



New Member Application & Screening Process

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Volunteer Screening in Kin Canada

Kin Canada attracts some of the most fun-loving, giving and genuine people around. While a lot of individuals would be great additions to your Club, the reality is that you need to be careful about who you are exposing your Club members or members of the community to.

As an Association, it is our responsibility to foster a safe environment for service and fellowship. As a leader of your Club, it is your responsibility to keep your fellow Kin, volunteers, and vulnerable members of your community safe during your service and fellowship initiatives.

As of July 1, 2018, Criminal Record Checks are required for all new members, Club Presidents, Club Treasurers, District Council, the National Board of Directors, and National Headquarters Staff. Any member who is regularly in contact with children or individuals who are vulnerable due to age, disability, or other circumstance will be required to submit a Vulnerable Sector Check regardless of whether they are a new or existing member.

These requirements are in place to mitigate risk to your physical safety, personal information/privacy, and to ensure that club financials are managed responsibly. Volunteer screening and Criminal Record Checks/Vulnerable Sector Checks are standard requirements across many non-profit/community organizations that rely on volunteers to serve the needs of their community.

This handbook is designed to help you understand the requirements of the Kin Canada Volunteer Screening Policy (Chapter 12 of the National Policies and Procedures of the Association) and make screening a priority when your Club is considering a new volunteer or member.

1.1 WHAT IS VOLUNTEER SCREENING?

Screening is the process that is conducted prior to accepting a new volunteer or member into your Club. Screening involves an interview, a sponsor or reference check, and a Criminal Record or Vulnerable Sector Check.

The interview allows you to ask important questions about the volunteer/potential member's motivations for getting involved, the skills/experience they will bring, and their level of commitment. It also allows you to get a better feel for whether or not the potential volunteer/member is a good fit with the culture of your Club and the Association as a whole. Getting to know potential volunteers/members better also helps you align them with tasks that utilize their skills—resulting in a more rewarding experience.

Reference checks provide greater insight into the person's character and what they are like to work with. Criminal Record Checks/Vulnerable Sector Checks mitigate risk by allowing National Headquarters to identify possible threats to volunteers/members, the reputation of the Club/Association, and the children and other vulnerable people we serve across Canada.

1.2 WHY PRACTICE VOLUNTEER SCREENING?

Your responsibility is both moral and legal; it is not only the “right thing to do, but it is legally required under the “Duty of Care” concept. Duty of Care is a legal principle that holds individuals and organizations responsible for taking reasonable measures to protect their employees, volunteers/members, and event participants from harm. In the case of an incident, individuals and organizations can be held liable unless they demonstrate they did, in fact, take reasonable measures to reduce the risk of harm.

Volunteer screening and Criminal Record Checks/Vulnerable Sector Checks are also an important part of maintaining the robust insurance coverage that we are currently able to offer to Clubs.

1.3 RECORD CHECKS

There are two types of record checks—Criminal Record Checks and Vulnerable Sector Checks. However, as per 12.03(a) of the Kin Canada Volunteer Screening Policy (Chapter 12 of the National Policies and Procedures of the Association), all National Board of Directors members, National Headquarters staff, all active members of a District Council, all Club Presidents, all Club Treasurers, and all new active members must submit a Criminal Record Check. As per 12.03(b), any member or volunteer who has regular, unsupervised contact with vulnerable persons and who is in a position of trust and authority of them is required to submit a Vulnerable Sector Check.

1. Criminal Record Checks

Includes national and local convictions and outstanding charges and warrants.

2. Vulnerable Sector Checks

For people who work or volunteer with the vulnerable sector (i.e. children and people who are vulnerable due to age or disability). It includes national and local convictions, outstanding charges and warrants, sexual offender pardoned database, non-convictions (discharged or withdrawn), local police records, firearm interest police flags, Mental Health Act apprehensions, and provincial offences for trespass at night and public intoxication. In some cases, additional steps are required to confirm the identity of the person undergoing the Vulnerable Sector Check. For example, if you share the same name as someone who lives in the same area as you, fingerprinting may be required.

1.4 PRIVACY: PROTECTING PERSONAL INFORMATION

National Headquarters' Duty

Protecting your right to privacy has been at the forefront of all decisions regarding the Kin Canada Volunteer Screening Policy and its operational processes at all levels of the Association.

In accordance with the Federal Legislation of the Personal Information Protection and Electronic Documents Act (PIPEDA), Kin Canada is committed to protecting the personal information and privacy of all members, directors, officers, employees, and other interested parties.

National Headquarters manages the Criminal Record Check and Vulnerable Sector Check portion of the screening process. Prospective volunteers/members submit their Criminal Record Check or Vulnerable Sector Check directly to National Headquarters staff. For more details on this process, please see [Screening Steps for Kin Canada](#).

