed forms, sign and initial where appropriate and return the completed hard copy forms to the interview team
- Ensure that the candidate's name and telephone number are retained for follow up later in the week.

Giving these forms in a complete, professional looking package serves several purposes:

- Firstly, it demonstrates that we are a professional organization with our main purpose to look after the welfare of the cadets.
- Secondly, it allows the candidate to reconsider their initial decision. This can be beneficial, particularly if there is anything in the candidate's background that would preclude them from volunteering with the ACL.
- Thirdly, it allows the SSC SRC 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 screening and registration.

# Procedures

## Step 2: Obtaining a Criminal Record Check

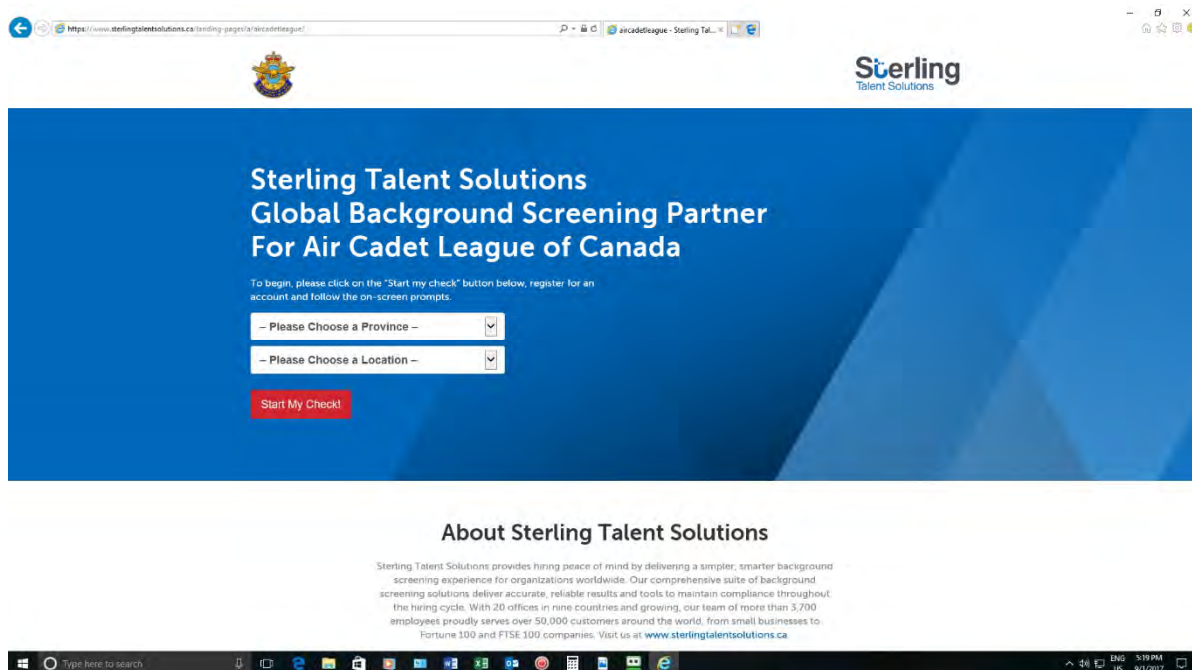
As part of the screening process, the ACL requires all applicants to undergo a criminal record check known as an E-PIC through Sterling Talent Solutions.

The applicant does not have to go to a police agency as they can obtain the check from the comfort of their home or office by simply logging on to the Sterling Talent Solutions website and do an on-line application. There is a cost of \$26.00 plus tax, which will be borne by the applicant and paid online with their credit card. However, the applicant will “own” the E-PIC and they can direct other volunteer organizations to access their E-PIC without any further costs to them. The applicant will be required to set up a secure account with the company and provide certain personal information to enable them to complete the E-PIC.

To access the Sterling Talent / Air Cadet page, the applicant will be directed to go to the following website

<https://www.sterlingtalentsolutions.ca/landing-pages/a/aircadetLeague/>

and the following page will appear:



From the drop-down boxes, the applicant will select their province, choose their location (squadron) and then “Start My Check”. Once completed and payment made, the E-PIC will be emailed, within 24 hours to the applicant and the ACL PSRC for processing.

Upon receipt, the PSRC must contact the SSC SRC and advise that the E-PIC has been completed and that the status is either "Clear or "Not Clear". This will facilitate completion of the application by the SSC SRC.

If an applicant has done an E-PIC through Sterling Talent Solutions for another organization within the last six months, they can simply direct Sterling Talent Solutions to forward the E-PIC, at no additional cost, to the SSC.

# Procedures

## Step 3: Verifying the Information

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

- Filled in all the boxes, or has entered a "NA" (Not Applicable) rather than leaving the box blank.
- Identified some particular areas of the squadron or SSC in which they are interested.
- Provided complete information for each of the references.
- Has signed the form.
- Has provided via email, the necessary jpg photo.
- Completed the E-PIC which has been received from the PSRC.

