

Air Cadet League of Canada Ontario Provincial Committee



REGISTRATION & SCREENING HANDBOOK FOR OPC DIRECTORS AND SQUADRON SPONSORING COMMITTEES

July 2006

Registration & Screening Handbook

Purpose

This handbook is designed to help the Assigned Squadron Director, Sponsoring Committee Chairperson, or designated Registration & Screening Coordinator at the local level, complete the Registration & Screening of all volunteers into the Air Cadet program.

Authority

This publication is produced under the authority of the Board of Governors of the Air Cadet League of Canada, Ontario Provincial Committee ("OPC"). It is a slightly modified version of the corresponding National Air Cadet League of Canada publication.

Background

In December 2005, the Air Cadet League of Canada and the Department of National Defence 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.

Terms and Definitions

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

ACL:	Air Cadet League of Canada. The ACL is the national body responsible for the operation of the Air Cadet League at the national, provincial and local level. All members of the ACLC 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. These are the principle documents 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). He or she is 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 (i.e., two individuals, or an individual and an organization) and establishes the obligations that one owes the other; in particular, the obligation to exercise responsible care with respect to the interests of the other, including protection from harm. The duty of care arises from the common law, as well as municipal, provincial, federal and international statutes.
League:	When capitalized, refers to the Air Cadet League of Canada. When pluralized (Leagues) it refers to any or all of the Air Cadet League of Canada, Army Cadet League of Canada or Navy League of Canada
Liability:	Liability refers to the duties, obligations or responsibilities imposed on a person by common law or by statute. As it is commonly used, we speak of a person or organization being held legally liable for something: through a legal action (law suit). Where the individual or organization is found legally responsible for an action or inaction in a particular set of circumstances, they may be 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 & Screening process at the provincial level. This individual will be the main point of contact between the local level and the national level.

PRC:	Police Records Check. A criminal records check as well as a search of police records in the information database of a local or other police agency, as well as a search of the CPIC. 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, 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 who is responsible for coordinating Registration & Screening activities. This can be the Assigned Squadron Director (ASD), the SSC Chair, another member of the SSC, or a combination of these individuals.
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 & Screening policy. Members of the CF who volunteer with a Squadron are required to comply with CFAO 49-6.
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.

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 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 PCSC for clarification.

Responsibility at Each Level

Local Squadron Sponsoring Committee Level:

It is the responsibility of the ASD or SSC Chair (or designate) to complete the Registration & Screening forms of Squadron and SSC volunteers and submit them to the OPC Office in a timely manner.

Provincial Level:

The Provincial Registration & Screening Coordinator will:

- Ensure all Provincial Committee members registered and screened;
- Ensure all SSCs within their province follow the Registration & Screening Policies and Procedures;
- Forward all provincial data to the National Registration & Screening Coordinator.

National Level:

The National Registration & Screening Coordinator will:

- Ensure national members are registered and screened;
- Maintain the national data base for the ACL;
- Advise the PCSC of any issues related to prospective members;
- Advise the PCSC of members that must renew their registration in a timely manner.

Retention of Completed Registration & 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.

By the ASD/SSC:

- Accepted Volunteer: Keep a copy of page one of the Registration & Screening Application Form (for contact information only);
- Accepted Volunteers: Forward all original completed forms to the OPC Office;
- Forward a copy of the Volunteer Form (Annex A of CATO 23-07) with the Registration Package (the CO keeps the original copy);
- Rejected Volunteers: Forward ALL completed forms to the OPC Office. (Do not keep any forms at the local unit). (Ref: Step 7)

By the Provincial Committee:

- Retain all OPC members' and SSCs' Registration & Screening forms in a locked file with restricted access (Fireproof file cabinet recommended);
- Retain all files indefinitely.

By the National Office:

- Retain all National League members' Registration & 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 paper 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 & Screening Process

The League has always had the responsibility for recruiting members to serve on the SSCs, Provincial Committees and at the national level. In the late 1990's, a formal Registration & Screening process was introduced for all League volunteers. Recently, the MOU signed by the Leagues and DND require the Leagues, in consultation with the CO (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 CO (or Squadron staff) is an important part of this process.

