



# 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**

- 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.

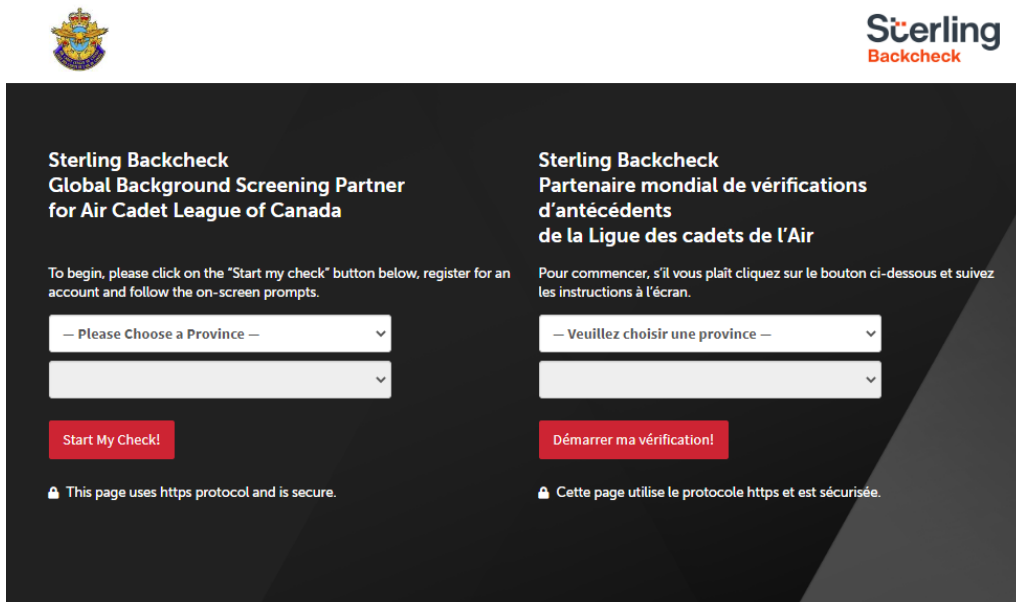
Some provinces/territories have standing agreements with the provincial police or the RCMP and may be able to process your criminal record check request free of charge. Please communicate with the provincial/territorial office in question to obtain more information on specific procedures and options available for your region.

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 associated with this service 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 via a **secure mean**.

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,

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

## Volunteer Screening and Registration Renewal Form

### VOLUNTEER INFORMATION

Date	Squadron #	Province		
Last Name	First Name	Middle Names		
Aliases		Mr.	Mrs.	Ms.
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	No	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/Territorial 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 Defense.</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>			
_____ Signature of Applicant			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	Not Recommended	_____ Title  _____ Signature
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### TO BE COMPLETED BY THE PROVINCIAL SCREENING REGISTRATION COORDINATOR

Application	This Volunteer is:	Screening Card Information
E-PIC	Approved      Not Approved	Date Joined _____
Recommendation		Expiry Date _____
Photo	_____ Signature PSRC	Notification Sent _____
		Entered _____
Date	Squadron	ID Number