The SSC SRC should:

- Confirm the name, address, phone number with the photo identification (driver's license, health card etc.) and initial in the appropriate box on page 1 on the application form.
- Check that the applicant has read the statements above the applicant signature line, initialed the appropriate boxes and confirm that the information shown is accurate.

Now that all the information has been received, the next step is to move on to the reference checks.

# Procedures

## Step 4: Reference Checks

Each candidate must provide the names of four unrelated persons who can provide a personal reference. Only TWO satisfactory responses of the four are required to complete the documentation. One member 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 recorded on the registration form. The Reference Check Form is a fillable PDF form which can be completed on a computer or printed and filled out manually. A separate form is required for each reference. There are two options for completing reference checks.

### **Option 1 – Direct contact or by telephone**

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

For example:

“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 six standard questions that are to be asked for all reference checks. Depending on the response, the interviewer may need to ask additional follow up questions. Notes made by the interviewer during the reference check should be included with the registration package. Do not forget to include the date the reference check was made.

### **Option 2 – Email the form**

There may be times when it is difficult to contact a person by telephone. In that case the Reference Check form can be emailed to the individual who can complete the form and return via email. If the answers on the emailed form are insufficient, it may be necessary to contact the person by phone for further clarification.

If you are not satisfied with the information provided on any of the reference checks, you may have to request additional reference names from the applicant.

# Procedures

## Step 5: Interview

The interview is always carried out by at least two screened members of the squadron sponsoring committee. Before meeting the candidate, it is important for the members of the interview team to review the questions on the Candidate Interview Form, the information provided by the reference checks and to have the E- PIC in their possession.

The interview form is a fillable PDF form which can be printed and filled in manually or completed utilizing a computer.

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
Sexual Orientation	Disability	

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 screening and registration process.

There may be a rare occasion where the applicants E-PIC does not reveal any criminal convictions but the applicant admits that he / she has received a Record Suspension (Pardon) for a criminal offence. If this happens, thank the applicant for the information provided and advise him / her that the application will be referred to the PSRC. Should the applicant divulge any information voluntarily, make notes and include these notes when forwarding the application to the PSRC for further review.



# Procedures

## Step 6: Review and Recommendation

The SSCC retains ultimate authority and responsibility at the local level for recommending or not recommending the applicant.

The PSRC retains ultimate authority and responsibility at the provincial level for approving or not approving the applicant.

Once all the screening documents have been completed (including the E-PIC), it is time for the SSCC to make a recommendation. This is a critical juncture of the process as it is at the local level that the most important decisions about protecting the welfare of the cadet's takes place. The interview team should review all the screening documentation and either Recommend or not Recommend the applicant.

1. If the application and supporting documents do not reveal any adverse conditions, then the SSCC should complete the Chairperson's Section on page 2, tick the Recommended box, sign in the appropriate space and forward the application along with the reference check and the interviewer forms to the PSRC for processing and the issuance of the screening card.
2. If the SSC directors or executive committee holds reservations founded upon matters not directly revealed in the E-PIC, interview or reference process, (e.g., the applicant may not best serve the needs and requirements of the SSC, character, professionalism, maturity), the SSC has the prerogative to NOT recommend the applicant. The SSCC should then complete the Chairperson's Section on page 2, tick the NOT recommended box, sign in the appropriate space and forward the application along with the reference check and the interview forms and any pertinent notes or comments to the PSRC for processing.
3. For cases where there is a conviction of a single case of Fraud or a single Impaired Driving Conviction, the file is to be forwarded to the PSRC, who, in consultation with the SSC and reference to Appendix 2 Screening Tolerance Guidelines, shall make a determination as to whether the applicant is to be Approved or Not Approved.
4. For cases where evidence is received of a criminal conviction, other than those listed in paragraph 1 of Screening Tolerance Guidelines, (Appendix 2), the applicant's application will be referred to the applicable PSRC. The PSRC in consultation with the SSCC and the NSM, shall review the file and make a determination as to whether the applicant will be Approved or Not Approved. The determination shall be noted on the candidate's file by the PSRC which includes the date and time the determination was made.

If it is agreed to Not Approve an application, the PSRC and the SSCC will agree on who will advise the candidate that his / her application has been rejected. Refer (Step 8)

# Procedures

## Step 7: Forwarding information to the PSRC

As the screening and registration process is completed:

- Forward the completed information package to the PSRC including those forms for any candidate that was NOT recommended.
- This includes the Screening and Registration Application, notes from the interview and reference checks.
- Ensure that a jpg photo is forwarded by email to the PSRC.
- At this point, the candidate should be informed that his/her application has now been forwarded to the Provincial Committee for adjudication.
- Ensure that the application package is complete before forwarding to the Provincial Office. Missing or incomplete information will result in a delay in approving the candidate.

**The SSC Chair should keep a copy of the first page of the package (which includes contact information for the volunteer). Retain this document on a permanent basis.**

# Procedures

## Step 8: Applicant has not been approved

There are situations where the SSCC has not recommended an applicant or where the SSSC has recommended the applicant but the PSRC, after reviewing the file, has determined that an approval is questionable. In either case, the following process shall be followed:

- The PSRC should contact the SSCC to discuss the file.
- Notes should be kept of the discussion
- Agreement must be reached between the two parties
- If it is agreed to Not Approve the application, the PSRC and the SSCC will determine who will advise the candidate that his / her application has been rejected.
- It is preferable that a short letter be sent to the applicant thanking him / her for applying and advising that their application has been denied.

