

Volunteer Screening Program Vulnerable Sector Check Fee Application Guide

(July 2024)

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One-page overview of basic application information

The VSC Fee Waiver is a service offered under the Volunteer Screening Program (VSP). It is a free to access program, however you must submit an application to receive a VSPN code to begin use and later submit a form biannually at minimum for continued access.

1. Before starting your application, please ensure you have read the [Eligibility Criteria](#) and the [FAQ](#) for the VSC Fee Waiver.
2. There are two applications:
 - **New Applicants:** Applicants that do not currently have an existing VSPN and wish to apply for the VSC Fee Waiver Program (for more information, see Page 12)
 - **Returning Applicants:** Applicants that have an existing VSPN, including temporarily suspended files, which are needing to Renewal their VSPN, reactivate their file, and/or update existing information such as adding/removing positions, changing contact information, changing organization name, etc. (for more information see page 5)

Please ensure you fill out the appropriate form for your circumstance, filling out the wrong form could lead to a delay in your application being assessed.

3. Please read the application thoroughly as you continue through it and included detailed and pertinent information. This includes submitting current Screening Policies and Procedures, outlining your risk assessment process, and providing detailed information on the nature of the volunteer position being applied for.
4. Once submitted, you can expect to hear from us in approximately 10-15 business days regarding your application.

Questions? Please do not hesitate to get in touch with the Volunteer Screening Program team at screening@volunteeralberta.ab.ca

VSPN Renewals

As of January 2023, a 2-year renewal window for existing VSPN holders was implemented. All organizations who currently hold a VSPN need to submit a Renewal Form every 2 years in order to keep their VSPN active.

If your VSPN needs to be renewed, we will make every attempt possible to contact your organization to request your renewal. However, it is your organizations responsibility to respond and complete the process. If we do not hear back, your VSPN may be temporarily suspended.

It is also still an expectation that if your program experiences any changes (contact person, volunteer position changes, changes or updates to volunteer screening policies, etc.), you must let us know as soon as possible by submitting a Renewal Form to keep your organization's information up to date. We will lead you through each step of the Renewal process in the sections below.

When should your organization Renew?

It is an expectation of the program that you update your information with us whenever there are changes to your organization's contact person, volunteer program, or volunteer roles.

If no changes occur, your organization will simply need to submit a Renewal by your next Renewal Date. Your Renewal Date will always be updated 2 years from the most recent date you completed the Renewal process.

Example 1: Your organization received their VSPN Approval Letter on October 1, 2022. If there are no program changes, your organization will need to submit a Renewal Form by October 1, 2024.

Example 2: Your organization received their VSPN Approval Letter on October 1, 2022. In March 2023, your organization creates a new volunteer role that you believe is eligible. Because you wish to add this role to your VSPN, your organization submits an update through the Renewal Form and receives an updated VSPN Approval Letter on March 15, 2023. Your organization's new Renewal Date is March 15, 2025.

Example 3: Your organization received their VSPN Approval Letter on October 1, 2022. In June 2024, your organization completes a new risk assessment and based on that process, updates your screening practices. A few roles no longer require VSCs, and a few roles now also need to have additional training certifications. Your organization submits an update through the Renewal Form and receives an updated VSPN Approval Letter on June 15, 2024. Your organization's new Renewal Date is June 15, 2026.

Why does your organization have to Renew?

1. Increased ability to facilitate knowledge transfer for new staff managing your volunteers and programs.
2. Increased mindfulness and awareness of volunteer policies and practices – encouragement to review and update regularly.
3. Increased touchpoints with VA to build a stronger relationship and facilitate access to new or updated screening resources.
4. Will support accurate data and record keeping for the VSC Fee Waiver program.

This process was first introduced pre-pandemic as we saw many changes within the nonprofit/voluntary/social impact (NPVS) sector. Some organizations were no longer aware that they had access to the VSC Fee Waiver program due to staff changes and loss of institutional knowledge. Others had significant changes to their programming and an increased need to be connected to more resources to adapt their screening processes.

We hope that the Renewal system will allow your organization and Volunteer Alberta to better facilitate knowledge transfer when new staff take over management of the organization's volunteer programs, including how to use the VSPN, our Terms of Use, and what to do when they need to report changes to the program (like add new roles, remove closed roles, or update contact information). By having a more regular contact point, we hope to that your organization is aware of not only your responsibilities as a program user, but also what support is available to you to help your volunteer programs grow and adapt.

