



Air Cadet League of Canada Screening Checklist

The following has been prepared for the Sponsoring Committee Chair / Screening Coordinator to assist in the screening of a new applicant. Reference should be made to the detailed procedures as outlined in Steps 1 – 8 in the Squadron Screening Coordinators Handbook.

Documents / Tasks included / required	Received / Completed
Meet with applicant	
Provided Volunteer Screening and Registration Application to applicant	
Provided information to applicant on how to complete an E-PIC	
Applicant provided appropriate ID	
<ul style="list-style-type: none"> • Applicant returned completed Application Form • Applicant provided a jpg photo • Arrange for applicant Reference Checks • Arrange for and complete interview and forms 	
ID verified by SSC-SRC, noted on application and signed	
E-PIC received SSC – copy also on file with PSRC	
Reference checks completed	
Interview completed	
File reviewed	
Agreement reached to accept and recommend applicant	
Agreement reached to reject applicant	
SSCC to retain a copy of Page 1 of the application	
PSRC contacted with respect to rejected application	
Completed file forwarded to PSRC	
Agreement reached with PSRC as to accepting or rejecting applicant	
Documents to be forwarded to Provincial Screening & Registration Coordinator for the Province in which the application is made.	
Provincial Mailing Address: Air Cadet League of Canada British Columbia Provincial Committee #2-7630 Montreal Street, Delta, BC V4K 0A7	