## Step 9: Applicant has been approved

- The Screening card will be received from either the PSRC or the NSM.
- Contact the applicant and arrange a meeting with him or her and the Committee members and the Commanding Officer.
- Present the card to the applicant along with any information pertinent to the committee and squadron.
- The applicant cannot serve as a volunteer until the photo screening card has been issued.
- All volunteers must display this photo screening card when attending cadet functions.

# Procedures

## Transfer of an ACL / SSC / Squadron Volunteer

There may be occasions where a volunteer wishes to transfer from one squadron to another or from one province to another. The volunteer must obtain a transfer form from the Squadron that he / she is transferring to. Once the form is completed by the applicant, the SSC will complete the identification and recommendation sections and forward to the provincial office for processing.

### Note

The ACL does not accept transfers from the Army or Navy Leagues or any other organization where a person has been screened. A complete screening process must be completed for these individuals.

## The Renewal Process

Each screened volunteer will be required to re-register every five years. Assuming that the individual has been active in the League during the term, he/she will be required to complete a renewal form (see forms section at the end of the Handbook) and provide an updated E-PIC and an appropriate photo.

The PSRC, on a regular basis, will provide the SSRC with a listing of all volunteers whose screening will expire within the ensuing three months. It is then up to the SSRC to review the list and obtain updated information on those volunteers who are still active. Once this information has been provided to the SSRC, the completed form along with an updated photo are to be forwarded to the PSRC. A new photo screening card will be issued to the volunteer.

## Break in Service

If a volunteers' screening card has expired and the volunteer has not been active for a year or more, and, he/she wishes to return as a volunteer, then a completely new screening package must be completed. A renewal form is not sufficient.

## Termination of a Volunteer

If a person decides to withdraw his or her services as a volunteer, the SSC Chair shall write a letter to the individual thanking them for their service. A copy of the letter shall be sent to the PSRC 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.

If a SSC wishes to terminate a volunteer for non-performance or illegal acts, the details for the termination must be supplied to the PSRC. In such cases the PSRC, the PCC and the SSC SRC shall confer and agree on the course of action. The action to be taken shall be noted on the applicants file by the PSRC which includes the date and time the determination was made. Depending on the circumstances, it may be necessary to request the aid of legal counsel.

An RCSU may decide to terminate a Civilian Instructor or a Civilian Volunteer who has been previously screened by the ACL and will advise the provincial committee accordingly. The PSRC will update the database and attempt to retrieve the Screening Card from the individual.

If the PC wishes to terminate a provincial league volunteer for non-performance or illegal acts, the details for the termination must be supplied to the PCC. In such cases the PSRC and the PCC shall confer and agree on the course of action. The action to be taken shall be noted on the applicants file by the PSRC. Depending on the circumstances, it may be necessary to request the aid of legal counsel. Occasionally, there may be a delay in forwarding the documents to the PSRC. If more than a year has lapsed since the interview, the documents should be cancelled and a new set of forms needs to be completed.

# Procedures

## Oversight

For the National Screening Program to be successful, it is important that reviews be established to ensure that the screening policies and procedures are being followed. On a periodic basis, the PSRC will provide a list of screened volunteers to the appropriate League Representative. On the next squadron visit, the League Representative will check to ensure that all League volunteers have been screened and are wearing the League issued screening cards.

## Screening Squadron Volunteers

This process of screening squadron volunteers is currently under discussion between ACL and DND. Until a final agreement has been determined, the following procedures are to be followed.

The Commanding Officer of a squadron may authorize the use of volunteers to assist CIC officers and CI's in support of cadet duty provided that such assistance is under the supervision and direction of an officer of the CIC or a paid CI. 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 term "cadet duty" is defined as:

- (a) participation in, or attendance at, an authorized cadet activity or period of instruction; and
- (b) proceeding to and returning from the place where a cadet activity or period of instruction is performed other than
  - (i) a parade,
  - (ii) a demonstration,
  - (iii) an exercise or other activity, or
  - (iv) a period of instruction conducted, at a local headquarters

Any person who wishes to volunteer with a squadron must complete the ACL screening process as described in the preceding pages with the following exception. As DND insists on a VSS as well as a Police Record Check (PRC), the volunteer will be required to complete the PRC at a local police Agency. In order to do this, a Request for Police Records Check / Vulnerable Sector Screening form needs to be completed by the volunteer. Once the volunteer has received the PRC he / she will also be required to complete the DND Volunteer Agreement (Annex A of CATO 23-07) which will be provided to them by the Commanding Officer.

Pending positive results, a League Screening Card will be issued.

## Occasional Drivers

The subject of Occasional or Casual Drivers has been referred back to the committee for further review and recommendations. The Handbook will be updated when finalized.