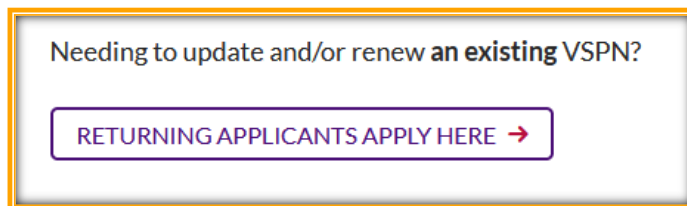
We also believe it's valuable for organizations to complete regular risk assessments, as well as regularly assess volunteer position descriptions and overall screening policies and processes. Our aim is to encourage organizations to review these policies and practices regularly to ensure that their volunteer programs are safe, equitable, and successful. With a regular reminder, we hope these good practices become a regular occurrence that over time, creates less work than compared to large-scale updates every 5-10 years.

And finally, we want to get to know you better! The Volunteer Screening Program is aimed to help you, so we want to develop a closer relationship with your organization to not only increase opportunities to share our existing resources, but also for you to feel comfortable to ask us questions, tell us about your screening needs, and what further resources you'd like us to develop.

Accessing and Completing the Returning Applicant Form

Before filling out the Renewal/Update Form, be sure to read through the following documents, also found at the bottom of the Volunteer Screening Program (VSP) webpage:

- [VSC Fee Waiver Eligibility Criteria](#)
- [VSC Fee Waiver FAQs](#)
- [Terms of Use](#)



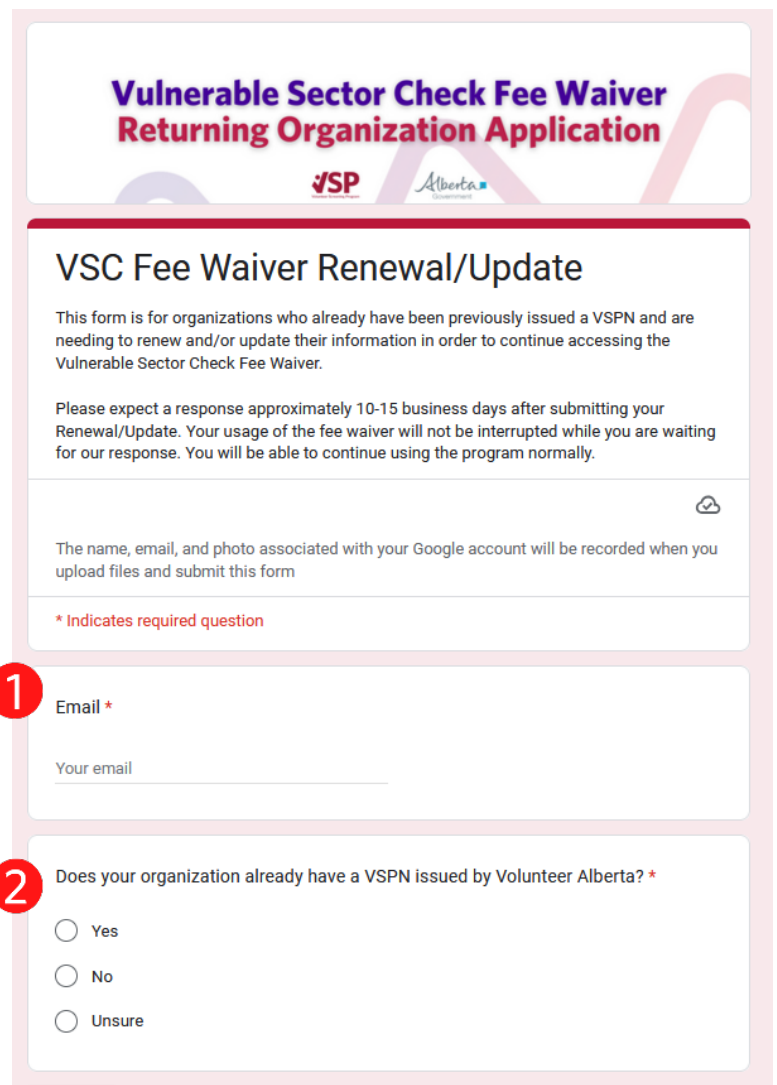
The Renewal Form is at the very bottom of the VSP webpage. Scroll all the way down to the bottom of the page and click on the link that says "Returning Applicants Apply Here."

General Information Section

The Renewal Form uses Google Forms, which may require that you have a mail account to access.

If you are unable to access the online form, feel free to request a PDF or Word version by contacting us at screening@volunteeralberta.ab.ca

- 1 Enter your email address here
- 2 If you have a VSPN and know the number, select "Yes".
If you have a VSPN but do not know the number, select "Unsure" (this will end the form and ask you to contact us to confirm your VSPN. We also receive a notification and if we do not hear from you, we will reach out to the email entered in Step 1.
If you do not have a VSPN, select "No" (this will end the form, and we recommend you find and fill out the [New Applicants Form](#)).

