

ACLC Volunteer Registration and Screening Process (Manitoba)

*NOT EVERYONE WHO VOLUNTEERS AT A CADET CORPS NEEDS TO BE A “SCREENED”
VOLUNTEER, PLEASE CONSULT PROVINCIAL SCREENING COORDINATOR.
ALL PROVINCIAL BRANCHES ADHERE TO POLICY 10.1*

- All volunteers with Cadet Corps, under the CO, working directly with Cadets on the training side, will be screened as per this direction but there is additional paperwork as described in CATO 23-07.
- Screened Volunteers for Support Committee are vetted by the Support Committee Chair and will be introduced to the CO.
- No volunteer should be actively volunteering, either Civilian Instructor (CI) or Civilian Volunteer (CV), until the approval from ACLC (Army cadet League of Canada) has been processed and the volunteer is in possession of the ID card. The presence of unscreened volunteers/instructors has the potential to render the insurance for the whole Corps/Activity null and void.
- Approval is at the discretion of the Army Cadet League (National); provincial branches make an initial recommendation. **Volunteering starts once the ID Card has been received.**

To ensure a complete package and expedite approval, follow the attached steps carefully.

- **Apply for a Vulnerable Sector Screening (Criminal Record check including Vulnerable Vector Screening)** at the local police agency. Residents of Brandon and Winnipeg must apply to those city police agencies.
 - There is a fee associated with this.
 - The Winnipeg City police have an online option for VSS application. On the website it prompts to send the results directly to ACLC (MB). Once an email from the Police received informing that VSS results are ready, it then must be **shared** (access personal account and choose option “share”) with ACLC (MB).

- Rural residents must apply to the RCMP.
Some RCMP offices waive the fee for volunteers and may require a support letter. The support letter can be requested via email admin@armycadetsmb.ca. Please indicate your full name, mailing address and the cadet corps you are applying for. The letter will be mailed to you, and your Cadet Corps Support Committee chair will be notified of this action.

Copies of Screening from other volunteer activities or from employment will not be accepted, an original document with the police agency seal is required.

2. **Complete the Volunteer application form online.** Once completed, print and sign it.

<https://volunteer.micharity.com/the-army-cadet-league-of-canada/4135491298/volunteer?page=1006>

3 references must be provided. References cannot be immediate family members and should include a good cross section of people who can speak to the applicant's character, similar to a job application. Failure to provide adequate references can delay the process.

3. Provide **a copy of two valid pieces** of government issued identification – one must be photo:

Photo identification can be one of the following:

- Driver's License
- Manitoba Public Insurance Identification Card
- Passport
- Permanent Residence Card
- Aboriginal Status Card

Non-photo identification can be one of the following:

- Provincial Healthcare Card
- Birth Certificate
- Citizenship Card
- Firearms License
- National Defence Card

4. **Provide a digital JPEG picture** of the applicant for the ID card. The photo should emulate a passport photo; however, smiling is encouraged and no hats please!
5. Enclose a **cheque, cash or e-transfer for 25\$ membership fee** in the Army Cadet League of Manitoba. E-transfer to treasurer@armycadetsmb.ca

The League provides insurance and ID for our volunteers.

Before submitting the **PACKAGE** please make sure to include the following:

- ✓ Volunteer application form signed by the applicant and a support committee chair
- ✓ Vulnerable Sector Screening VSS (a criminal record check is included in a VSS)
- ✓ Copies of 2 government issued IDs (one with picture)
- ✓ Digital Picture for the ID card
- ✓ \$25 membership fee

This is to be submitted as one package to the Army Cadet League (Manitoba) Screening Coordinator.

If the **VSS is an original hard copy**, please mail the completed package to

Army Cadet League of Canada (Manitoba) Inc.
Suite # 10
P.O. Box 17000 STN FORCES
WINNIPEG, MANITOBA
R3J 3Y5
Attn.: Prov Screening Co-ordinator

All applicants will email a clear, hi-resolution digital, Jpeg, picture for the ID Card to screening@armycadetsmb.ca with the subject line "**VSS – last name , first name - Corps ####**".

If the **VSS is an electronic copy shared via the Winnipeg City Police web-platform**, please email the complete package to the screening Co-Ordinator with the subject line clearly indicating "**VSS – last name , first name - Corps ####**" screening@armycadetsmb.ca