## Conclusion

This Handbook has been developed with the cooperation of the ACL National staff, the Squadron Screening and Registration Coordinators, the Provincial Screening and Registration Coordinators and a number of volunteers. A special thank you to all those who assisted in developing these policies, procedures and forms which has culminated in one of the premier screening processes in Canada.

In order to maintain accuracy and consistency, this Handbook and accompanying forms may be updated periodically. To ensure the standardized application of the required screening and registration process across all levels of the League, no modifications to this Handbook or its' forms are to be made without prior approval of the Board of Governors.

## Appendices

### Appendix 1 - Terms and Definitions

These definitions are drawn from the Air Cadet League of Canada Bylaws and the Memorandum of Understanding (2016) 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 members of the ACL are screened and registered 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.

**CCM:** Canadian Cadet Movement means everyone within all levels of the Canadian Forces, the Navy League, the Army Cadet League and the Air Cadet League who is involved, in any capacity, with Canadian Cadets.

**CCO:** Canadian Cadet Organization means the three Cadet organizations, under the control and supervision of the Canadian Forces, known as:

- the Royal Canadian Sea Cadets;
- the Royal Canadian Army Cadets; and
- the Royal Canadian Air Cadets

**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:** is the legal principle that identifies the obligations of individuals and organizations to take reasonable measures to care for and protect their participants. Groups need to understand that Canadian courts will uphold their responsibilities with regard to screening in the context of their "Duty of Care".

E-PIC: The Enhanced Police Information Check is conducted by Sterling Talent Solutions and includes:

- Criminal Record Check (CRC) – a search of adult convictions held within the RCMP National Repository of Criminal Records.
- Local Police Information (LPI) – searches of additional conviction and selected non-conviction information which may be relevant within both national and local police data sources.

Additional information that may be discovered through this in-depth search includes:

Charges; Warrants; Peace Bonds; Prohibition Orders; Release Conditions; Probation Orders  
Summary Convictions; Recent Convictions not yet registered in the National Repository.

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.

NSM: National Screening Manager. The staff person at the national level who is responsible for administering the Screening Program and providing guidance and direction to the PSRC's. In addition this person is responsible for providing screening status reports to the Executive Director on a regular basis.

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 screened and registered in accordance with ACL policy.

PSRC: Provincial Screening Registration Coordinator: The individual identified by the Provincial Committee as being responsible for coordinating and overseeing the screening and registration process at the provincial level. This individual will be the main point of contact between the local level and the national level. This person is also responsible to ensure that the screening program, at the Sponsoring Committee level, is being administered in accordance with the Screening policies and procedures of the Air Cadet League.

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 screened and registered in accordance with ACL policy.

SSC Chair: The chairperson of the squadron sponsoring committee.

SSC SRC: Squadron Sponsoring Committee Screening Registration Coordinator. The individual at the local level responsible for coordinating screening and registration 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 cadets. All volunteers will be screened and registered in accordance with the national screening and registration policy.

VSV: Commonly referred to as a VSS which is a component of a Criminal Record Check which searches the registry of those person who have been convicted of a sexual offence but have received a Record Suspension, (formerly known as a pardon)

## Appendix 2 - Screening Tolerance Guidelines

1. Authority to review an applicant's file and make a determination as to whether or not the applicant is fit to continue working with the Air Cadet League of Canada is delegated to the applicable Provincial / Territorial Committee in the following instances:

- a. Cases involving bad debts, leading to a fraud charge where there is a single occurrence; and
- b. Cases involving a single Impaired Driving conviction.

2. The following factors, among others may be considered, in determining if an applicant is fit to serve / continue serving with the Air Cadet League of Canada:

- a. Has the applicant completed his or her sentence at least five years ago?
- b. Did the applicant provide proof that a pardon for the offence has been requested?
- c. Did the offence involve physical violence?
- d. Did the offence involve acts of dishonesty?
- e. Does the applicant have a positive employment history?
- f. What was the applicant's attitude towards the offence?
- g. What type of treatment, counseling or other services has the applicant received since the offence?
- h. Were there any other steps taken to rehabilitate?
- i. How many offences were involved and what is the likelihood they will be repeated?
- j. Was alcohol or illegal drugs a factor in the commission of the offence?
- k. To what degree did the applicant cooperate with the investigation?
- l. What was the nature of offence and sentence?
- m. What was the age of the applicant at the time of the offence and how much time has elapsed since the offence?
- n. Was the offence committed while the applicant was involved in cadet activities?
- o. Is the offence relevant to the applicant's duties?
- p. Does the applicant have outstanding charges or prior convictions that indicate that they may pose a threat to cadets or other staff applicants?
- q. Has the applicant made a false declaration?



## Appendix 3 – Forms

Forms List	Page
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The following forms are samples only. Please refer to the list on the website to print the fillable forms.

# Sample



## Air Cadet League of Canada Screening Checklist

The following has been prepared for the Sponsoring Committee Chair / Screening Coordinator to assist in the screening of a new applicant. Reference should be made to the detailed procedures as outlined in Steps 1 – 9 in the Screening Coordinators Handbook.