A screenshot of a Google Form titled "Vulnerable Sector Check Fee Waiver Returning Organization Application". The form has a header with the VSP and Alberta logos. Below the title is the text "VSC Fee Waiver Renewal/Update". The form explains that it is for organizations who have previously been issued a VSPN and are needing to renew and/or update their information. It also states that a response will be provided within 10-15 business days. Below this is a note about Google account information being recorded. A red asterisk indicates required questions. The first question is "Email *" with a text input field. The second question is "Does your organization already have a VSPN issued by Volunteer Alberta? *" with radio button options for "Yes", "No", and "Unsure".

You can find your VSPN on your Approval Letter, which would have been sent to you by email when you were initially approved or on your last Renewal. Your VSPN will have four digits, then two letters, then another four digits. Example: 9876Cu1234. You can always reach out to us to ask for another copy of your Approval Letter: screening@volunteeralberta.ab.ca.

Organization Information Section

3 Enter your VSPN here.

4 Enter your Organization Name here. If your organization has a full legal name and a shorter name used commonly, please include both.

5 Enter your Organization Address here. Please include the suite number, street name, city, and postal code.

6 Enter the name of your organization's primary contact. This should be someone who manages your volunteers and the volunteer screening process. Please include first and last name.

7 Enter the organization's primary contact email. This may be the same or different than the email entered in Step 1. This email should be closely monitored for correspondence from VSP regarding the VSC Fee Waiver and general program updates.

◆ Use this space for any additional emails you wish to be added to be sent updates about the program

The form contains the following fields:

- VSPN: *
Your answer
- Organization Name: *
Your answer
- Organization Address (please include suite number, street name, City, and postal code): *
Your answer
- Primary Contact Name (Please include first and last name): *
Your answer
- Primary Contact Email: *
Your answer
- Any additional contacts that should be listed for the VSC Fee Waiver?
Your answer

Policy/Procedures Upload Section

- 8 Please upload your volunteer screening policies/procedures*, and volunteer position descriptions of currently approved roles (or roles you are applying to add) and any additional documentation that you believe is necessary to provide (up to a total of 10GB). Click the “Add File” button to begin uploading.


*This is NOT your Fee Waiver Approval Letter. We encourage you to have formal policy documents outlining your screening policies, practices, and processes in addition to having formal role descriptions.

Volunteer Screening Update

Please review your most recent Fee Waiver Approval letter and Screening Policies/Procedures and assess for any changes to

- Volunteer position titles
- Volunteer position descriptions/role responsibilities/risk assessments
- Volunteer screening policies/practices
- Existing volunteer positions (such as the need to add or remove any volunteer positions)

8 **Please upload your current Volunteer Screening Policies and/or Procedures here.** If you have formal role descriptions, please also upload those here. We encourage you to have formal policy documents outlining your screening processes, practices and role descriptions and to review/update these documents on a regular basis. This is NOT your Fee Waiver Approval Letter. *



We ask that you review your most recent Fee Waiver Approval Letter and Screening Policies/Procedures and assess for any changes to your program including:

- Volunteer position names.
- Volunteer position descriptions (ex. Role responsibilities, risk assessments, and/or screening requirements)
- Removal of inactive roles or additional roles that you’d like to add.

If you’re not sure what was submitted last time your organization filled out an application, you can email us at screening@volunteeralberta.ab.ca to ask for a copy of your last application/Renewal form and any documents previously submitted.

Having formal policy documents and formal role descriptions is highly recommend for your organization as it will ensure continuity and consistency in how volunteer screening is conducted and help train new staff with internal practices. It is also important to note that volunteers have liability coverage under the [Freedom to Care Act](#), but only if they are working within the scope of their role, which determined by the formal role description. Formal role descriptions also help set expectations for volunteers by informing them what they are responsible for and help them determine whether the role is a good fit for their interests and skills.

If you need support developing formal policies, procedures, or role descriptions, visit our [Resource Library](#) for templates, guides, and tipsheets. Our team also provides free coaching on request, so feel free to send us your questions as they arise.

Risk Assessments

- 9 Please indicate whether you have performed or updated risk assessments for each of your volunteer positions being applied for or updated. If you select “No” or “Unsure” the form will end, and you will be asked to perform risk assessments for each of the volunteer roles being applied for or updated. Once this is completed, you will need to start the form over again.

Risk Assessments

In the past year to two years, have you performed or updated risk assessments for each volunteer position? *

9 Yes

No

Unsure

The reason we are asking for this information is because risk assessments are a key tool to ensure program safety. It can also be used to ensure your screening practices are equitable and address the barriers screening may pose with the associated risk assigned to the volunteer role. It is also important to review and update risk assessments on a regular basis, as your program changes so too may the risk-level associated with the volunteer position. We encourage organizations to conduct risk assessments for each of your volunteer roles and to review those assessments regularly.