Clubs' Duty

Having access to a significant amount of personal information for a member within your Club is not new. Information such as the member's name, home address, work information, names/information of their spouse and children, and much more has been kept on file by Club Executives since the beginning. What has changed over time is how we protect that information. On January 1, 2004 when the Personal Information Protection and Electronic Documents Act (PIPEDA) legislation came into effect, Clubs were required to make changes to ensure compliance with this legislation.

It is your Club's responsibility to continue to exercise reasonable care in protecting the information obtained through this practice. The information collected from a potential member needs to be kept confidential. Under no circumstances should it be shared with fellow Kin or people outside of the Association. Best practice is to return any documents with personal information to the applicant or shred them once they are no longer of use. If your Club is storing files that contain personal information, they must be stored in a very secure location.

Note: the Club is responsible for conducting their own screening. National Headquarters does not make any decisions for the Club as to whom they accept into the Club. The exception is when a member is deemed ineligible by way of their Criminal Record Check or Vulnerable Sector Check.

All Criminal Record Check or Vulnerable Sector Check results should be emailed for processing to Jennifer Haug at jhaug@kincanada.ca

Volunteer Screening Steps

2.1 10 STEPS OF A VOLUNTEER SCREENING

The following volunteer screening steps are based on the 10 Steps of Screening as published in the 2012 Edition of [The Screening Handbook](#) (p. 41–44) created by Volunteer Canada for Public Safety Canada.

Step 1: Assessment

Identify and assess the risks of each program, event, project, etc. Determine how many people you need and the types of knowledge, skills, and experience you require to run the program/event/project successfully.

Step 2: Position – Assignment

Write accurate descriptions for your Club’s Executive positions and the programs, events, and projects you plan to run.

Step 3: Recruitment

When recruiting potential members, ensure they are informed about the Club and what membership entails. Your Club should have a consistent and fair selection system.

Step 4: Application

Invite the prospective member to complete the Kin Canada Application for Membership ([Appendix 1](#))

Step 5: Interview

Develop interview questions or use questions from the Example Interview Form ([Appendix 2](#)) to help you learn more about the prospective member’s skills, motivations for joining, and their ability to commit to service and fellowship.

Step 6: References

References are required for all new members unless they have a current member in the Club who is willing to sponsor them. See the Example Reference Check Questions ([Appendix 3](#)) for sample questions you can ask when contacting personal and professional references.

Step 7: Criminal Record or Vulnerable Sector Checks

As of July 1, 2018, all new members are required to submit a Criminal Record Check or Vulnerable Sector Check directly to National Headquarters. The member must be deemed eligible for membership before they are officially added to the Club roster.

Step 8: Orientation and training provide clear information about the mission, values, and policies of the Association and specific tasks and requirements of being a member in the Club. Be sure to inform them about [iKin](#) and [The Link](#) so know where to find information/resources.

Step 9: Support and Supervision

Provide appropriate support and supervision to all new members. Make sure they feel welcome and know they can ask any member of the Club for support when they need it.

Step 10: Follow-up and Feedback

Be proactive and seek feedback from all who come into contact with your Club and members.

For information on how to build a Volunteer Screening Action Plan please see the 2012 Edition of [The Screening Handbook](#) (p. 58 & 59) created by Volunteer Canada for Public Safety Canada.

For a sample Volunteer Screening presentation, extra tips and questions please see the 2012 Edition of [The Screening Handbook](#) (p. 41 – 44) created by Volunteer Canada for Public Safety Canada (p. 83 – 103).

2.2 SCREENING STEPS FOR KIN CANADA

1. After a potential new member has been recruited, the Club invites the prospective member to the required number of meetings as per the Club's House Rules.
2. Upon/during completion of the required meetings, the Club provides the prospective member with the Kin Canada Application for Membership form ([see Appendix 1](#)). This form stays at the Club level.
3. The Club conducts an interview. Please see [Appendix 2](#) for 'best practices' questions for prospective member interviews.
4. The prospective member must have a sponsor or provide a personal and professional reference for the Club to contact. See [Appendix 3](#) for sample reference check questions. Reference check results will remain at the Club level.
5. The Club votes to support or deny the prospective member. See [Appendix 4](#) for the Kin Canada Motion for New Member Application form.
6. If the Club would like to recommend the prospective member for membership, a [New Member Registration form](#) will be completed **online** by the Club.
Note: completion of the form requires payment for the New Member Kit.
7. National Headquarters staff send the prospective member an information kit that includes a welcome email, an explanation of why a Criminal Record Check or Vulnerable Sector Check is

required, information about our third-party record check service (BackCheck) and a letter for them to take to the police department (for if they prefer not to use BackCheck)

8. If obtaining a check through the RCMP or local police services, the prospective member submits the results of their Criminal Record Check or Vulnerable Sector Check to National Headquarters by emailing Jennifer Haug at jhaug@kincanada.ca. If obtaining a check through BackCheck, the prospective member's results will automatically be sent to National Headquarters through the service.
9. National Headquarters staff review the results of the check. In some cases, the Executive Director or National Board of Directors may be asked to review the application/check too.
10. If the prospective member is eligible to join the Club, the order for the New Member Welcome Package is placed by National Headquarters staff and the member is marked as active in the membership management system.