Documents / Tasks included / required	Received / Completed
Meet with applicant	
Provided Volunteer Screening and Registration Application to applicant	
Provided information to applicant on how to complete an E-PIC	
Applicant provided appropriate ID	
<ul style="list-style-type: none"> <li>• Applicant returned completed Application Form</li> <li>• Applicant provided a jpg photo</li> <li>• Arrange for applicant Reference Checks</li> <li>• Arrange for and complete interview and forms</li> </ul>	
ID verified by SSC-SRC, noted on application and signed	
E-PIC received SSC – copy also on file with PSRC	
Reference checks completed	
Interview completed	
File reviewed	
Agreement reached to accept and recommend applicant	
Agreement reached to reject applicant	
SSCC to retain a copy of Page 1 of the application	
PSRC contacted with respect to rejected application	
Completed file forwarded to PSRC	
Agreement reached with PSRC as to accepting or rejecting applicant	
The above highlighted documents are to be forwarded to the PSRC	



# Air Cadet League of Canada

## Volunteer Screening and Registration

### APPLICANT INFORMATION LETTER

Dear Volunteer:

Thank you for your interest in becoming a volunteer with The Air Cadet League of Canada (ACL). Over 5,000 screened and registered adults donate their time and skills in support of Air Cadet Activities.

The ACL and its partner, the Department of National Defence (DND), have worked together in a partnership spanning over seventy-five years to establish and maintain what is acknowledged to be a premier 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.

ACL volunteers may work in close contact with Air Cadets aged from twelve to eighteen. We know that parents and guardians place great faith in both the ACL and the DND to keep their son or daughter 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 ACL 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 includes:

- Completing the attached Volunteer Screening and Registration Application Form
- Completing a criminal record check
- Providing a current jpg photo sent via email

An interview will be required after receipt of this completed form, the criminal record check and the photo. 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 ACL for the following purposes:

- To prepare for your personal interview
- To make enquiries of personal references

### Privacy Statement

The Air Cadet League respects the privacy of individuals as identified in the ACL Privacy Policy which can be found on our website at <http://aircadetleague.com/>

- We collect personal information in order to screen prospective volunteers.
- By providing personal information to the ACL, individuals consent to the use of their personal information for the stated purpose.
- The ACL collects personal information only when it is voluntarily provided to us.
- The ACL will not require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- The collection of personal information shall be limited to that which is necessary for the purposes identified, and information shall be collected by fair and lawful means.
- The ACL employs reasonable administrative and technical measures to ensure the security and retention of personal information.
- ACL Volunteer Registration and Screening information will be maintained in a secure, restricted, database for the life of the organization.
- Personal information will be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

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

## Criminal Record Check

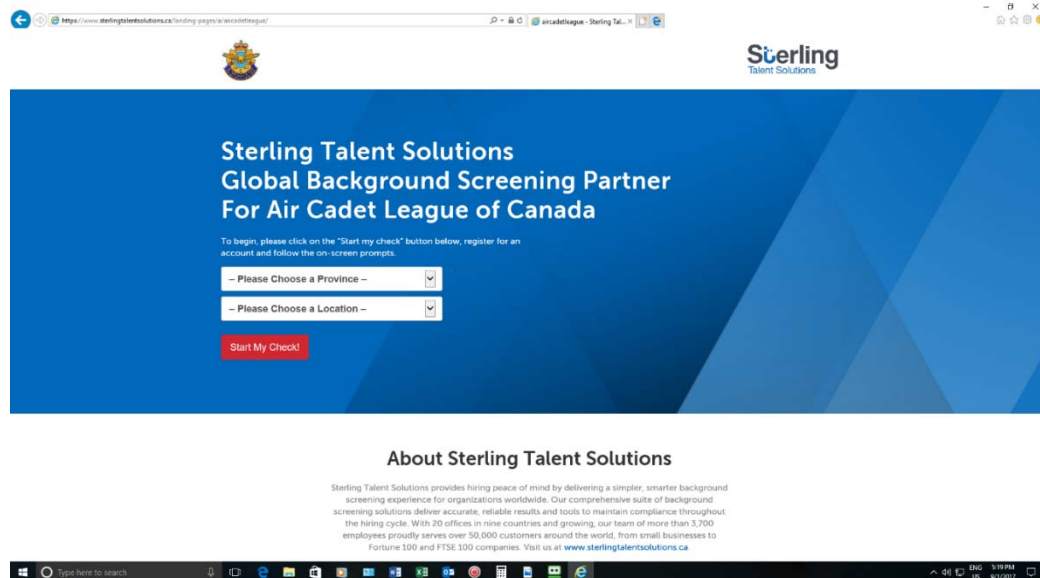
As part of the screening process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

You do not have to go to a police agency but you can obtain the check from the comfort of your home or office by simply logging on to the Sterling Talent Solutions website and do an on-line application. There is a cost of \$26.00 plus tax which will be borne by you. However, you will “own” the E-PIC and you could direct other volunteer organizations to access your E-PIC without any further costs to you.