If you require assistance in conducting risk assessments, visit our [Resource Library](#) and search “risk assessment” - we have several tools, templates, and guides to help organizations conduct risk assessments for in-person and virtual/remote volunteer roles. You can also reach out to us at screening@volunteeralberta.ab.ca to ask for resources or coaching on risk assessments.

- 10 Next, you will be asked to describe what your risk assessment process entails. Please explain what process you followed to assess the risk of your volunteer roles. Feel free to list any tools or templates you use to conduct your risk assessments.

Risk Assessments Continued

You have indicated that you complete risk assessments regarding your volunteer screening processes and/or volunteer role descriptions.

10 Please provide a summary of your Risk assessment process. Please do not simply refer us to your policy - we need to see that staff are able to provide details on the process. *If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position which will delay application processing times.* *

Your answer

Reporting changes to your volunteer positions or adding new volunteer positions.

11 When you reach this portion of the Renewal Form, please select one of the following options:

11a If your volunteer positions have not changed since your initial application or your last Renewal, select the first option

11 Do you need to update information or report changes?

Do you need to update the current approved Volunteer roles? *

11a No. The previously approved positions have not changed, and I have no other changes to report

11b Yes. The previously approved positions have not changed, but I need to add more

11c Yes. The previously approved positions have changed or are no longer used

11d Unsure

11b If your volunteer roles/positions have not changed since your initial application or your last Renewal/update, but you would like to apply for additional volunteer roles/positions, select the second option.

11c If your volunteer roles/positions have changed (ex. Previous roles are no longer active, the volunteer position has a new title or has different responsibilities or has a different level of trust and authority or unsupervised access to vulnerable populations), select the third option. This will also allow you to add new roles as well as update existing roles if needed.

11d If you are unsure, select the fourth option: "Unsure". This will end the form and encourage you to reach out to us to discuss what changes you need to make. Please email us at screening@volunteeralberta.ab.ca and we can chat about what changes you may need to make and help you in that process.

11a If you select option 1, the form will end and you will be asked to provide an authorization and acknowledgement that by submitting your information, you declare it is correct to the best of your knowledge, and that you agree to receive communications regarding the Volunteer Screening Program. While you may opt out at any time, your organization may miss necessary program updates if another contact is not provided.

Congratulations! You have completed the Renewal Form! We will reach out to you typically in 10-15 business days with your new Approval Letter, or if we need additional information to process your Renewal.

Authorization

I hereby declare that the above information is true to the best of my knowledge and belief. I understand that a false statement may disqualify my organization from qualifying for the fee waiver. By clicking yes, I also agree to receive communications regarding the Volunteer Screening Program, which I may opt out of at any time by emailing "unsubscribe" to screening@volunteeralberta.ab.ca *

Yes

11b If you select option 2, you will then have an opportunity to provide information about the roles you would like to add to your Approval Letter. There is space for up to 3 new roles to be added – if you wish to add more, please send a follow up email to: screening@volunteeralberta.ab.ca

If there isn't sufficient information provided in this description, the VSP team will contact you to request more information on the nature of the volunteer position, which will delay processing times.

New Volunteer Position

Please provide a **detailed description** of the role including:

- 1. How the role interacts with vulnerable populations**
- 2. The level of authority and trust the volunteer has over the vulnerable population**
- 3. The level of unsupervised access the volunteer has with the vulnerable population.**

If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position which will delay application processing times. For help developing position descriptions, visit our [Resource Library](#).

New Position 1 Name:

Your answer

New Position 1 Role Description:

Your answer

Be sure to highlight and provide concrete examples of the following:

1. How the role interacts with vulnerable populations
 - a. What is the volunteer responsible for, what is the volunteer doing with the vulnerable population?
2. The level of authority and trust the volunteer has over the vulnerable population.
 - a. Does the volunteer have decision-making power over the vulnerable population? Does the vulnerable population rely on the volunteer for things like first aid or mentorship?
 - b. If you need help determining the level of trust and authority between a volunteer and a vulnerable population, take a look at our [Volunteer Risk Assessment Matrix](#) or our [Virtual Volunteer Risk Assessment Matrix](#).
3. The level of unsupervised access the volunteer has with the vulnerable population.
 - a. How likely is it that the volunteer will be left alone or 1-1 with the vulnerable population?
 - b. To approve a role, the volunteer must have more than just occasional or incidental unsupervised access. The volunteer position must have consistent or prolonged unsupervised access to the vulnerable population to be eligible for the VSC Fee Waiver.
 - c. If your volunteer policies state that a volunteer should never be alone with the vulnerable population, the role is not eligible for the VSC Fee Waiver.

