

## **CIVILIAN VOLUNTEER AGREEMENT**

This agreement is drafted in accordance with the Treasury Board Policy on Volunteers and Policy on Risk Management.

I, \_\_\_\_\_ of \_\_\_\_\_ in the Province of  
(name) (city)

\_\_\_\_\_ agree to the following terms and conditions required to be a volunteer.  
(province)

### **DEFINITIONS**

Civilian Volunteer: A person who provides services directly to or on behalf of the Department of National Defence or the Canadian Forces without compensation or any other thing of value in lieu of compensation in support of activities defined as cadet duty, who has completed a reliability screening and has been approved by the applicable League in accordance with the prerequisites established in paragraph 6 of CATO 23-07.

Cadet Duty: Includes participation in, or attendance at, an authorized cadet activity or period of instruction, and proceeding to and returning from the place where a cadet activity or period of instruction is performed, other than a parade, a demonstration, an exercise, a period of instruction or other activity conducted at a local headquarters.

For further clarity, cadet duty shall commence once a cadet has reported to the recognized adult supervisor at the designated location for the commencement of a cadet activity. Cadet duty shall end at the designated time and location for completion of the activity. Cadet duty includes travel from one cadet activity to another cadet activity provided such travel is explicitly authorized as part of the cadet activity. Cadet duty excludes travel prior to the commencement of an approved cadet activity and travel subsequent to completion of the activity.

Reliability Screening: Means the systematic method agreed upon by DND and the Leagues to confirm that a person can be expected to be reliable and trustworthy to participate in activities in support of cadet duty.

### **DESCRIPTION OF VOLUNTEER ACTIVITIES**

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# TERMS AND CONDITIONS

## General

- I will, at all times, act honestly and without malice, and within the scope of the volunteer activities described herein;
- I will, at all times, exercise due caution and take reasonable care of any Crown property entrusted to me;
- I confirm that I am fully qualified to execute the volunteer activities described herein;
- I declare that I am fit for the duties involved and not aware of any personal health concern that could represent a risk to myself or to others;
- I acknowledge and agree that this is not an employment agreement;
- I agree to be supervised by a cadet instructor or civilian instructor of the cadet unit for which I am volunteering;
- I acknowledge and agree that I am responsible for any liability resulting directly from my negligence;
- I confirm that I am participating freely and of my own accord in the activities of the cadet unit without compensation or any other thing of value in lieu of compensation;
- I agree that while volunteering I will abide by the terms and conditions set out in CATO 23-07 and the terms described herein; and
- I will display or have in my possession my League-issued ID Card when participating in cadet activities.

## Insurance

- I acknowledge and agree that I will be required to provide confirmation of insurance (where applicable) when using my personal property in the course of my volunteer activities with the cadet unit.

## Reliability Screening and Disclosure of Information

- I acknowledge and agree that prior to being able to participate in activities in support of cadet duty I must have applied as a volunteer and have successfully completed a reliability screening;
- I hereby consent to the exchange of information between DND and the applicable Leagues regarding my status as a volunteer;
- I hereby consent to the applicable League providing my name to DND as a person having successfully completed the reliability screening;
- I hereby agree that I will immediately advise DND, after the signing of this agreement, if I am charged with an offence.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Identification Card Number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Identification Card Expiry Date

\_\_\_\_\_  
Commanding Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name