The Registration & Screening process can be done in these steps:

Step 1 The Initial Meeting

Step 2 Checking the Forms

Step 3 The Interview

Step 4 The Reference Checks

Step 5 Recommendation

Step 6 Forwarding Information

Step 7 Advising the Candidate

STEP 1: THE INITIAL MEETING

Prospective volunteers should be introduced to the CO as well as the SSC Chair. Because the SSC is responsible to identify volunteers, the ASD or SSC Chair, or his/her 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/she is, then give them the registration package and explain what each of the forms does (samples of these forms follow page 14):

- Foreword from the OPC Chairperson
- The Registration Application
- The Civilian Volunteer Agreement Form (CATO 23-07)
- Generic Letter Requesting a Police Records Check

Giving these forms in a complete, professional looking package, serves several purposes. Firstly, it allows the candidate to reconsider their initial decision. This can be a good thing, particularly if there are things in the candidate's background that would preclude them from working with our Cadets. Secondly, it allows the ASD or 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 & 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 in which they are interested;
- 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 the ASD and a member of the SSC (who has already been registered and screened), or by two screened members of the SSC, or by one League member and the CO (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 (note 1)
- Age
- Race
- National / Ethnic Origin
- Colour`
- Marital Status
- Family Status
- Sexual Orientation
- Pardoned Convictions (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 ASD or SSC Chair (or designate) with the outcome of the Registration & 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 (note 1)
- Age
- Race
- National / Ethnic Origin
- Colour
- Marital Status
- Family Status
- Sexual Orientation
- Pardoned Convictions (note 2)

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 completed (including the PRC), the interview and reference checks completed, it is time for the ASD or 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 ASD or 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 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 PCSC for advice.

STEP 6: FORWARDING INFORMATION

Once the Registration & Screening process is completed, regardless of the outcome, the completed information package is forwarded to the PCSC. This includes the Registration & Screening Application, notes from the interview and reference checks, the PRC and a copy of the Volunteer Agreement Form (the CO keeps the original). The ASD or 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 CO 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 CO. Persons signing the Volunteer Agreement should also be aware that they may be requested to receive the Standards for Harassment and Racism Prevention (SHARP) and Cadet Harassment and Abuse Prevention (CHAP) training.

The (now successful) candidate should be advised that their status is still tentative, pending final confirmation by the PCSC. Nevertheless, the individual can start to volunteer either with the Squadron staff or the SSC, pending this confirmation.

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 PCSC.

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 PCSC 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 (sample attached) and provide an updated PRC. 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 & Screening process again.

Terminating the Volunteer Arrangement

Either party can terminate the volunteer arrangement at any time, either verbally or in writing.

Where the CO or SSC Chair 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 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 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 ACL has the right to refuse the registration of any volunteer candidate.

Cost of the Police Records Check

Many police services charge a fee to have a PRC conducted; about one-third of those the OPC Office has contacted do not charge. The fee is usually set by the governing jurisdiction (city, region or district) and the highest we have encountered is \$25.

The up-front cost of the PRC is the responsibility of the applicant; however, SSCs may submit original receipts for fees to conduct PRCs to the OPC, together with the Registration & Screening application. The OPC will claim reimbursement from RCSU(C), which will be reimbursed in turn to the applicants via the SSC Chair.

Occasional Drivers

A common use of volunteers is to drive Cadets from the local headquarters to a training venue. This could be to a local airfield for flying or gliding, to a nearby camp for adventure training, or to a local mall for fundraising. Most often, these volunteer drivers are Cadet parents or older siblings, SSC members and sometimes, Legion members, if the Cadets assist in Poppy sales. The latest version of CATO 23-07 (August 2006) refers to the use of such "occasional drivers":

7. To the extent possible, screened volunteers should be used as drivers for cadet activities. Should screened volunteers not be available in sufficient numbers, occasional drivers may be used.

8. Adults who volunteer as occasional drivers in support of Cadet activities are not required to complete the reliability and screening process. Commanding Officers shall only accept the assistance of occasional drivers who have completed the Driver's Log according to League procedures and adhere to League policies governing their duties.

9. Occasional drivers shall only assist cadet activities by transporting cadets from one point to another point. When cadets are travelling with an occasional driver they shall travel in groups of two or more and shall be provided with emergency contact information.