There will be space on this page to add/apply for 3 different volunteer positions. If you need to apply for more than 3 volunteer positions, email us at screening@volunteeralberta.ab.ca and we can help process the rest of the volunteer positions via email.

11c If you select option 3, you will first be prompted to list any position titles that are on your Approval Letter that are no longer in use. Separate multiple positions using commas.

Next, you will be required to enter the Position Name or Position Title. Include the current name/title first, then include the former name/title in brackets.

Example: If the position used to be called “Friendly Caller” but is now referred to as “Virtual Visitor” fill out the blank like so:

Virtual Visitor (Friendly Caller)

Then provide a detailed description of the volunteer position as explained on the previous page.

There will be space on the form to update 3 different volunteer positions. If you need to update more than 3 volunteer positions, email us at screening@volunteeralberta.ab.ca and we can help process the rest of the volunteer positions via email.

At the bottom of this page, you will then have an opportunity to select whether you would like to apply for any new volunteer positions.

Selecting “Yes” will bring you to the same page as in Step 11b. Follow the same process as outlined on the previous page.

Selecting “No” will bring you to the Authorization page and you will be able to end and submit the Renewal/update Form.

Update Existing Volunteer Position

If there isn't sufficient information provided in this section, Volunteer Alberta will contact you to request more information which will delay application processing times. **Please read the prompts carefully and provide all information requested.** For help developing position descriptions, visit our [Resource Library](#) or [Volunteer Screening Program](#) page.

Referencing your organization's most recent VSPN approval letter, are any of the listed positions no longer used or active? Please list any inactive positions below and their codes: *

Your answer _____

In this section, please indicate positions that are still active but have changed in their role description (ex. position name change, added responsibilities, supervision change, training needed, etc) Please provide a **detailed description** of the role including:

- 1. How the role interacts with vulnerable populations**
- 2. The level of authority and trust the volunteer has over the vulnerable population**
- 3. The level of unsupervised access the volunteer has with the vulnerable population.**

If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position which will delay application processing times. For help developing position descriptions, visit our [Resource Library](#).

Position 1 Name *(Include previous role title if changed)*:

Your answer _____

Position 1 Role Description:

Your answer _____

Do you also need to apply for any new positions? *

Yes

No

Accessing and Completing the NEW Applicant Form

Before filling out the Renewal/Update Form, be sure to read through the following documents, also found at the bottom of the Volunteer Screening Program (VSP) webpage:

- [VSC Fee Waiver Eligibility Criteria](#)
- [VSC Fee Waiver FAQs](#)
- [Terms of Use](#)

Looking to apply and **do not** have an existing VSPN?

NEW APPLICANTS APPLY HERE →

The New Applicant Form is at the bottom of the VSP webpage. Scroll down to the bottom of the page and click on the link that says “New Applicants Apply Here.”

Contact Information Section

We are using Google Forms, therefore you will need to use a Gmail account to login and access the form. If you do not have a Gmail account, you may email us at screening@volunteeralberta.ab.ca. We will send you the questions and will process the application via email.

- 1 Enter your organization’s primary contact email address. This email should be closely monitored for correspondence from VSP regarding the VSC Fee Waiver and general program updates. If this contact ever changes, please let us know immediately.
- 2 Enter the name of your organization’s primary contact. This should be someone who manages your volunteers and the volunteer screening process. Please include first and last name.
- 3 Enter the primary contact’s position/title with the organization.
- 4 Enter the primary contact’s phone number.

The image shows a screenshot of a Google Form titled "Contact Information Section". The form consists of four text input fields, each with a red asterisk indicating it is required. The fields are: 1. "Email *", 2. "Program Contact Name (First and Last): *", 3. "Primary Contact's Position/Title: *", and 4. "Phone Number: *". Each field has a placeholder text "Your answer" and a small number in a purple circle to its left, corresponding to the numbered list on the left side of the page. The form is enclosed in a light purple border.

5 As stated above, please ensure you have read through all of the documents listed here before beginning your application. Check the boxes of the documents you have read before continuing the application.

5

Before beginning your application, please ensure you have read all of the documents below. Use this space as a checklist and indicate which documents you have reviewed before starting the application. Each of these documents can be found at the [bottom](#) of the [Volunteer Screening Program webpage](#).

- Fee Waiver Eligibility Requirements
- VSC Fee Waiver FAQs
- Terms of Use

Policy/Procedures Upload Section

6 Click the “Add File” button to upload your organization’s Volunteer Screening Policies/Procedures and formal role descriptions.

Please note: to access the VSC Fee Waiver your organization must have screening policies in place that do not solely rely on the use of background checks (CRCs, PICs, VSCs, CICs, etc.) for volunteer screening. Any combination of *two or more* of the below steps may be approved. However, if your organization *only* uses background checks, your application will not be approved.

