



## 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](http://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 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 two exceptions:

1. Active members of the Cadet Instructors Cadre;
2. Volunteers or parents who occasionally drive cadets to and from organized activities do not need to be screened. The Army Cadet League has provided a Driver's Log that records basic information and provides specific safety instructions for Drivers and Cadets. See ACLC Policy No. 10.1

To complete your application, we will require the application fully completed, a Canadian Police Identification Check (CPIC) and photocopies of two pieces of official identification, one of which must include a photo, and one recent photograph (taken within the last 3 months) of yourself, preferably digital format, head & Shoulders for the ID Card.

Provincial Branches may keep a copy of the first page only. The completed application package will be archived at the National Office for five years. After this time you will be required to be re-screened. Basic tracking information is recorded on our secure Volunteer Screening Database. 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.

### Section 1 – Contact Information

Surname	First	Middle
Address		
City	Province	Postal Code
Phone Number	Fax	E-mail
Province or Territorial Branch:		

### Section 2 – Historic 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		
City	Province	Postal Code

### 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 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 been completed to the best of my ability. I permit The Army Cadet League of Canada, or its agents, to interview any of the contacts listed in my application. I understand when acting as a Volunteer for the Army Cadet League of Canada I will not be entitled to any remuneration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sponsoring Committee Check List	Branch Check List
<input type="checkbox"/> Identification Check (photocopies enclosed) <input type="checkbox"/> CPIC obtained <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"/> <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Application Complete <input type="checkbox"/> Recommended ___ Not Recommended  <input type="checkbox"/> <input type="checkbox"/>
Comments	Comments
Print Name Telephone #	Print Name
Signature	Signature
Date	Date