

758 Argus Royal Canadian Air Cadets

LHQ: 55 Avondale Blvd., Unit B. Brampton, ON L6T 1H1

758.chairperson@aircadetleague.on.ca | vicechair@758argus.ca | 758.treasurer@aircadetleague.on.ca

Registered Canadian Charity #130387665RR0042. Donations and support are welcome!



Tuesday, 24 January, 23

VOLUNTEER SCREENING PROCEDURES FOR DRIVERS

This is going to take a long time, so start today – when you get to the end of the process you will see the value of this advice.

Squadron Sponsoring Committee (SSC) members, volunteers, and non-Forces staff can help with squadron activities such as Fundraising (*driving for Tagging campaigns*) by completing a screening process. Please review the instructions below and note that **this process can take up to 8 weeks** to fully process from the time you submit the documentation.

Considering that the Tagging campaign is typically conducted in the Fall and again in the Spring, the screening process for new drivers should be initiated in July to ensure the process is completed by September.

TERMINOLOGY

PRC – Police Record Check

VSS – Vulnerable Sector Search/Screening

VSC – Vulnerable Sector Check

– NOTE: VSS and VSC are interchangeable.

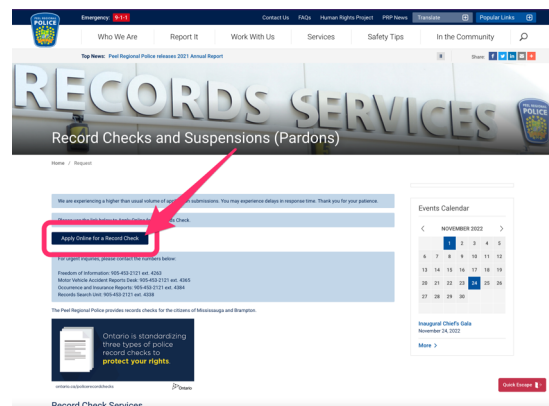
SSC – Squadron Sponsoring Committee (Lance and Raj)

CO – Commanding Officer (Major Thurston, CD)

DCO – Deputy Commanding Officer (Captain Haye)

SCREENING PROCESS – SUMMARY

1. Register as a driver on the SSC website
<https://shop.758argus.ca/about-us/transportation-committee/>
2. Receive the following documents from the SSC:
 - a. Volunteer Screening INSTRUCTIONS.pdf
This document that you are reading right now.
 - b. 758 PRC-VSS Letter - YOURNAME.pdf
 - c. Volunteer Agreement.pdf
 - d. Volunteer Code of Conduct.pdf
 - e. COVID Attestation Form.pdf
 - f. Volunteer Screening APPLICATION FORM.pdf
3. Obtain your PRC-VSC and place it into a sealed envelope.
4. Complete the application forms above (do not seal them).
5. Submit the forms and the PRC-VSC to the SSC.
6. Participate in an in-person interview with the CO.



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SCREENING PROCESS – DETAILED STEP-BY-STEP:

1. Obtain your PRC-VSC from the Peel Regional Police's Records Services web page:
<https://www.peelpolice.ca/en/services/record-checks-and-suspensions-pardons.aspx>
2. Click on "Apply Online for a Record Check."
3. You need an account to proceed.
 - a. Every time you log in, new or not, you will be sent a login code via email.
4. Once you are logged in, tap "New Application."
5. You will be presented with three choices: choose "Vulnerable Sector Check (VSC)," which is blue.
6. Then tap "Choose Vulnerable Sector Check."
7. You will be able to choose a paper hard copy or a PDF soft copy. **Important:** Choose a Hard Copy.
8. You will need to provide:
 - a. Your full name, date and place of birth,
 - b. Driver's Licence number
 - c. Two previous addresses,
 - d. Grant permission for an Equifax eIDVerifier,
 - e. Home phone number,
 - f. Social Insurance Number,
 - g. You will be asked multiple-choice questions to confirm your identity,
 - h. You will need to upload the letter to request a PRC-VSC (that we provided earlier).
9. You will be asked for the reason of the record check request:
 - a. Check the first box at the top of the page indicating you are an applicant for a volunteer position,
 - b. Choose the button for "Volunteer (Unpaid work),"
 - c. Check the box for "Children,"
 - d. Enter the following, or something similar, into the Description: "Volunteering with the 758 Argus Royal Canadian Air Cadet Squadron in Brampton to assist with various cadet-involved activities such as cadet transportation."
 - e. Enter the following, or something similar, into the Title/Position/Program Name: "758 Argus Royal Canadian Air Cadet Squadron volunteer."
10. On the next page, you will be asked for the name of the Volunteer Agency as it appears in your Authorization Letter. Enter that (which should say: "758 Argus Royal Canadian Air Cadet Squadron").
11. You must now upload the letter.
12. You will need to check all of the boxes to provide adequate permissions to complete the screening.
13. The final page in the process will be a summary of the data you provided. Review it and proceed or go back to edit as required.
14. Tap on "Proceed to Checkout" on the following page, which begins the payment process.
 - a. At the time of writing, the fee was \$35.
 - b. Upon completion, you will see a digital receipt. At the top right corner of this page is a small text button that says "Print This Page." Tap that to create a PDF or to print a paper copy.
 - c. You will also receive a receipt via email.
 - d. Keep the receipt to provide it to the SSC with your completed application.
15. You are now done with your PRC-VSC application process.
 - a. Wait for an email with the final PRC-VSC results.
 - b. Your wait time can be quite long – *perhaps 10 days or more*. Be sure to check your spam/junk folders.
 - c. In some cases, you may be asked to physically go to the Peel Police station to submit your fingerprints to complete the process. If you are required, you will receive an email telling you so. Bring your entire application with you to 7750 Hurontario St, Brampton, ON L6V 3W6.
Map: <https://www.google.com/maps/place/Peel+Regional+Police++22+Division+%26+Sir+Robert+Peel+Centre/@43.6602954,-79.7287468,18.56z/data=!4m5!3m4!1s0x882b3fc52f70ac4b:0xda0185ca93480dfb!8m2!3d43.6605492!4d-79.7279934>

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Complete the Adult Screening Application Form (5010-0 AnnexA)

1. You will have received this document from the SSC, the file is named [“Volunteer Screening APPLICATION FORM.pdf”](#)
2. Complete Sections 1, 2, 3, and 4
 - a. Section 2: is only for people who previously were cadets or CAF members.
 - b. Section 3: you will need to provide 3 references that are not family members.
3. Stop at Section 4 – DO NOT SIGN IT.
 - a. Print the completed application but do not sign it.

Complete the COVID-19 Attestation Form

1. You will have received this document from the SSC, the file is named [“COVID Attestation Form.pdf”](#)
2. Fill in the appropriate dates and check the appropriate box, sign and date.

Complete the Two Agreements

1. You will have received these documents from the SSC, the file names are [“Volunteer Agreement.pdf”](#) and [“Volunteer Code of Conduct.pdf”](#)
2. Read both, understand them, then sign and date.

Submit Your Record Check Documentation to the SSC

1. Bring the above printed documents to the SSC (Raj or Lance). Include the PRC-VSC payment receipt.
2. For your interview with the CO, please bring two (2) pieces of government-issued photo ID.
 - a. These will be photocopied and submitted along with the application.
3. The CO will conduct a pre-screening interview with you.
4. The CO will mail your application the Regional Cadet Support Unit (RCSU) Central for review.
 - a. At the time of writing this document we do not know how long this will take, so we are expecting several weeks.
5. When approval has been received from RCSU Central, the CO will contact the SSC who will then contact you.

The completed application becomes protected paperwork and will only be reviewed by the CO, or on an as-needed basis, by the DCO.