Vulnerable Sector Check (VSC)
Fee Waiver Eligibility

Volunteer Screening Program

ORGANIZATION REQUIREMENTS

To be eligible for this program, your organization must...

- Be a nonprofit organization currently operating in Alberta with the sole mandate to provide publicly accessible programs and services to the broader community
- Have been in operation for at least one year and incorporated, established, and/or registered in Alberta under the laws of Alberta or Canada including one of the following Acts
  - Societies Act
  - Part 9 of the Companies Act (nonprofit)
  - Religious Societies Land Act
  - Agricultural Societies Act
  - Libraries Act
  - As an extra-provincial nonprofit registered under the Business Corporation Act
  - Income Tax Act (charity)
  - Not-for Profit Corporations Act
- Engage volunteers that require VSCs within one of the participating communities: Airdrie, Camrose, Calgary, Edmonton, Grande Prairie, Lacombe, Lethbridge, Lloydminster, Medicine Hat, or St. Albert
- Have a Policy or Procedure document that clearly indicates the use of VSCs for volunteers and the use of additional screening tools (ex. Application forms, interviews, role specific training, etc.)
- Have completed a risk assessment of your volunteer program within the last 2 years

Your organization cannot be...

- operationally funded through Acute Care Alberta (including Alberta Health Services), Assisted Living Alberta, Primary Care Alberta, or Recovery Alberta
- a university, college, post-secondary institution funded through Alberta Advanced Education
- directly or indirectly affiliated with a political party

Volunteer Role Requirements*

Your volunteer positions that require VSCs must...

- work directly with vulnerable persons, including people over the age of 65, under the age of 18, people who have a disability (physical or mental, permanent or temporary) or otherwise is in a position of greater dependence on others
- have significant trust and/or authority in relation to vulnerable persons
- have unsupervised access to vulnerable persons
- support publicly accessible programs and services (i.e. programs available to the general public like food banks, employment counseling services, affordable housing programs)

*For examples of eligible and ineligible positions, see pages two and three.

Volunteer Role Eligibility Examples

Examples of eligible volunteer positions:

1. Morgan is a peer-to-peer mentorship program volunteer. They are a mentor to children under the age of 18. Morgan meets with their mentee once a week to do activities such as attending sporting events, grabbing lunch, going to a movie, or going for a walk. Morgan has unsupervised access to their mentee and is responsible for their safety and well-being while they are together.
   Morgan is in an eligible volunteer role as a mentor because they are working with a youth under the age of 18, has regular unsupervised access to their mentee, and has a significant amount of trust and authority over them.

2. Bodhi is a volunteer coach with a softball little league and coaches children 10 and under. Bodhi is responsible for teaching the children sportsman like conduct, the rules of the game, and good playing technique. They will be available to administer first aid in case of injury, helps in the equipment room, and shuttles children between games in the team van.
   Bodhi is in an eligible volunteer role as a coach because they are working with children under 10 with regular unsupervised access to them and has a high degree of trust and authority over the players.

3. Taylor volunteers every weekend at a local art gallery as a workshop instructor for youth and seniors. Taylor has an extensive background in art education as a full-time teacher. Taylor works unsupervised with between

   5-10 participants per class, offers hands on help to all of their students, and often supervises young students before parents come back to pick up their young artist. Taylor also often facilitates a snack for their students as some classes can last 3-4 hours.
   Taylor is in an eligible volunteer role as they work directly with children and seniors, in an unsupervised manner. Further, Taylor has a lot of trust and authority with their students as they prepare a snack and facilitate all of the activities that will be done during their class time.

Examples of ineligible volunteer positions:

1. Charlie spends many weekends every year on the ice as a hockey referee for their local hockey league. They love the opportunity to skate and has fun watching player's skills develop over the years. Charlie interacts with players on the ice and almost all of the games they referee are with adults. If needed, Charlie is asked to referee for the youth program the league runs, but they are never alone with these players, as coaches, trainers, and parents are always present.

   Charlie is not an eligible volunteer for vulnerable sector check fee waivers as a referee because their interaction with vulnerable populations (youth under the age of 18) is only incidental and it is not built into the volunteer position. Further, when Charlie does interact with vulnerable populations, they do not have unsupervised access to any of the youth due to the fact coaches and staff with the respective teams are always present.

2. Jaimie volunteers at their child's school whenever possible. Jaime will help out teachers with things like writing, answering questions about what the students should be doing, and even helping students with reading. There is always a teacher or an educational assistant around when Jaimie is helping out, so they are never left unsupervised. Jaimie loves the opportunity to get to know their child's friends and teacher at such a developmental stage in life.
   Jaimie is not an eligible volunteer for vulnerable sector check fee waivers as a classroom helper because they are never left unsupervised with the students and do not have a high level of trust or authority over the entire class, as a teacher is always present and serves as the primary authority in the classroom.

3. Jiang serves as a director on the board of a local theatre. They are very passionate about the arts and appreciate how the theatre works to engage people across a broad socio-economic spectrum. Jiang is required to attend board meetings and provide strategic input into the organization's direction and programming. They also help shuttle seniors from the local senior's home to the theatre for productions. Although Jiang does volunteer as a driver for the theatre, they are not eligible as a board member for vulnerable sector check fee waivers. The board member volunteer position does not require volunteers to do shuttling, Jiang simply does this to help out. The theatre may apply for a shuttle driver volunteer position and possibly be eligible for vulnerable sector check fee waivers through that position. Jiang could then receive a fee waiver in their capacity as a shuttle driver, if approved.

Common Positions

The list below is not a guarantee that any position will be approved or declined. Every position with every organization is unique. The lists below are only meant to show frequently submitted positions which often, but do not always, share common traits that result in either being approved or declined. Every position submission is still reviewed by the VSP team in detail, even if it is a common position.

Commonly approved positions		Commonly rejected positions	
-Coach -Assistant Coach -Medic -Tutor/Teacher	-Youth Mentor -Driver -Camp counsellor	-Board member -Receptionist/admin -Event support volunteer	-Classroom helper -Bar/server -Coat check