



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 www.navyleague.ca/eng/get_involved/volunteer.asp

Who has to fill out this form? This form is only for volunteers working with Navy League Cadets or Sea Cadets who already have completed an initial Volunteer Screening and have an active screening status at the time of application. New or inactive members (more than 12 consecutive months) are required to undergo the full screening process and should complete form NL(101)E. Volunteers past their screening expiry date have a 12 month grace period to renew.

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
Volunteer Category <input type="checkbox"/> Branch <input type="checkbox"/> NLC <input type="checkbox"/> RCSC <input type="checkbox"/> Other (specify)		
Branch		Division

Section 2 – References (other than immediate family)

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 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.

Signature

Date

Branch Recommendation (To be completed by Branch Screening Coordinator)	Division Recommendation (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"/> Reference Checks <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Application Complete <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
Comments	Comments
Print Name	Print Name
Signature	Signature
Date	Date