You will be required to set up a secure account with the company and provide certain personal information to enable them to complete the E-PIC. To access the Sterling Talent / Air Cadet page, please go to the following website

<https://www.sterlingtalentsolutions.ca/landing-pages/a/aircadetleague/>

and the following page will appear:



From the drop-down boxes, select your province, choose your location (squadron) and then Start my Check. Once completed and payment made, the E-PIC will be emailed, within 24 hours to the ACL Provincial Screening Coordinator for processing.

If you have done an E-PIC through Sterling Talent Solutions for another organization within the last six months, you can simply have Sterling Talent Solutions forward the E-PIC to the SSC, at no additional cost to you.

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

The Air Cadet League of Canada

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**THESE TWO PAGES TO BE RETAINED BY THE APPLICANT**



# THE AIR CADET LEAGUE OF CANADA

## APPLICANT SCREENING AND REGISTRATION APPLICATION

### APPLICANT INFORMATION

Date	Squadron #	Province		
Last Name	First Name	Middle Names		
Aliases		Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>
Address				
City	Province	Postal Code		
Mailing Address (If different from above)				
Home Phone	Cell Phone	Email		
Previous Address (If less than two years)				How Long?
City	Province	Postal Code		

### EMPLOYMENT INFORMATION

Current Employer	How Long?		
Position	Self Employed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer Address			
City	Province	Postal Code	
Phone	Email		

### EXPERIENCE

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 or with the Canadian Forces Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you been a volunteer with any other youth organization Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes to either question, please provide details of where and which organization (s)			
1.			No. of Years
2.			No. of Years
3.			No. of Years
As a volunteer, please indicate any special talents or experience you have that may benefit the League or the Squadron.			

### IDENTIFICATION

Please provide one of the following pieces of photo identification and a current jpg photo to be forwarded via email.

Driver's License <input type="checkbox"/>	Passport <input type="checkbox"/>	Other <input type="checkbox"/>
If "Other" ID is supplied, indicate type below.		Identification verified by Screening Coordinator.
		_____ Initial

THE SPONSORING COMMITTEE CHAIR SHOULD RETAIN A COMPLETED COPY OF THIS PAGE FOR REFERENCE PURPOSES

REFERENCES			
Please provide the names of four non related references			
Reference # 1. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 2. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 3. Name			
Address	Daytime Phone	Evening Phone	Email
Reference # 4. Name			
Address	Daytime Phone	Evening Phone	Email
APPLICANT CERTIFICATION			
Were you ever convicted of a criminal offence (in Canada or elsewhere) where you have not received a Record Suspension (Pardon) or the Record Suspension has been revoked, or of any offence that may affect your suitability to work as a volunteer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Initial
I have read and understand the Privacy Statement in the provided Applicant Information Letter.			
I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information about me from any individual as well as from any police agency or authorized contractor and consent to the use of that information for the purpose of screening.			
I certify that the information contained herein is true and correct and understand that the information provided may be shared, upon my giving consent, with the Department of National Defence.			
I understand that information collected will be kept confidential at the Provincial and National League offices and recorded in a secure and encrypted national database.			
If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Air Cadet league of Canada of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.			
			Signature of Applicant
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.			Initial
CHAIRPERSON COMMENTS and RECOMMENDATION			
Print Name _____	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	Title _____ Signature _____
TO BE COMPLETED BY THE PROVINCIAL SCREENING REGISTRATION COORDINATOR			
Application <input type="checkbox"/>	This Volunteer is		Screening Card Information
E-PIC <input type="checkbox"/>	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Date Joined _____
Photo <input type="checkbox"/>			Expiry Date _____
Other <input type="checkbox"/>			Notification Sent _____
Recommendation <input type="checkbox"/>	Signature PSRC _____		Entered _____
Date	Squadron	ID Number	



## The Air Cadet League of Canada Applicant Reference Check

This form may be emailed to a reference if phone contact cannot be made. Refer Handbook, page 15, Option 2.

The Air Cadet League of Canada welcomes a large number of volunteers at the Sponsoring Committee level and into the Air Cadet program as a whole. The League and its partner, the Department of National Defence (DND), jointly support the Royal Canadian Air Cadets, a premier youth organization that could not operate without the generous help of Volunteers.

On behalf of the Squadron Sponsoring Committee, thank you for taking the time to give us your comments on our prospective volunteer.

Date	Reference request for	Squadron #
Reference Name	Phone Number	Email

May we contact you again about your responses below, if necessary? Yes  No

Questions	Response
1. How long have you known the applicant?	
2. What is your relationship to the applicant?	
3. Does the applicant work well with youth?	
4. Does the applicant work well with adults?	
5. Would you be willing to have the applicant work one-on-one with your own child?	
6. Would you recommend the applicant as a person who can handle an organization's funds?	