If the prospective member is deemed ineligible by the Executive Director or National Board of Directors the Executive Director will contact the applicant directly and be asked to withdraw their application for membership.

2.3 FREQUENT ASKED VOLUNTEER SCREENING QUESTIONS

Q: If we make all new members go through a screening process, won't some people feel we are intruding and decide not to volunteer?

A: Screening is common in many organizations and most people understand and appreciate that screening policies help protect volunteers, staff, and event participants. Some people feel screening is not necessary and believe that "it can't happen here." While most people act ethically, physical abuse, emotional abuse, sexual abuse, theft of property, harassment, property damage, extortion and assault can, and do, happen in all types of organizations – even ours. Screening helps create and maintain a safe environment for everyone. It also helps you get to know your members' strengths, motivations, and commitment levels so you can match them with tasks that contribute to a positive Kin experience for them. Matching members with work that allows them to use their current skills and learn new ones increases member satisfaction and retention.

Q: I'm just a volunteer. Why do I need to be screened?

A: There is no such thing as "just a volunteer". The organization can be held responsible for something a volunteer does while they are volunteering. For example, suppose someone wants to be a volunteer driver. If the person has a bad driving record and the organization ignores the record/doesn't check and the volunteer causes an accident while volunteering for the organization, both the organization and the volunteer could be held responsible. The organization would also have a Duty of Care to take reasonable measures to ensure anyone being driven by the volunteer was not at increased risk of being injured due to the bad driving record.

Q: I have some things on my record from many years ago. I don't want other members of the Club to know about them so I'm hesitant to go through the process of joining. Who sees the results of my Criminal Record Check or Vulnerable Sector Check?

A: Only National Headquarters staff who are responsible for administering the Screening Program and possibly the National Board of Directors will know the result of your check. If you are deemed ineligible for membership, Headquarters staff will contact you directly and request that you voluntarily withdraw your application for membership. When you withdraw, you do not need to tell the Club that your Criminal Record Check or Vulnerable Sector Check results are the reason you are no longer pursuing membership. If you do not voluntarily withdraw your application, Headquarters staff will contact the Club Executive to inform them that you are not eligible for membership.

Note: the application wording is purposely designed to give notice up front to all applicants that a Criminal Record Check or Vulnerable Sector Check is required in order to be considered for membership. This gives them the opportunity to gracefully withdraw from pursuing membership if they know they will not be eligible based on the Volunteer Screening Policy requirements.

For Kin Canada specific volunteer screening questions please contact:

Melanie DiCarlo

Risk Management Coordinator

mdicarlo@kincanada.ca

1-888-742-5546 ext. 202

For more general questions and answers about screening, please visit www.volunteer.ca.

Appendix 1: Kin Canada Application for Membership

"I hereby request membership in the Kinsmen/Kinette/Kin Club of:

How did you learn about Kin Canada?

____ Current member

____ Advertisement

____ Website/Google

____ Other _____

GENERAL INFORMATION

Name:

_____ *Nickname: _____

Address:

City: _____ Province: _____

Postal Code: _____ Phone: _____

Cell: _____ Email: _____

*Work Email: _____ Occupation _____

Date of Birth (DD/MM/YY): _____

APPLICATION INFORMATION

Have you attained the current Canadian minimum age of 19 years? Yes ____ No ____

Do you work or live in this community? Yes ____ No ____

Have you ever been a part of Kin Canada in the past? Yes ____ No ____

If yes, where and when? _____

SKILLS, EXPERIENCE, INTERESTS

Present/previous employment, community or volunteer involvement:

Other skills, experience and special interests:

SPONSOR

Is there a current Kin Canada member who knows you personally and is willing to vouch for you as a person of good character? If you do not have a sponsor, please proceed to the next step and provide two references.

Sponsor Name: _____
Club the sponsor is currently an active member of: _____
Sponsor phone: _____ email: _____

REFERENCES

Please provide one personal and one professional reference below if you do not have a sponsor.

Professional Reference Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Email Address: _____

Personal Reference Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____ Phone: _____

Email Address: _____

FOR CLUB USE ONLY

References verified on _____ by _____
Date (DD/MM/YY) Name of Active Club Member

KIN CANADA AGREEMENT

Kin Canada seeks to protect its members, volunteers, employees and the communities it serves. References or a sponsor are required for all new applicants. Vulnerable Sector Checks (which are inclusive of Criminal Record Checks) are also required for all new members. Refusal to complete a Vulnerable Sector Check will exclude me from holding membership, certain executive positions and /or participating in events.

