Print Form

Air Cadet League of Canada

Volunteer Screening Coordinator 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 – 10 in the Squadron 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	☐
Applicant returned completed Application Form	☐
Applicant provided a jpg photo	☐
Arrange for applicant Reference Checks	☐
Arrange for and complete interview and forms	☐
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 retained 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	☐
Documents forwarded to PSRC	☐