The League encourages the use of a Trip Driver's Log Book (sample attached) to comply with CATO 23-07. This log does not replace the Registration & Screening process. It is simply a means for the CO to indicate that he/she has authorized the volunteer to drive Cadets to a certain location. It provides evidence of due diligence because it confirms that the volunteer's license and insurance is valid and up-to-date.

When driving Cadets, the following "common sense" precautions are recommended:

- Proceed directly from the LHQ to the designated training site;
- Stops en route should be planned and authorized in advance by the CO;
- Cadets should be returned to the same point that they departed, unless authorized in advance by the CO;
- A driver should never be left alone with a Cadet. Always ensure that there are at least two Cadets (or another adult) in the vehicle at all times.
- Carry a cell phone for emergencies. Know the phone number of LHQ and the CO, as well as a contact number at the destination if possible.

Use common sense at all times. If it "feels wrong" – don't do it!

Registration & Screening Forms

The following forms are available on the OPC web site (www.aircadetleague.on.ca in PDF format), as well as being attached to this Handbook:

- Foreword to New Applicants
- Registration & Screening Application, including the Candidate Interview Form, and Candidate Reference Check Form
- Civilian Volunteer Agreement Form (Annex A to CATO 23-07)
- Generic Letter Requesting a Police Records Check
- Director Renewal Screening Form
- Volunteer Screening Renewal Form
- Trip Driver's Log Book

Initial issues of the Handbook will be accompanied by single-sided, unstapled samples of all forms, for SSCs to copy locally. Additional sample sets may also be requested from the OPC Office.



AIR CADET LEAGUE OF CANADA ONTARIO PROVINCIAL COMMITTEE

1 July 2006

The Air Cadet League of Canada annually welcomes a large number of volunteers at the Squadron 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. 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, initially supervised, well-intentioned, offer skills that add value and complement the program, and are good role models for Cadets.

The League's responsibilities for civilian volunteers complement those of DND, which is responsible for screening the volunteers of the Canadian Forces, both Regular and Reserve, as well as contracted Civilian Instructors.

The Commanding Officer and his or 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 conforms to rulings of the Supreme Court of Canada, which have defined the level of care incumbent upon organizations to protect youth under their direction, as that *which would be exercised by a prudent parent in protecting their child*. As a full partner, the League seeks to ensure that its Registration & Screening protocols meet or exceed the same standard mandated by our military partners.

In order to be properly acquainted with League members and other volunteers, certain information is required. You are asked to complete the attached Registration & Screening Application. An interview with League representatives will follow, after they receive your completed application and a Police Records Check (PRC), which includes Vulnerable Sector Screening. For positions of fiduciary trust, such as Treasurer or Fundraising Coordinator, a Credit Check may also be required.

Successful Registration & Screening is valid for five (5) years, as long as the volunteer remains active and in good standing. By applying and being approved, each volunteer undertakes an obligation to report any subsequent change to his or her circumstances / situation, which is of such a nature as to reasonably require a re-evaluation and re-screening (e.g., a new criminal offence).

We thank you for your generous offer of volunteer services, and hope you understand the legal and moral obligation upon the League to review the suitability of all individuals wishing to work with youth.

Very truly yours,

A handwritten signature in black ink, appearing to read 'C. Verge'.

Charles H. Verge, CD
OPC Chairperson

Registration & Screening Application

Do you have previous experience as a volunteer with any other youth organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes (to above), give details. Which organization and where?	Years:
As a Volunteer, how can you help? Please indicate any talents or experience you feel may benefit the Squadron or the League.	
For verification of identity, please provide one of the following pieces of photo ID: <input type="checkbox"/> Driver's Licence <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Canadian Passport <input type="checkbox"/> DND/Government ID ID No.: _____	
Please provide three references (no relatives please):	
Name:	Home Phone:
Address:	Work Phone:
Name:	Home Phone:
Address:	Work Phone:
Name:	Home Phone:
Address:	Work Phone:
Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Were you every convicted of any criminal offences (in Canada or elsewhere) that have not been pardoned or have or have had the pardon revoked, or 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 the opportunity to discuss these questions during the interview, where the time factor will be taken into consideration). <input type="checkbox"/> Yes <input type="checkbox"/> No	
I certify that the foregoing information is true and correct. I authorize the Air Cadet League of Canada and/or the Ontario Provincial Committee to obtain information from any individual prescribed by law as well as from any police service. 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 & Freedoms. If accepted as a volunteer, I recognize the safety and well being of Cadets as my foremost responsibility. I agree to notify the Squadron Sponsoring Committee Chairperson or any change in status, including charges or criminal offence convictions, while a volunteer of the Air Cadet League of Canada.	
_____ Signature	
<i>To qualify as a volunteer, you must complete and sign this application. Omission of any information requested in this application may constitute grounds for denial. All information provided will be kept strictly confidential at the OPC or National office. Once completed, information from this form will be included in a national database and may be shared with other components of the Canadian Cadet Movement.</i>	