Please save this form to your computer and then return via email to:

Sponsoring committee member completing the reference check	Print name
	Signature

A separate form is required for each reference



## The Air Cadet League of Canada Applicant Interview Form

Candidate: \_\_\_\_\_ Date of Interview: \_\_\_\_\_ Squadron # \_\_\_\_\_

**Listen to the responses. Use additional sheets, if required, to document the answers.**

QUESTIONS	Yes		No		NOTES
1. Why are you interested in applying to be a volunteer?					
2. 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?					
3. Applicants for the Treasurer position. What is your experience with maintaining financial records?					
<b>Tick the appropriate box and provide any relative comments.</b>	<b>Yes</b>	<b>No</b>			
4. Do you enjoy working with children? If so, please outline your past experience.	<input type="checkbox"/>	<input type="checkbox"/>			
5. Do you have any experience working with a youth organization? If so what?	<input type="checkbox"/>	<input type="checkbox"/>			
6. 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"/>			
7. 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"/>			
8. 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"/>			
9. 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"/>			
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"/>			
Interviewer – Print Name _____  Signature of Interviewer _____  Date _____	Interviewer – Print Name _____  Signature of Interviewer _____  Date _____		<b>Recommended</b> Yes <input type="checkbox"/> No <input type="checkbox"/>  <i>(Check as appropriate)</i>		





# Air Cadet League of Canada

## Volunteer Screening and Registration Renewal

Thank you for your continued participation and dedication as a volunteer with The Air Cadet League of Canada (ACL).

We noted your Screening and Registration will expire within the next three months. If you wish to continue as a volunteer with the ACL, League policy requires that you;

- Complete the attached renewal application
- Successfully complete a Criminal Record Check
- Provide the ACL with a current jpg photo sent via email

If accepted, your registration remains valid for five years provided you remain active and in good standing with the ACL. By renewing and being approved, you undertake an obligation to report to the ACL any subsequent change to your personal circumstances (example, a criminal offence) that is of a nature that will require a re-evaluation of your position as a volunteer with the ACL.

## Privacy Statement

The Air Cadet League respects the privacy of individuals as identified in the ACL Privacy Policy which can be found on our website at <http://aircadetleague.com/>

- We collect personal information in order to screen prospective volunteers.
- By providing personal information to the ACL, individuals consent to the use of their personal information for the stated purpose.
- The ACL collects personal information only when it is voluntarily provided to us.
- The ACL will not require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.
- The collection of personal information shall be limited to that which is necessary for the purposes identified, and information shall be collected by fair and lawful means.
- The ACL employs reasonable administrative and technical measures to ensure the security and retention of personal information.
- ACL Volunteer Registration and Screening information will be maintained in a secure, restricted, database for the life of the organization.
- Personal information will be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

## Criminal Record Check

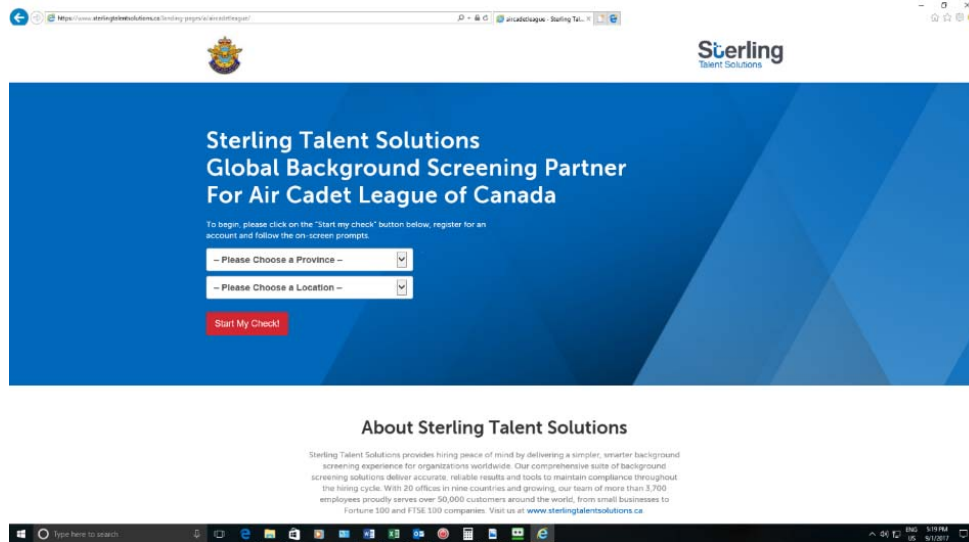
As part of the renewal process, the ACL requires all applicants to undergo a criminal record check. The ACL has contracted with Sterling Talent Solutions, an internationally recognized screening company to provide an Enhanced Police Information Check (E-PIC) for all our applicants.

You do not have to go to a police agency but you can obtain the check from the comfort of your home or office by simply logging on to the Sterling Talent Solutions website and do an on-line application. There is a cost of \$26.00 plus tax which will be borne by you. However, you will "own" the E-PIC and you could direct other volunteer organizations to access your E-PIC without any further costs to you.

It will be necessary to set up a secure account with the company and provide certain personal information to enable them to complete the E-PIC. To access the Sterling Talent / Air Cadet page, please go to the following website

<https://www.sterlingtalentsolutions.ca/landing-pages/a/aircadetLeague/>

and the following page will appear:



From the drop-down boxes, select your province, choose your location (squadron) and then Start my Check. Once completed and payment made, the E-PIC will be emailed, within 24 hours to the ACL Provincial Screening Coordinator for processing.

