The 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 across the country generously 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 for over eighty-five years to establish and maintain what is recognized as one of the premier youth organizations in Canada. The Air Cadet Program is a comprehensive one, operated in a structured, disciplined, and safe manner. In this context, it is vital to ensure that all volunteers are appropriately selected and serve as positive role models for Air Cadets.

Knowing our volunteers—their skills, talents, and intended contributions—is essential to each Squadron Sponsoring Committee, Officers, and staff. A team effort always produces the best results for the greater benefit of the Air Cadet Movement.

ACL volunteers often work closely with Air Cadets aged 12 to 18. Parents and guardians place great faith in both the ACL and DND to ensure the safety and well-being of their children at all times. To fulfill this responsibility, both organizations adhere to the standard of care defined by the Supreme Court of Canada as that which would be exercised by a prudent parent in protecting their child. This duty of care is reflected in the ACL's screening and selection process for all volunteers.

Screening and Registration Process

All applicants—new or renewing—are required to successfully complete all stages of the ACL screening process, which includes:

- Completing the attached **Volunteer Screening and Registration Application Form**
- Completing a **Criminal Record Check**
- Providing a **current jpg photo** (to be sent via email)

An interview will be scheduled once the completed form, criminal record check, and photo have been received. For positions involving financial responsibility (e.g., Treasurer, Fundraising Chair), a credit check may also be required.

Renewal Applicants

If you are renewing your volunteer registration, please note that screening and registration are valid for **five years,** provided you remain active and in good standing with the ACL. To renew, please:

- Complete the attached **Renewal Application Form**
- Successfully complete a **Criminal Record Check**
- Provide a **current jpg photo** (sent via email)

By renewing and being approved, you agree to promptly report to the ACL any subsequent change in your personal circumstances (e.g., criminal offence) that may require re-evaluation of your eligibility to serve as a volunteer.

Privacy Statement

The Air Cadet League of Canada is committed to ensuring that your personal information is kept confidential and secure. We have strict safeguards in place to comply with applicable privacy legislation.

The ACL will:

- Collect personal information only for the purpose of screening volunteers.
- Obtain your consent for the use of your information for the stated purpose.
- Limit collection to information necessary for screening and use fair, lawful means.
- Employ administrative and technical safeguards to ensure security and confidentiality.
- Maintain volunteer information in a secure, restricted database for the life of the organization.
- Keep information as accurate, complete, and up to date as necessary.

For additional details, please refer to the **ACL Privacy Policy** available at:

https://aircadetleague.com/privacy-policy/

Criminal Record Check

As part of both the initial and renewal screening process, a **Criminal Record Check** is required.

Some provinces and territories have standing agreements with local, provincial police services or the RCMP, which may allow for free processing. Please contact your provincial or territorial ACL office for information specific to your region.

The ACL has partnered with **Sterling Backcheck,** an internationally recognized screening company, to provide the **Enhanced Police Information Check (E-PIC)** service for all applicants.

You can complete the E-PIC conveniently from home or work by visiting:

https://pages.sterlingbackcheck.ca/landing-pages/a/aircadetleague/

From the drop-down menus, select your province, your local squadron, and then click Start My Check. Once completed and payment has been made, the E-PIC will be emailed within 24 hours to the ACL Provincial or Territorial Screening Coordinator for processing.

If you have completed an E-PIC through Sterling Backcheck for another organization within the last six months, you may request that it be forwarded directly to the SSC at no additional cost.

Submission Instructions

For **new applicants** – Complete the application, save and print a copy for your records, then submit the required pages to your local **SSC/Provincial or Territorial Committee.**

For **renewing members of a Sponsoring Committee** – Complete the renewal form, save and print it, and provide it to your **Sponsoring Committee Chair** for review and submission.

For **provincial or territorial committee members** – Complete the renewal form and forward it directly to your **Provincial ACL Office** through a secure method.

Acknowledgement

We sincerely thank you for your volunteer service and ongoing support of the Air Cadet Program. Your participation and adherence to our screening standards ensure the continued safety, integrity, and excellence of the program for all cadets.

The Air Cadet League of Canada

ALL PAGES UP TO THIS POINT ARE TO BE RETAINED BY THE APPLICANT.

PLEASE COMPLETE THE FOLLOWING APPLICABLE PAGES AND RETURN THEM TO YOUR SSC OR PROVINCIAL OFFICE, ALONG WITH A VALID CRIMINAL RECORD CHECK AND A CURRENT HEADSHOT PHOTO OF YOURSELF, AT YOUR EARLIEST CONVENIENCE.

Air Cadet League of Canada Confidentiality Agreement

This Confidentiality Agreement ("**Agreement**") outlines the obligations of volunteers of the Air Cadet League of Canada ("**ACL**") regarding the protection and confidentiality of sensitive information they may access during their service.