- Application forms
- Interviews
- Reference checks (personal, professional, or other)
- Background checks
- Orientation and other role specific training
- Probation Periods
- Mentorship/Support pairings
- Follow-up and feedback from volunteers and/or program participants

6

Please upload your current Volunteer Screening Policies and/or Procedures below. If you have formal volunteer role descriptions, please also upload those here. We encourage you to have formal policy documents outlining your screening processes, practices, and role descriptions and to review/update these documents on a regular basis.

If you need any help developing screening policies, procedures, or role descriptions, please see our [Volunteer Screening Program resources](#) or contact the team at screening@volunteeralberta.ab.ca.

Please note: to access the VSC Fee Waiver it is required that your organization has screening policies in place that do not solely rely on the use of background checks (CRCs, PICs, and/or VSCs) for volunteer screening. Any combination of *two or more* of the below steps may be approved. However, if your organization *ONLY* uses background checks, your application will not be approved.

- Risk Assessments for volunteer roles
- Application Forms
- Interview
- Reference checks (personal, professional, or other)
- Background checks (Criminal Record Check, Police Information Check, Vulnerable Sector Check, Child Intervention Check, Other 3rd party checks)
- Orientation and other Training
- Supervision and support from paid staff or senior-level volunteers (someone to check in on the volunteer regularly and offer help or support if needed)
- Follow up and feedback from volunteers and/or program participants

Please upload your current Volunteer Screening Policies and/or Procedures here as well as any formal role descriptions you may have: *

 Add file

Having formal policy documents and formal role descriptions is highly recommend for your organization as it will ensure continuity and consistency in how volunteer screening is conducted and help train new staff with internal practices. It is also important to note that volunteers have liability coverage under the [Freedom to Care Act](#), but only if they are working within the scope of their role, which determined by the formal role description. Formal role descriptions also help set expectations for volunteers by informing them what they are responsible for and help them determine whether the role is a good fit for their interests and skills.

If you need help developing formal policies, procedures, practices or role descriptions, visit our [Resource Library](#) and select “Volunteer Screening & Engagement” from the grid menu. Then use the filters on the left-hand sidebar or scroll through the list of resources to find what you are looking for.

VSP also provides coaching to organizations to help develop screening policies, procedures, practices, or other program needs. Feel free to reach out to us at screening@volunteeralberta.ab.ca and we can help discuss your program’s needs and send you specific resources to help develop your documents.

If your organization requires additional funds to use on developing your volunteer screening policies, procedures, or practices, you may also look into our [Screening Development Grant](#) to see if your organization is eligible to apply.

Organization Information

- 7 Provide the name that your organization is legally registered as
- 8 Provide the name that your organization operates as, if different from its Legal Name
- 9 Provide the number your organization is registered with. This can either be the registration number issued through Alberta or your Charity Registration number through the CRA.

The screenshot shows a form titled "Organization Information" with a purple header. Below the header is a light purple box containing the text "Please provide the operational information regarding your organization." The form consists of three input fields, each with a purple circle containing a number (7, 8, or 9) to its left. The first field is labeled "Legal Name: *" and contains the text "Your answer". The second field is labeled "Operating Name (if different from above):" and contains the text "Your answer". The third field is labeled "Nonprofit/Charity Registration Number: *" and contains the text "Your answer".

10 Indicate which organizational cause best fits your organizations mandate: Culture and recreation, Education and Research, Health, Social Services, Environment, Development and Housing, International, Religion, Business and Professional Association, or if you're unsure you may select Not Elsewhere classified. We use this to generate part of your VSPN.

11 Provide your mailing address. The City/Town, Province, and Postal Code are all separate lines.

10 Organizational Cause Category: *

Choose

Mailing Address: *

Your answer

City/Town: *

Your answer

Province: *

Your answer

Postal Code: *

Your answer

Risk Assessment Section

12 Please indicate whether you have performed or updated risk assessments for each of your volunteer positions being applied for or updated. If you select "No" or "Unsure" the form will end, and you will be asked to perform risk assessments for each of the volunteer roles being applied for or updated. Once this is completed, you will need to start the form over again.

Volunteer Risk Assessments

Risk assessments are a key tool to determine whether or not a VSC is truly necessary for your volunteers. We encourage organizations to conduct risk assessments for each of your volunteer roles and to review those assessments regularly. If you require assistance, search "risk assessment" in our [Resource Library](#), or reach out to us at screening@volunteeralberta.ab.ca

12 In the past year to two years, have you performed or updated risk assessments for each volunteer position? *

Yes

No

Unsure

- 13 Next, you will be asked to describe what your risk assessment process entails. Please explain what process you followed to assess the risk of your volunteer roles. Do not simply refer us to your screening policy.