If you have done an E-PIC through Sterling Talent Solutions for another organization within the last six months, you can simply have Sterling Talent Solutions forward the E-PIC to the SSC at no additional cost to you.

For members of a Sponsoring Committee, please complete the renewal form, save to your computer, print the form and take to your local Sponsoring Committee Chair for final review and completion.

As an ACL provincial committee member, complete the application and forward directly to the ACL provincial office.

We thank you for your continued involvement of volunteer service. Your support of the program and the strict screening and selection procedures required for all ACL volunteers is very much appreciated.

Yours truly,  
**Sample**  
The Air Cadet League of Canada

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# The Air Cadet League of Canada

## Volunteer Screening and Registration Renewal Form

### VOLUNTEER INFORMATION

Date	Squadron #	Province		
Last Name	First Name	Middle Names		
Aliases		Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>
Address				
City	Province	Postal Code		
Mailing Address (If different from above)				
Home Phone	Cell Phone	Email		
Previous Address (If less than two Years)				How Long
City	Province	Postal Code		

### VOLUNTEER CERTIFICATION

Were you ever convicted of a criminal offence (in Canada or elsewhere) where you have not received a Record Suspension (Pardon) or the Record Suspension has been revoked, or of any offence that may affect your suitability to work as a volunteer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Initial
<p>I have read and understand the Privacy Statement in the provided Applicant Information Letter.</p> <p>I authorize the Air Cadet League of Canada and its Provincial Committees to obtain information about me from any individual as well as from any police agency or authorized contractor and consent to the use of that information for the purpose of screening.</p> <p>I certify that the information contained herein is true and correct and understand that the information provided may be shared, upon my giving consent, with the Department of National Defence.</p> <p>I understand that information collected will be kept confidential at the Provincial and National League offices and recorded in a secure and encrypted national database.</p> <p>If accepted as a volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I agree to notify the Air Cadet league of Canada of any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.</p>			
_____			Initial
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.			Initial

### CHAIRPERSON OR DESIGNATED PERSON'S RECOMMENDATION

_____ Print Name	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	_____ Title _____ Signature
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### TO BE COMPLETED BY THE PROVINCIAL SCREENING REGISTRATION COORDINATOR

Application <input type="checkbox"/> E-PIC <input type="checkbox"/> Recommendation <input type="checkbox"/> Photo <input type="checkbox"/>	This Volunteer is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> _____ Signature PSRC	Screening Card Information Date Joined _____ Expiry Date _____ Notification Sent _____ Entered _____
Date	Squadron	ID Number



## The Air Cadet League of Canada Volunteer Transfer Form

To be completed when a registered member /non-member volunteer is requesting to be transferred from one Squadron Sponsoring Committee /Squadron to another.

### VOLUNTEER INFORMATION

Transferring From Squadron	#	Province	Current Screening Card #
Transferring To Squadron	#	Province	
Last Name		First Name	Middle Names
Aliases			Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/>
Address			
City	Province	Postal Code	
Home Phone	Cell Phone	Email	
Mailing Address (If different from above)			
City	Province	Postal Code	

### IDENTIFICATION

Please provide one of the following pieces of photo identification and a current jpg photo to be forwarded via email

Driver's License # _____	Passport # _____	Other # _____
Identification verified by Screening Coordinator. If "Other" ID is supplied, indicate type of ID in the box to the right and initial		_____ Initial

### APPLICANT CERTIFICATION

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.

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 about me from any individual as well as from any police agency.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

### CHAIRPERSON OR DESIGNATED PERSON'S RECOMMENDATION

_____ Print Name	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	_____ Title _____ Signature
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### TO BE COMPLETED BY THE PROVINCIAL SCREENING COORDINATOR

Transfer form <input type="checkbox"/> Recommendation <input type="checkbox"/> Photo <input type="checkbox"/>	This Volunteer is: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>  _____ Signature PSRC	Screening Card Information Date Joined _____ Expiry Date _____ Notification Sent _____ Entered _____
Date	Squadron	ID Number



## The Air Cadet League of Canada Request for Police Records Check / Vulnerable Sector Search

This form is to be used by a person applying for a position as a volunteer with a squadron responsible for the well-being of one or more children or vulnerable persons.

### Identification of the Applicant

Last Name		First Name		Middle Name(s)
Sex		Date of Birth	Place of Birth	
Address				Postal Code
Previous Address (if any within the last five years)				Postal Code
Previous Address (if any within the last five years)				Postal Code
Previous Address (if any within the last five years)				Postal Code

### Reason for the Consent

I am an applicant for a volunteer position with a Squadron 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; (enter Squadron number and name)

Position:

Working with Air Cadets: ages 12-18

### CONSENT

I consent to a Police Records Check/Vulnerable Sector Search 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 Record Suspension for, any of the sexual offences that are listed in Schedule 1 of 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 Record Suspension was granted or issued, that record may be provided by the Commissioner of the Royal Canadian Mounted Police to the Minister of Public Safety and Emergency Preparedness, 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 the 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