1. Scope of Confidential Information

Through their involvement with the ACL, Volunteers may have access to sensitive information including, but not limited to:

> **Personal Information:** Information about an identifiable individual, recorded in any form, such as addresses, telephone numbers, birth dates, financial or medical history, Social Insurance Numbers, and personal views or opinions.
>
> **Confidential Information:** Proprietary information belonging to the ACL, including member lists, business plans, financial or legal documents, and other internal documents or data.

2. Confidentiality Obligations

Volunteers are prohibited from disclosing, communicating, conveying, or using any sensitive information without express authorization from the Executive Director of the ACL. These obligations remain in effect during and beyond the term of the volunteer's service. If, at any time, a Volunteer is compelled or required to disclose any personal or confidential information by law or court order or pursuant to any requirement, request or process of any legal, regulatory or governmental authority, the Volunteer shall: (a) give the Executive Director of the ACL immediate notice of such requirement, request or process so that the ACL may seek an appropriate protective order or other remedy; and (b) cooperate with the ACL to obtain such protective order or other remedy.

3. Return of Sensitive Information

Upon ceasing to be a Volunteer with the ACL, or at the request of the ACL at any time, the Volunteer shall: (a) promptly return all sensitive information to the ACL; (b) promptly irretrievably delete and destroy any and all sensitive information stored on any electronic means of storage, including personal computer networks, personal email accounts or personal accounts on websites; and (c) if requested by the ACL, certify to the reasonable satisfaction of the ACL that the Volunteer has complied fully with the Volunteer’s obligations under this clause.

4. Reporting Confidentiality Breach

A "Confidentiality Breach" is any event where sensitive information has or may have been improperly collected, retained, used, disclosed, or disposed of, contrary to ACL's policies or legal requirements. Volunteers are required to immediately notify the Executive Director of the ACL of any actual or suspected Security Breach, including incidents involving service providers.

5. Remedies

The Volunteer acknowledges and agrees that monetary damages might not be a sufficient remedy for any breach of this Agreement by the Volunteer and that, in addition to all other remedies available at law, the ACL shall be entitled to seek injunctive or other equitable relief as a remedy for any such breach.

5. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the Province or Territory of the Volunteer and the federal laws of Canada applicable in that Province or Territory.

6. Acknowledgment

By signing below, I acknowledge that as a volunteer for the ACL, I have access to sensitive information that must remain protected. I understand and agree to adhere to the obligations outlined in this Agreement and to report any breaches as required. These obligations will continue to apply beyond the termination of my volunteer term.

Volunteer Information:

Printed Name: _____Signature: _____

Date: _____

This Agreement is binding and enforceable under applicable privacy laws and ACL policies in force from time to time.

THE AIR CADET LEAGUE OF CANADA
VOLUNTEER SCREENING AND REGISTRATION APPLICATION

APPLICANT INFORMATION

Date	Squadron #	Province
Last Name	First Name	Middle Names
Aliases		
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 / Prefferred Language

EMPLOYMENT INFORMATION

Current Employer		How Long?
Position		Self Employed Yes ☐ No ☐
Employer Address		
City	Province	Postal Code
Phone	Email	

EXPERIENCE

Is your Son or Daughter a Cadet? Yes ☐ No ☐	Name	Rank	Squadron
Do you have any previous experience as a cadet or with the Canadian Forces Yes ☐ No ☐		Have you been a volunteer with any other youth organization Yes ☐ No ☐	
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	Passport	Other
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

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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	No	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/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.

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.

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	Not Recommended	_____ Title _____ Signature

TO BE COMPLETED BY THE PROVINCIAL SCREENING REGISTRATION COORDINATOR

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

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	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?	

Tick the appropriate box and provide any relative comments.	Yes	No	
4. Do you enjoy working with youth? If so, please outline your past experience.	☐	☐	
5. Do you have any experience working with a youth organization? If so what?	☐	☐	
6. Are you currently volunteering with any other organizations? If so, which one(s)?	☐	☐	
7. 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.	☐	☐	
8. Is there anything in your background or past that you believe may prevent you from being registered as a volunteer?	☐	☐	
9. 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?	☐	☐	
10. 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?	☐	☐	
11. Do you require any special accommodations to perform your duties with the League?	☐	☐	

Interviewer – Print Name	Interviewer – Print Name	**Recommended**
Signature of Interviewer	Signature of Interviewer	**Yes** ☐ **No** ☐
Date _____	Date _____	(*Check as appropriate)*

Clear Form

Print Form

The Air Cadet League of Canada
Applicant Reference Check

This form may be emailed to a reference if phone contact cannot be made. Refer to the Handbook.

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 with the applicant?	
3. Do you deem the applicant to be a team player and work well with others?	
4. Would you deem the applicant to be trustworthy?	
5. 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