Registration & Screening Application

Candidate Interview Form

To the Interviewers: Listen to the responses. Mark "Yes" if the responses are considered by the interviewers to be appropriate to the volunteer position for which the candidate is being interviewed. Use additional sheets to document the answers, if required.			
Candidate:		Date of Interview:	
QUESTIONS	YES	NO	NOTES
1. Why are you interested in becoming a volunteer member of the Air Cadet League or volunteering to work with an Air Cadet Squadron?			
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 was your role?			
5. As a volunteer of the ACL, the SSC, 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 ACL, the SSC or as a Squadron volunteer (with this 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 ACL, the SSC or as a Squadron volunteer?			
8. Have you ever 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 ACL, the SSC or as a Squadron volunteer?			
9. Do you know of any limitations – physical, mental or otherwise – that will impede your ability to carry out the duties of an ACL or Squadron volunteer?			
10. For applicants to become SSC Treasurer: What is your experience with maintaining financial records?			
_____ Interviewer Signature _____ Print Name	_____ Interviewer Signature _____ Print Name		Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No

Candidate Reference Check Form

To the Checker: Listen to the responses. Mark the responses into each of the sections for the person providing the interview. Use additional sheets for additional information, if required.						
Candidate:				Date of Interview:		
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 with one of your own children?	Would you recommend the applicant as person who can handle an organization's money?
Reference Name:				Phone Number:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
Reference Name:				Phone Number:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
Reference Name:				Phone Number:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
Reference Name:				Phone Number:		
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain
_____ Interviewer Signature				Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No		Further Checks Recommended: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Print Name						

Registration & Screening Application

Will the volunteer serve as SSC Chair? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will the volunteer work with Cadets at the Squadron level? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>All volunteers intending to work with Cadets at the Squadron level will be required to sign the Volunteer Agreement Form contained in Annex A to CATO 23-07, effective from 1 July 2006. A copy of this form is attached as pages 7 and 8.</i>
Chairperson's or Designated Person's Comments: <i>(State what function this volunteer is likely to fulfill and your recommendation to the OPC Registration/Screening Coordinator regarding the acceptability and risks connected with the Applicant becoming a League volunteer or Squadron volunteer).</i>
<i>Note: The SSC Chairperson is responsible for immediately reporting any act of discreditable conduct or criminal offences by volunteers of the SSC to the OPC Registration & Screening Coordinator.</i>
Name: _____
Title: _____
Signature _____
Original copy of Police Records Check must accompany this form.
<input type="checkbox"/> Attached in a separate envelope <input type="checkbox"/> Will follow when available

OFFICIAL USE ONLY

Authorization by OPC Registration & Screening Coordinator: After verification and according to all information received, this volunteer is:	<input type="checkbox"/> Verification PRC <input type="checkbox"/> Credit Report (If required) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
_____ Signature	_____ Date
Administration:	
Volunteer Card Issued:	_____ Date
Expiry Date:	_____ Date
Information uploaded to National Office:	_____ Date

