

**Schedule VI: Manitoba Mentored Hunt Programs**  
c/o Manitoba Wildlife Federation  
70 Stevenson Road  
Winnipeg, MB R3H 0W7

**VOLUNTEER INFORMATION**

When you enrol as a volunteer in our mentor programs this means:  
You agree that your personal information will be collected, used and disclosed for the purposes of keeping you informed and conducting our mentor programs and for statistical and archival purposes.

Effective as of January 1, 2004, the federal government's *Personal Information Protection and Electronic Documents Act* (PIPEDA) set new legal obligations for the collection, use and disclosure of personal information in the course of commercial activities. For a copy of PIPEDA visit [www.privcom.gc.ca](http://www.privcom.gc.ca)

We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information volunteers share with us.

**VOLUNTEER SCREENING PROCESS GUIDELINES**

A volunteer mentor is in a "Position of Trust" and as such brings them into contact with young people where no other screened volunteer is present. Every volunteer within the Mentor Hunt Programs is required to complete the screening process.

**VOLUNTEER SCREENING FORMS**

There are four requirements to complete the volunteer screening process:

**1. RCMP – Winnipeg Police Service Checks (2)**

- a. Criminal Record Check
- b. Vulnerable Sector Check

**A current P.A.L or P.O.L. covers 1. a & b**

These checks need to be completed at your local RCMP detachment or at the Winnipeg Police Service. Residents of Winnipeg must go to the Enquiry Unit-Bureau of Police Records-4<sup>th</sup> Floor, 151 Princess St. You must ask for both checks. Please identify yourself as a volunteer in the community and there will be no charge for these checks with the RCMP. However, the Winnipeg Police Service charges \$30.00 for this service. Once checks are completed, please send a photocopy of the checks to the MWF office. You may keep the original and send in only a copy as you may want to use the original copy for other organizations you are volunteering with.

**2. Child Abuse Registry Check –**

You can request the appropriate forms by calling (204) 945-6967 or download them by contacting [www.gov.mb.ca](http://www.gov.mb.ca) and enter Child Abuse Registry in the search line.

**3. Reference Check Form –**

This provides us with a character reference. The reference should fill out the information required on the reference check form we provide. A reference should be someone the volunteer has known for at least three years. They cannot be family members.  
Contact MWF at (204) 633 – 4868

**4. Letter of Clearance from the Manitoba Conservation Violator Data Base –**

You can obtain this information by contacting Manitoba Conservation Operations Headquarters at  
945 – 8671. Your local Manitoba Conservation Office may also be able to assist.

Send copies of above to: Manitoba Wildlife Federation, 70 Stevenson Road, Wpg. MB, R3H 0W7

Schedule VII:

## Reference Check Form for Manitoba Mentored Hunt Programs

c/o Manitoba Wildlife Federation  
70 Stevenson Road  
Winnipeg, MB R3H 0W7

### Volunteer Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

*Please have one individual share their knowledge of your qualifications by answering the questions below. This person shall have known you for more than three years and may not be a relative.*

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### Reference Information

Last Name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

How long have you known this individual? In what capacity?

Please comment on this individual's level of responsibility, dependability and leadership.

Please share the skills you think this volunteer could bring to a mentored hunt program.

Please share any concerns you may have about this individual volunteering to work with youth in a "position of trust".

\_\_\_\_\_  
Reference's Signature

\_\_\_\_\_  
Date

If you have any questions, please contact the Manitoba Wildlife Federation  
(204) 633 – 4868 OR email: [huntered@mts.net](mailto:huntered@mts.net)