



676 LORNE SCOTS ROYAL CANADIAN ARMY CADETS

Application Checklist for Volunteers

(Please return this checklist with your application)

- Application form completed, signed and attached.
- Original VSS police check is attached.
- Receipt for VSS is attached. Please ensure you have identified to the police service the VSS is for a charitable organization to receive the discounted rate.
- The application, VSS and receipt **MUST** be submitted together at one time.
- Name _____
- Home Phone Number _____
- email _____
- Provide 2 pieces of ID
- Send a colour digital photo of yourself to:
support676@georgetownarmycadets.ca
The photo will be used for your ID card



Welcome to the 676



676 Lorne Scots Royal Canadian Army Cadets

91 Todd Rd
Georgetown, Ontario
L7G 4R8
905-877-6655

www.georgetownarmycadets.ca



1 August 2016

Re: Application for Civilian Volunteer with 676 Lorne Scots Army Cadets

Thank you for your interest in volunteering with the 676 Lorne Scots Army Cadets. The Army Cadet program relies on the generous donation of time from its many volunteers in order to offer an exciting and unique youth program in Georgetown. In order to complete your application for Civilian Volunteer, the following documents are required.

1. Completed Volunteer Registration Form
2. Vulnerable Sector Screening report from Halton or Peel Police Services (VSS) When applying for a VSS report, please indicate to Halton or Peel Police services the VSS is for a non profit organization. The cost is then only \$15.00 (additional copies of the VSS can be purchased for \$3 if you require them for schools or other groups.) Please save the receipt and include it in you registration package. You will be reimbursed \$15 for the cost of the VSS when you present your receipt.
3. Recent (within last 3 months) passport quality picture to be used for the ID Card. A digital photo by email is required. Photos will be taken at the Armoury at if you do not have one.
4. Photocopies of 2 pieces of official identification, one with photo on it.

Please return the completed documents to the armoury. If you have any questions please do not hesitate to contact me.

Regards,

Michele Cameron
Chair
Support Committee
676 Lorne Scots Army Cadets
Georgetown

905-877-6655



The Army Cadet League of Canada Volunteer Registration Form

In the interest of protecting our Cadets, the Army Cadet League of Canada has established a Volunteer Screening Program, in conjunction with our partner, the Department of National Defence. All information collected for this program will be kept confidential. Information about our privacy policy can be found online at www.armycadetleague.ca

*If you have any questions about our Volunteer Screening Program, please call the National Office at:
1-877-276-9223*

Who has to fill out this form? Any person who is applying to work with Army Cadets and who may find themselves working alone with Cadets who are on "cadet duty" as defined in "The Queen's Regulations and Orders for the Canadian Cadet Organization". There are three exceptions:

1. Active members of the Cadet Instructors Cadre (CIC), Civilian Instructors (CI) and serving members of the Canadian Forces (CF), are screened as a result of their enrollment process;
2. Volunteers or parents who occasionally drive cadets to and from organized activities do not need to be screened in depth. The Army Cadet League of Canada (ACLCL) has provided a Driver's Log that records the basic information requirements for Drivers and Cadets. See ACLC Policy No. 10.1, Annex "B";
3. Volunteers who were screened and registered with the ACLC prior to 30 June 2006 are deemed to be pre-screened. To obtain an ID Card they must complete this Registration Form with the exception of Sections 3 and 4.

For new Applicants after 01 July 2006, we will require (1) the application fully completed, (2) a Canadian Police Records Check/Vulnerability Sector Screening (PRC/VSS), (3) photocopies of two pieces of official identification one of which must include a photo, and (4) a recent head & shoulders photograph (taken within the last 3 months) of yourself, preferably in digital format, for the ID Card. The ID Card is valid for five years.

Your name may be shared with other youth organizations, but only for the purpose of volunteer screening. Your name and address will not be distributed to any third party for commercial or unauthorized use.

Section 1 – Contact Information

Family Name	First	Middle
Address		
City	Province	Postal Code
Phone Number	Fax	E-mail
Province or Territorial Branch:		Cadet Corps No.

Section 2 – Personal Information

Date of Birth (dd/mmm/yyyy)	Place of Birth (City, Province/State, Country)		
Previous Address (if less than one year at your current address)			
Street Address			
Employer(s)	Address / City / Province	Postal Code	Telephone

Section 3 – Previous Military Service

Have you ever been in the military? (Check one box) Yes No

If you answered 'Yes' above, please provide proof of service or a copy of your release document:

Section 4 – References

First Reference	
Name	Relationship to You
Phone Number	E-Mail
Second Reference	
Name	Relationship to You
Phone Number	E-Mail
Third Reference	
Name	Relationship to You
Phone Number	E-Mail

Section 5 – Personal Declaration

I, the undersigned, agree that all information contained within this application is factual and has been completed to the best of my knowledge and ability. I permit The Army Cadet League of Canada, or its agents, to interview any of the contacts listed in my application.

Signature

Date

Sponsoring Committee Check List		Branch Check List	
<input type="checkbox"/> Identification Check (photocopies enclosed)		<input type="checkbox"/> Application Complete	
<input type="checkbox"/> PRC/VSS certificate obtained		<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
<input type="checkbox"/> Photograph obtained			
<input type="checkbox"/> Personal Interview completed			
<input type="checkbox"/> Reference Checks completed			
<input type="checkbox"/> Prior CF Service documents obtained			
<input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended			
Comments		Comments	
Print Name	Telephone #	Print Name	Telephone #
Signature		Signature	
Date		Date	