



# The Navy League of Canada Volunteer Renewal Form

National Office Use Only

*In the interest of protecting our Cadets, the Navy League of Canada has established a Volunteer Screening Program, in conjunction with our partner, the Canadian Forces. All information collected for this program will be kept confidential. If you have any questions about our Volunteer Screening Program, please call the National Office at: 1-800-375-6289 or visit <https://navyleague.ca/navy-league-cadets/navy-league-cadet-volunteer/>*

**Who has to fill out this form?** This form is only for volunteers who already have completed an initial Volunteer Screening and have an active screening status at the time of application. New members are required to undergo the full screening process and should complete form NL (301)E.

**What supporting documents do you require?** To complete your application, we will require (i) a Canadian Police Records Check (PRC) with the Vulnerability Sector Screening (VSS), (ii) photocopies of two pieces of official identification, one of which must include a photo, and (iii) one recent photograph (taken within the last 3 months) of yourself.

**What happens to this information?** Branches and Divisions may keep a copy of the first page only. The completed application will be archived at the National Office. After five years you must renew your screening. 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 for commercial or unauthorized usage.

## Section 1 – Contact Information

Surname		First	Middle
Address			
City		Province	Postal Code
Phone Number		Fax	E-mail
Date of Birth (dd/mmm/yyyy)		Volunteer Screening Number	Expiry Date
<b>Volunteer Category</b> <input type="checkbox"/> Branch <input type="checkbox"/> NLC <input type="checkbox"/> RCSC <input type="checkbox"/> Other (specify)			
Branch		Division	

I have received and reviewed the NL 22 Harassment Prevention Policy Summaries:

Signature: \_\_\_\_\_

**Section 2 – References** (other than immediate family)

First Reference	
<b>Name</b>	<b>Relationship to You</b>
<b>Phone Number</b>	<b>E-Mail</b>
Second Reference	
<b>Name</b>	<b>Relationship to You</b>
<b>Phone Number</b>	<b>E-Mail</b>
Third Reference	
<b>Name</b>	<b>Relationship to You</b>
<b>Phone Number</b>	<b>E-Mail</b>

**Section 3 – 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 Navy League of Canada, or its agents, to interview any of the contacts listed in my application. I also understand that The Navy League of Canada reserves the right to accept or decline my services for any reason, except for those prohibited by the Canadian Charter of Rights and Freedoms. If accepted as a Navy League Volunteer, I recognize the safety and well-being of cadets as my foremost responsibility. I hereby agree that I will immediately advise the Navy League of Canada, after the signing of this form, if I am charged with an offence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Branch Recommendation</b> (To be completed by Branch Screening Coordinator)		<b>Division Recommendation</b> (To be completed by Division Screening Coordinator)	
<input type="checkbox"/> Identification Check (photocopies enclosed) <input type="checkbox"/> PRC/Criminal Check Verified <input type="checkbox"/> Photograph Included <input type="checkbox"/> Personal Interview <input type="checkbox"/> Reference Checks <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended		<input type="checkbox"/> Application Complete <input type="checkbox"/> Interview with Branch Screening Coordinator <input type="checkbox"/> Other Cadet Leagues Confirmed <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
<b>Comments</b>		<b>Comments</b>	
Print Name		Print Name	
Signature		Signature	
Date		Date	
Issue Card to	Branch	Division	Name and Position
Address		City	
Province	Postal Code	Phone Number	