01 August 2006



**AIR CADET LEAGUE OF CANADA
ONTARIO PROVINCIAL COMMITTEE**

OPC Director Screening Renewal Form

PRINT CLEARLY

Date:	Squadron(s):	<input type="checkbox"/> Director-at-Large
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Last Name: Aliases or Maiden Name:	Given Names:
Home Address:		How long:
Municipality: Province:	Postal Code:	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other
Home Phone: Home Fax: Home Email:	Business Phone: Business Fax: Business Email:	
Mailing Address (If different from Home Address):		
Previous Address (If present address less than 2 years):		
Previous Squadron Affiliations (If any):		
Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>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/or the Ontario Provincial Committee of the League to collect, use and disclose to each other, any and all of my personal information, available from any government organization, including any Police Service, as it regards any criminal charges or convictions relating to myself. Once completed, information from this form will be included in a national database and may be shared with other components of the Canadian Cadet Movement.</p> <p>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 Records Check with Vulnerable Sector Screening at least every five years, and I must advise the Provincial Screening Coordinator immediately, if I am charged or convicted of a criminal offence.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p>		

OPC Director Screening Renewal Form

OPC Chairperson's or Area Vice-Chair's Endorsement: (Use additional sheet if comments are necessary).	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Name: _____	
Title: _____	_____ Signature
Original copy of Police Records Check must accompany this form.	
<input type="checkbox"/> Attached in a separate envelope	<input type="checkbox"/> Will follow when available

OFFICIAL USE ONLY

Confirmation by OPC Registration & Screening Coordinator:	<input type="checkbox"/> Renewed <input type="checkbox"/> Not Renewed
_____ Signature	_____ Date
Administration:	
New Member Card Issued:	_____ Date
Expiry Date:	_____ Date
Information uploaded to National Office:	_____ Date

01 August 2006



**AIR CADET LEAGUE OF CANADA
ONTARIO PROVINCIAL COMMITTEE**

OPC Volunteer Screening Renewal Form

PRINT CLEARLY

Date:	Squadron:		
<input type="checkbox"/> Mr	Last Name:	Given Names:	
<input type="checkbox"/> Mrs			
<input type="checkbox"/> Ms	Aliases or Maiden Name:		
Home Address:		How long:	
Municipality:	Postal Code:	<input type="checkbox"/> Rent	
Province:		<input type="checkbox"/> Own	
		<input type="checkbox"/> Other	
Home Phone:	Business Phone:		
Home Fax:	Business Fax:		
Home Email:	Business Email:		
Mailing Address (If different from Home Address):			
Previous Address (If present address less than 2 years):			
Previous Squadron Affiliations (If any):			
Have you ever been convicted of a criminal offence? <input type="checkbox"/> Yes			
<input type="checkbox"/> No			
<p>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/or the Ontario Provincial Committee of the League to collect, use and disclose to each other, any and all of my personal information, available from any government organization, including any Police Service, as it regards any criminal charges or convictions relating to myself. Once completed, information from this form will be included in a national database and may be shared with other components of the Canadian Cadet Movement.</p> <p>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 Records Check with Vulnerable Sector Screening at least every five years and I must advise the Provincial Screening Coordinator immediately, if I am charged or convicted of a criminal offence.</p> <p>_____</p> <p>Signature</p>			

OPC Volunteer Screening Renewal Form

Director or SSC Chairperson's Endorsement: (Use additional sheet if comments are necessary).	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Name: _____	
Title: _____	_____ Signature
Original copy of Police Records Check must accompany this form.	
<input type="checkbox"/> Attached in a separate envelope	<input type="checkbox"/> Will follow when available

OFFICIAL USE ONLY

Confirmation by OPC Registration & Screening Coordinator:	<input type="checkbox"/> Renewed <input type="checkbox"/> Not Renewed
_____ Signature	_____ Date
Administration:	
New Volunteer Card Issued:	_____ Date
Expiry Date:	_____ Date
Information uploaded to National Office:	_____ Date

01 August 2006

CIVILIAN VOLUNTEER AGREEMENT

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

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

DEFINITIONS

Civilian 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, who has completed a reliability screening and has been approved by the applicable League in accordance with the prerequisites established in paragraph 6 of CATO 23-07.

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.

For further clarity, cadet duty shall commence once a cadet has reported to the recognized adult supervisor at the designated location for the commencement of a cadet activity. Cadet duty shall end at the designated time and location for completion of the activity. Cadet duty includes travel from one cadet activity to another cadet activity provided such travel is explicitly authorized as part of the cadet activity. Cadet duty excludes travel prior to the commencement of an approved cadet activity and travel subsequent to completion of the activity.