Upon acceptance, I agree to be subject to Kin Canada’s General Operating Bylaws and its official policies, and agree to pay a Club initiation fee (where applicable) and to pay the regular membership dues of the Club, Zone, District and National Association, as billed by the Club.

DECLARATION

I hereby declare that the above information is true and complete to the best of my knowledge. I understand that a false statement may make me ineligible for further consideration as a member or result in termination of my membership.

Signature: _____ Date (DD/MM/YY): _____

Authorization for collection of personal information:

I, _____ (name of applicant), authorize Kin Canada to collect personal information concerning my academic background and employment/volunteering history, and to verify the character references I have supplied. I understand that the information obtained will be confidential and shared within Kin Canada only.

Signature: _____ Date (DD/MM/YY): _____

If for any reason this application does not move forward, Kin Canada will discard of all personal information provided on this application.

FOR CLUB USE ONLY

Interview was conducted on (DD/MM/YY): _

Interview was conducted by (First & Last Name): _____

References were checked on (DD/MM/YY): _____

References were checked by (First & Last Name): _____

OR

DECLARATION OF SPONSOR

I hereby declare that the above applicant is a personal acquaintance of mine. I understand that by agreeing to be the applicant sponsor, I am vouching on his/her behalf that he/she is a person of good character.

Signature: _____ Date (DD/MM/YY): _____

Appendix 2: Example Interview Form

We protect and respect your privacy. Your personal information will only be used for membership purposes.

Interviewer: Please read the above statement to prospective member if interview is conducted verbally

First & Last Name of prospective member: _____

Date (DD/MM/YY): _____

1. What motivated you to apply to be a member of a Kin Canada club?

2. What do you know about the work done by Kin Canada and its clubs?

3. Do you have any volunteer experience? YES _____ NO _____

Please explain:

4. Discuss time commitments (e.g., club meetings, district meetings, training, planning):
Can you commit to this amount of time? YES _____ NO _____

5. What are your strengths?

6. Do you have any other skills that could benefit the club's operation? (i.e. eventplanning, accounting, book keeping) YES _____ NO _____

Please explain:

It is important to note that a Criminal Record Check will be required in order to be eligible for membership with Kin Canada. If you plan to be involved in an initiative that will require regular, unsupervised access in a position of trust or authority with vulnerable persons, a Vulnerable Sector Check will be required.

Do you have any questions regarding Kin Canada or the Club?

Name of Interviewer 1 (Print)

Signature

Name of Interviewer 2 (Print)

Signature

Appendix 3: Example Reference Check Questions

We protect and respect your privacy. Your personal information will only be used for membership purposes.

Interviewer: Please read the above statement to prospective member if interview is conducted verbally

First & Last Name of prospective member: _____

Date (DD/MM/YY): _____

Personal Reference:

First & Last Name: _____ Contact Number: _____

Date of Contact (DD/MM/YY): _____

1. How long have you known the prospective member? _____
2. Do you know (insert name of prospective member) has applied for membership in the (insert club name)? YES _____ NO _____
3. Do you feel that (insert name of prospective member) is a person of good character? YES _____ NO _____

Please explain:

4. How would you describe (insert name of prospective member)?

5. Is (insert name of prospective member) well suited for community volunteer work? YES _____ NO _____

6. Is there anything I haven't asked that you would like to share with me?

Professional Reference:

First & Last Name: _____ Contact Number: _____

Date of Contact (DD/MM/YY): _____

1. How long have you known the prospective member? _____

2. How long has (insert name of prospective member) worked for/with you?

3. Do you know (insert name of prospective member) has applied for membership in the
(insert club name)? YES _____ NO _____

4. Do you feel that (insert name of prospective member) is a person of good character?
YES _____ NO _____

Please explain:

5. How would you describe (insert name of prospective member)?

6. Is (insert name of prospective member) a team player? YES _____ NO _____

7. Is there anything I haven't asked that you would like to share with me?

Appendix 4: Kin Canada Motion for New Member Application

For Club use only

RE: Application for membership

Club name: _____

First & Last Name of Applicant: _____

PROPOSER: _____ Date (DD/MM/YY): _____

SECONDER: _____ Date (DD/MM/YY): _____

*Please note that this application will need to be made available to Kin Canada Headquarters upon request.

Appendix 5: Publication of Club Bulletin/Minutes Sample

Notice of Application published in the Issue on theday of.....20.....

Notice of acceptance published in theissue on theday of20.....

Report by Executive

Approved by motion by the club/executive at their meeting on theday of
20.....

Approved for publications in the Club minutes theday of 20.....

No objection having been made the candidate is accepted by a two-thirds vote of the entire
Executive thisday of 20