Please provide a summary of your Risk assessment process. Please do not simply refer us to your policy - we need to see that staff are able to provide details on the process. *If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position which will delay application processing times.* *

13 Your answer

The reason we are asking for this information is because risk assessments are a key tool to ensure program safety. It can also be used to ensure your screening practices are equitable and address the barriers screening may pose with the associated risk assigned to the volunteer role. It is also important to review and update risk assessments on a regular basis - as your program changes, so may the risk-level associated with the volunteer position. We encourage organizations to conduct risk assessments for each of your volunteer roles and to review those assessments regularly.

If you require assistance in conducting risk assessments, visit our [Resource Library](#) and search "risk assessment" - we have several tools, templates, and guides to help organizations conduct risk assessments for in-person and virtual/remote volunteer roles. You can also reach out to us at screening@volunteeralberta.ab.ca to ask for resources or coaching on risk assessments.

Organization Eligibility Criteria

- 14 As stated in the Eligibility Criteria document, in order to receive the VSC Fee Waiver, your organization must not be operationally funded by Alberta Health Services. While this does not include program or project funding, please inform us if this is the case in a separate e-mail.
- 15 Your organization must not be a university, college, post-secondary program or institution funded through Alberta Advanced Education.
- 16 Your organization must not be affiliated with a political party, either provincially or federally.

Organizational Eligibility Criteria

Is your Organization operationally funded by Alberta Health Services (e.g. Capital Care, Covenant Health, CareWest)? *

- 14 Yes
 No
 Unsure

Is your organization a University, college, post-secondary program or institution funded through Alberta Advanced Education? *

- 15 Yes
 No
 Unsure

Is your organization directly or indirectly affiliated with a political party? *

- 16 Yes
 No
 Unsure

17 Your organization must provide programming and services to Albertans that are accessible to the broader community. This means your organization will not be eligible if certain services are paid to access or restrict access on any of the protected designations in the Alberta Human Rights Act.

18 The VSC Fee Waiver program is not available in all communities, so if your organization must have volunteers requiring a VSC in one of the designated partner communities in order to be eligible to access the program.

19 Your organization must have been active for at least one year before it can access the programs services. This is to ensure that your organization has given the time and due diligence to create a safe, equitable, and accessible volunteer program. Your organization should take the time to complete its risk assessments, draft its volunteer screening policies and/or procedures, and receive feedback from your volunteers during this first year of operation.

20 Select which of the acts that your organization is registered under with the province of Alberta.

17 Is your organization a nonprofit with a sole mandate to provide publicly accessible programs and services to the broader community? *

- Yes
- No
- Unsure

17 Are the services provided to all Albertans regardless of race, religious beliefs, gender/gender identity/gender expression, family status, sexual orientation, or other as described in the Alberta Human Rights Act? *

- Yes
- No

18 Does your organization engage volunteers that obtain VSCs within one or more of the following participating communities: Airdrie, Camrose, Calgary, Edmonton, Grande Prairie, Lacombe, Lethbridge, Lloydminster, Medicine Hat, or St. Albert *

- Yes
- No

19 Has your organization been in operation for at least a year? *

- Yes
- No

20 Your organization is incorporated, established, and/or registered in Alberta under the laws of Alberta or Canada, including one of the following Acts (please indicate the appropriate Act(s) below): *

- Agricultural Societies Act
- Income Tax Act (charity)/Canada Nonprofit Corporations Act
- Cemeteries Act or Cemetery Companies Act
- Regional Health Authorities Act (Foundations)
- Libraries Act
- Part 9 of the Companies Act (nonprofit)
- Societies Act
- Special Act of the Parliament of Canada
- Special Act of the Alberta Legislature
- Not Applicable

Program Information Section

21 You can copy/paste your Mission, Vision, and Values in this spot, or summarize your organization's mandate and/or purpose.

22 In this section, please provide a brief description of your organization's programs and services.

Next, provide a description of the people served by your organization. Example: Youth, seniors, immigrants, or new Canadians, etc.

Lastly, describe the geographic area and reach of your organization. Describe which geographic communities are served by your organization and/or which geographic area(s) your organization operates in.

Program Information

Mission, Vision, and Values (Please describe organization mandate and/or purpose): *

21 Your answer

Programs and Services (Please provide a brief description): *

Your answer

Clients, Participants, and Recipients (Please describe the people served by organization): *

22 Your answer

Communities Served and/or Operating Within (please describe the area and reach): *

Your answer

Position Eligibility Criteria

23 In order for volunteer positions to be eligible, they must work with vulnerable people directly (not as an incidental part of their role) in a position of significant trust and authority related to the vulnerable population, and do so in an unsupervised capacity.