Reliability Screening: Means the systematic method agreed upon by DND and 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 ACTIVITIES

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 declare that I am fit for the duties involved and not aware of any personal health concern that could represent a risk to myself or to others;
- I acknowledge and agree that this is not an employment agreement;
- I agree to be supervised by a cadet instructor or civilian instructor of the cadet unit for which I am volunteering;
- I acknowledge and agree that I am responsible for any liability resulting directly from my negligence;
- 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; and
- 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.

Reliability Screening and disclosure of information

- I acknowledge and agree that prior to being able to participate in activities in support of cadet duty I must have applied as a volunteer and have successfully completed a reliability 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 reliability screening;
- I hereby agree that I will immediately advise DND, after the signing of this agreement, if I am charged with an offence.

Volunteer: _____
Print Name: _____
Date: _____

Identification Card number: _____
Expiry Date: _____

CO: _____
Print Name: _____
Date: _____

CONSETEMENT DU BÉNÉVOLE CIVIL

Le présent consentement est rédigé conformément à la politique sur les bénévoles et à la politique sur la gestion des risques du Conseil du Trésor.

Je, _____, de _____, dans la province de _____,
(nom) (ville)
accepte les conditions énoncées ci-dessous, qui sont imposées aux bénévoles.

DÉFINITIONS

Bénévole civil: Une personne qui fournit des services directement au MDN ou aux Forces canadiennes (FC) ou qui travaille pour le compte de ces organisations, au soutien d'une activité constituant du service comme cadet et qui ne reçoit aucune rémunération ou autre forme de compensation. Cette personne doit avoir franchi avec succès les étapes de l'enquête de fiabilité et sa candidature doit avoir été approuvée par la Ligue concernée, conformément aux conditions préalables énoncées au paragraphe 6 de l'OAIC 23-07.

Service comme cadet: Ce terme désigne la participation ou le fait d'assister à une activité ou à une période d'instruction autorisée pour les cadets, ainsi que le voyage (aller et retour) à l'endroit où se tient une activité ou une période d'instruction autre qu'un rassemblement, une démonstration, un exercice, une période d'instruction ou une autre activité menée dans un quartier général local.

Pour clarifier, le service comme cadet commence quand le cadet signale sa présence auprès du superviseur adulte reconnu à l'emplacement désigné pour le début de l'activité des cadets. Le service comme cadet se termine à l'heure et à l'emplacement désigné pour la fin de l'activité. Le service comme cadet comprend les déplacements d'une activité de cadets à une autre, pour autant que ces déplacements soient expressément autorisés dans le cadre de l'activité de cadets. Le service comme cadet n'inclut pas les déplacements avant le début d'une activité de cadets approuvée ni les déplacements après la fin de l'activité.

Enquête de fiabilité: Désigne une méthode systématique dont ont convenu le MDN et les Ligues en vue de confirmer qu'une personne peut être considérée comme fiable et digne de confiance pour participer aux activités à l'appui du service comme cadet.

DESCRIPTION DES ACTIVITÉS BÉNÉVOLES

CONDITIONS

Généralités

- Je m'engage, en tout temps, à agir honnêtement et sans malice, dans le cadre des activités bénévoles décrites dans le présent document;
- Je m'engage, en tout temps, à exercer une diligence raisonnable et à prendre soin des biens de l'État qui me seront confiés;
- Je confirme que je suis parfaitement qualifié(e) pour exécuter les activités bénévoles décrites dans le présent document;
- Je déclare que je suis en bonne forme physique pour exécuter les fonctions en question et que je ne suis pas au courant de problèmes de santé personnels qui représenteraient un risque pour les autres ou pour moi-même;
- Je reconnais et j'accepte que ceci n'est pas un contrat de travail;
- J'accepte d'être supervisé(e) par un instructeur de cadets ou un instructeur civil de l'unité de cadets pour laquelle je travaillerai comme bénévole;
- Je reconnais et conviens que je serai tenu(e) responsable de tout dommage et de toute perte directement attribuable à ma négligence;
- Je confirme que je participe librement et de mon plein gré aux activités de l'unité de cadets, sans aucune rémunération ou autre forme de compensation;
- Je conviens de respecter, dans le cadre de mes activités bénévoles, les conditions énoncées dans l'OAIC 23-07 et dans le présent document; et
- J'afficherai ou aurai en ma possession ma carte d'identité émise par la ligue quand je participe à des activités de cadets.

