

## CAV Membership Process - Standard Checklist V3.2

Ref A: CAV Constitution Jun 2025 V3.2

Ref B: CAV Membership Interview Questionnaire V3.1

<p><b>Step 1.</b> □</p> <p><b>Potential applicant contacts CAV.</b></p>	<p><i>Either through the CAV Website, New Member link or by direct contact with a CAV Member.</i></p>
<p><b>Step 2.</b> □</p> <p><b>Interview.</b> An Interview is scheduled between the <b>Unit Executive</b> and the potential applicant. A questionnaire is filled out by the interviewer. A short <b>Bio</b> is required from the applicant.</p>	<p><i><b>Interview Questionnaire</b> is found on the CAV website.</i></p> <p><i><b>The Bio</b> will assist the Unit &amp; Formation President in ascertaining who this new person is and their background. It also provides the tools to make an informed decision to sign or not sign the application.</i></p>
<p><b>Step 3.</b> □</p> <p><b>Unit Invitation.</b> <b>Unit President</b> invites potential New Member to Ride / attend events / Unit functions.</p>	<p><i>This is the “<b>Feeling out Process</b>” to confirm the CAV is a good fit for the potential New Member and the New Member is a good fit for the CAV. This “Feeling out Process” timeframe is at the discretion of the Unit President.</i></p>
<p><b>Step 4.</b> □</p> <p><b>Unit President “vouches” for the potential New Member.</b> <b>Unit President</b> signs a <u>fully</u> completed application form and sends, along with applicable documents (Veteran or Supporter) by email to the Formation Coord. There are two different categories of documents required to be sent to the Formation Coord: Veteran or Supporter.</p>	<p><b>The prerequisites for Veteran status in the CAV</b> are defined as any Regular or Primary Reserve Force member who possesses an MOC / MOSID and has completed a minimum of 1 year of service.</p>

<p>Documentation Required:</p> <p>1 – Membership Application</p> <p>2 - Driver’s license</p> <p>3 - Interview Questionnaire</p> <p>4 – Bio</p> <p>5 - Head Pic</p> <p>6- Proof of Service</p> <p>7 - Proof of Honourable Discharge</p> <p>This can be difficult to ascertain.</p> <ul style="list-style-type: none"> <li>Note - Question 5 of the interview questionnaire asks under which conditions a member was released. Applicants should know.</li> <li><b>The CAV will not accept any Veteran who has been dishonourably discharged from the CAF.</b> (released under items <b>1</b> or <b>2</b>).</li> </ul> <p>CAF Release Codes/Items</p>	<p><i>Current Version</i></p> <p><i>Scan both sides, with license no. blacked out.</i></p> <p><i>Signed by interviewer</i></p> <p><i>Short history and why join the CAV?</i></p> <p>Examples:</p> <p><i>1 - NDI 75 card (scanned both sides)</i></p> <p><i>2- MPRR (Military Personal Record Resume)</i></p> <p><i>3- Current Military or RCMP ID for serving members</i></p> <p><i>4 - Certificate of Service</i></p> <p><i>5 - Proof of MOC / MOSID</i></p> <p><b>PLUS</b>, for Veteran status a <u>minimum</u> one full year of service including Allied / NATO Veterans meeting the same criteria residing in Canada. This also includes fully trained RCMP Officers currently serving or retired. Collaborating documents must be produced as Proof of Service along with Proof of <u>Honorable Discharge</u>.</p> <p><i><b>1 - Dismissed with disgrace for Misconduct or Dismissed for Misconduct as applicable.</b></i></p> <p><i><b>2 - Unsatisfactory Service / Conduct / Performance – Discredit to the service.</b></i></p> <p><b>Permissible Releases:</b></p> <p><i>3 - Medical</i></p> <p><i>4 - Voluntary</i></p> <p><i>5 - Service completed - Retirement age / Reduction in Strength / etc.</i></p>
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<p>Documentation Required:</p> <p><b>Supporter</b></p> <p>1 – Membership Application</p> <p>2- Driver’s license</p> <p>3 - Interview Questionnaire</p> <p>4 – Bio</p> <p>5- Head pic</p> <ul style="list-style-type: none"> <li>Note: The CAV will not knowingly accept any applicant who has a criminal record.</li> </ul>	<p><i>Current Version</i></p> <p><i>Only if a rider, with license no blanked out</i></p> <p><i>Signed by Interviewer.</i></p> <p><i>Short history and why join the CA</i></p>
<p><b>Step 5.</b> □</p> <p><b>Payment: Veteran / Supporter</b></p> <p>The Formation Membership Coord will review all Supporter and Veteran documents and if satisfied will forward all documents to the Formation President to review and vouch for applicant by signing the application form.</p> <p><b>Veteran/Supporter</b></p> <p><b><i>The CAV National VP is the <u>sole</u> authority for New Members joining.</i></b></p>	<p><i>The National VP will review the application package (Veteran or Supporter).</i></p> <p><i>The National VP will inform the Formation Membership Coord that the application is approved or address any discrepancies.</i></p> <p><i>Formation Membership Coord will contact the Unit to inform the Application has been approved &amp; accepted and only then does the unit send money through the Formation Coord to the Natl VP.</i></p> <p><i>Once the Membership Fee has been received, the Formation Membership Coord will send the JP (Joining Package) minus the Winged Wheel to the Unit President for presentation.</i></p>