Vulnerable persons are defined as individuals under the age of 18, or over the age of 65, and/or have a disability (mental or physical) who are in a position of dependence on others or is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

Position Eligibility Criteria

Applications for Vulnerable Sector Check Fee Waivers are first assessed based on the eligibility of the organization applying, then based on each individual volunteer position. We may approve an organization to receive fee waivers for some volunteer positions, but not others depending on position alignment with eligibility criteria.

However, all positions applied for must meet the following basic eligibility criteria. Please check the boxes below indicating that your volunteer positions meet all the basic position eligibility criteria.

Vulnerable Persons are defined as individuals under 18, over 65, have a disability (mental or physical) and/or who are in a position of dependence on others or is otherwise at greater risk than the general population of being harmed by a person in a position of trust or authority towards them

Based on this definition, the volunteers engaged in the volunteer positions included in this application: *

23

- work directly with vulnerable persons
- are in a position of significant trust and authority in relation to vulnerable persons (e.g. a coach, a mentor, a teacher)
- have regular unsupervised access to vulnerable persons (e.g. a respite nurse, a senior's driving assistant, a Big Brother/Big Sister volunteer)

Before moving forward with the application, consider the following to ensure your volunteer positions comply with the eligibility criteria:

1. The level of authority and trust the volunteer has over the vulnerable population.
 - a. What is the volunteer responsible for in relation to the vulnerable population? Do they have decision making power over the vulnerable population?
 - b. If you need help determining the level of trust and authority between a volunteer and a vulnerable population, take a look at our [Volunteer Risk Assessment Matrix](#) or our [Virtual Volunteer Risk Assessment Matrix](#).
2. The level of unsupervised access the volunteer has with the vulnerable population.
 - a. How likely is it that the volunteer will be left alone or 1:1 with the vulnerable population?
 - b. The volunteer position must have consistent or prolonged unsupervised access to the vulnerable population to be eligible. Occasional or incidental unsupervised access does not meet the program threshold.
 - c. If your volunteer policies state that a volunteer should never be alone with the vulnerable population, the role is not eligible for the VSC Fee Waiver

Volunteer Positions

24 Enter the title of the volunteer position you are applying for first. There will be an opportunity to apply for more than one volunteer position.

25 Enter an estimated number of VSC's this position would require in a year. We use this information to make budget estimates for our program funding.

26 Provide information about the volunteer roles, answering the three posted questions for the role. Even if you have already uploaded formal role descriptions in Step 6, please provide as much detail in these questions as possible.

If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position, which will delay processing times.

Volunteer Position 1

Position Title *

24 Your answer

Estimated number of volunteers requiring a Vulnerable Sector Check Fee Waiver * this year:

25 Your answer

Please provide a **detailed description** of the role including: *

1. **How the role interacts with vulnerable populations**
2. **The level of authority and trust the volunteer has over the vulnerable population**
3. **The level of unsupervised access the volunteer has with the vulnerable population.**

If there isn't sufficient information provided in this description, Volunteer Alberta will contact you to request more information on the nature of the volunteer position which will delay application processing times. For help developing position descriptions, visit our [Resource Library](#) or the [Volunteer Screening Program](#) page.

26 Your answer

27 Indicate whether you need to fill out more applications. This Form allows organizations to apply for six different volunteer positions.

27 Do you need to fill out another position? *

Yes

No

Repeat steps 24 to 27 for each volunteer position you are applying for.

If you need to apply for more than 6 volunteer positions, email us at screening@volunteeralberta.ab.ca and we can help process the rest of the volunteer positions via email.

28 Once you have completed all your volunteer positions, the form will end and you will be asked to provide an authorization and acknowledgement that by submitting your information, you declare it is correct to the best of your knowledge, and that you agree to receive communications regarding the Volunteer Screening Program. You may of course opt out of that communication at any time by emailing screening@volunteeralberta.ab.ca or clicking "unsubscribe" which is located at the bottom of any VSP newsletters we send.

Authorization

28 I hereby declare that the above information is true to the best of my knowledge and belief. I understand that a false statement may disqualify my organization from qualifying for the fee waiver. By clicking yes, I also agree to receive communications regarding the Volunteer Screening Program, which I may opt out of at any time by emailing "unsubscribe" to screening@volunteeralberta.ab.ca *

Yes

We strongly recommend that you do not unsubscribe, as this is the primary way we disseminate information about VSP and program updates/changes.

Congratulations! You have completed the New Applicant Form! We will reach out to you typically in 10-15 business days with your new Approval Letter or if we need additional information to process your Renewal/update.

Please do not hesitate to get in touch for any reason with the Volunteer Screening Program team at screening@volunteeralberta.ab.ca

The Volunteer Screening Program is made possible through funding from the Government of Alberta