Assurance

- Je reconnais et conviens que je devrai fournir la preuve que je détiens une assurance (s'il y a lieu) lorsque j'utiliserai des biens qui m'appartiennent dans le cadre de mes activités bénévoles avec l'unité de cadets.

Enquête de fiabilité et divulgation de renseignements

- Je reconnais et conviens qu'avant de pouvoir participer à l'appui du service comme bénévole, je dois avoir posé ma candidature à titre de bénévole et avoir franchi avec succès les étapes d'une enquête de fiabilité;
- J'accepte par la présente que le MDN et la Ligue concernée échangent des renseignements concernant mon statut à titre de bénévole;
- J'accepte par la présente que la Ligue concernée fournisse mon nom au MDN afin de confirmer que j'ai franchi avec succès les étapes de l'enquête de fiabilité;
- J'accepte par la présente d'informer immédiatement le MDN, après la signature de ce consentement, si je suis accusée d'une infraction.

Bénévole: _____
Nom en lettres moulées: _____
Date: _____

Numéro de carte d'identité : _____
Date de fin de validité : _____

Cmdt : _____
Nom en lettres moulées : _____
Date : _____

Annex F: Trip Drivers' Log Book



123 Royal Canadian Air Cadet Squadron

Any town, Ontario

Telephone: 123-456-7890

Trip Driver's Log Book

Instructions

- Proceed directly from the LHQ (local headquarters) to the designated training site.
- Any stops en route should be planned and authorized in advance by the CO
- Cadets should be returned to the same point that they departed from (the LHQ) unless authorized in advance by the CO
- The driver should never be left alone with a cadet. Always ensure that there are at least two cadets (or another adult) in the vehicle at all times.
- Carry a cell phone for emergencies. Know the phone number of the LHQ and the CO, as well as a contact number at the destination if possible.
- You are driving other people's children and are expected to drive in a safe, cautious and courteous manner. You are bound to adhere to the "rules of the road" and the requirements of the various Provincial Motor Vehicles Acts/Regulations.

Date: _____ Activity: _____

Location: _____

Driver's Name: _____ Phone: _____

License Number: _____ (retain copy in log book)

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

Name of Cadets:

I agree to be supervised by a military officer or civilian instructor of the cadet unit for which I am volunteering and I hereby certify that I am a licensed and insured driver entrusted with the care and control of the CADETS assigned to me. I will abide by the laws of the Highway Traffic Act and I understand the Air Cadet League's policy states that cadets must at all times travel and work in pairs or groups.

Driver's Signature

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

Commanding Officer's / Designator's Signature



AIR CADET LEAGUE OF CANADA ONTARIO PROVINCIAL COMMITTEE

Honorary Patron
The Hon. James K. Bartleman, O. Ont.
Lieutenant Governor of Ontario

Honorary Patron
The Hon. Dalton J.P. McGuinty
Premier of Ontario

1 August 2006

To Whom It May Concern:

Subject: Bona Fide Requirement for Vulnerable Sector Screening

The Air Cadet League of Canada, pursuant to an agreement with the Department of National Defence endorsed by the Treasury Board, requires that its members and all civilian volunteers within the Air Cadet Movement obtain a Police Records Check – including Vulnerable Sector Screening – through their local Police Service.

The Air Cadet League of Canada – Ontario Provincial Committee is the supervisory body of 112 local Squadrons, whose Sponsoring Committee members and civilian volunteers (instructors) work with approximately 7,100 young people, ages 12 to 18 years.

_____ is a renewing or new volunteer with our organization and we would appreciate a Police Records Check with Vulnerable Sector Screening be carried out, upon completion of your standard consent form, at your earliest convenience (since volunteers may not work with the Cadets until our Registration and Screening process is complete).

The Registered Charitable Number for the OPC is 130387665RR0004.

If you require clarification about our process, further information concerning the Air Cadet Program, or additional documentation from the OPC, please do not hesitate to contact our staff in Toronto.

Very truly yours,

Charles H. (Chuck) Verge, CD
Chairman, OPC Board of Governors