



# 115 TH OTTAWA - BEAVERS / CUBS / SCOUTS/VENTURERS

MAY 2015 - AUGUST 2016

## VOLUNTEER REQUIREMENTS

### BACKGROUND INFORMATION:

If you are applying to become a new registered volunteer to Scouting, the approval process will take some time. This document is designed to explain the process used by the 115th Ottawa (Parkwood Hills) Scouts.

To be able to complete the process, there are several mandatory requirements that **must** be met. The following links will provide you with an understanding of the requirements. **Please do not hesitate to contact us at 115thphscouts@gmail.com or 613-224-5910 for further details.**

Please ensure that you read the **Frequently Asked Questions** before proceeding further.

The following links are from our website: [Info For Volunteers](#)

#### [New Scouter Welcome Kit](#)

- [Welcome and Orientation](#)
- [Introductory Programming](#)
- [Training and Development](#)
- [Resources](#)
- [Administration & Policies](#)

#### [Additional Resources](#)

- [Code of Conduct](#)
- [Scouts Canada's e-Learning](#)
- [Volunteer Support Toolkit](#)
- [Scouts Canada Wiki Resource for Scouts Canada leader](#)
- [Ottawa Police Record Checks](#)

There are 4 Levels of Adult Participation with Scouts Canada. See the Applicable levels in the Table Below or consult the [Volunteer Screening Policy](#) – (Effective Sept 2013)

<b>OCCASIONAL</b>	<b>PENDING</b>	<b>ACTIVE</b>	<b>FULLY ACTIVE</b>
	Application	Application	Application
Code of Conduct	Code of Conduct	Code of Conduct	Code of Conduct
Tracked in Myscouts.ca	Tracked in Myscouts.ca	Tracked in Myscouts.ca	Tracked in Myscouts.ca
NOT ratio	NOT ratio	NOT ratio	RATIO
NOT uniform	NOT uniform	UNIFORM	UNIFORM
Screening for occasional visit	Missing requirements	All screening	All screening
5 visits max	Not participating in role	All mandatory training ONLY WB1, Module 1	All Training with <b>Full</b> WB1
Non-member	Non-member	member	member

## Checklist for becoming a Scouter in the 115<sup>th</sup> Ottawa Scouts:

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- 1 Complete a Volunteer Application Form
  - ***NOTE: The 115 TH is not set up for Online Registration at this time.***
  - Click here for [Volunteer Application Form](#)
  - Fill form out ON-LINE and SAVE it with the applicant's name as part of the filename
  - Indicate the relevant Role of Applicant in the line SCOUT GROUP NAME AND ROLE\*
  - All role records are permanently recorded in **MyScouts.ca**
  - It is important that you provide ONE **valid and unique email address** so that your records will be linked together
  - **Do not use** the same email address as your child, if that child is 18 years or older
- 2 Provide personal references to be checked by your Group Commissioner or designate
  - The Form must contain a list of 5 references, with email addresses and relationships - only one can be a family member.
  - At least 3 of the references will be contacted
  - Please ensure that the references have direct knowledge of how you interact with adults and youths.
  - The references will be interviewed by e-mail or telephone - please advise them that they may be contacted.
- 3 Submit Your Application
  - E-mail the file to [115thphscouts@gmail.com](mailto:115thphscouts@gmail.com)
  - Print a copy and sign
  - Submit the **signed form** to a Leader or the Registrar or the Group Commissioner (See Mailing Address below) **OR,**
  - Hard Copy forms may be completed and submitted as above.
- 4 Create an Account in MyScouts
  - The Registrar will advise you when your role has been assigned to your MyScouts profile
  - Go to. <https://www.myscouts.ca/> and select Request New Password
  - Complete the form and request that they send you an email.
  - Use the same email address you provided in your Application to log in
  - Accept the Code of Conduct electronically or submit a signed hardcopy of the form - [Code of Conduct](#)
  - For difficulty with logging in to Myscouts, please **contact the help centre**
  - After **successfully logging in**, send a notification email to [registrar115th@gmail.com](mailto:registrar115th@gmail.com) with a **confirmation of the email address used**
- 5 Provide a Clean Police Record Check (PRC), including a Vulnerable Sector Search (VSS)
  - This may take quite some time, so application for the PRC should be done without delay
  - If you have had a recent PRC and VSS - cleared in the last 6 months - please submit the original to the Group Commissioner
  - If not, a letter to the Ottawa Police Service can be obtained from the Group Commissioner. With presentation of the letter, there will be no charge for the service.
  - **Download a Police Records Check form**
  - Present the letter, PRC Form and ID to the Police Service in person
  - The PRC will be sent directly to you, **not** to the Group Commissioner
  - The ORIGINAL PRC must be submitted to the Group Commissioner.
  - The ORIGINAL PRC is submitted to Scouts Canada for Recording and Review
  - The ORIGINAL PRC will be returned to you after review by Scouts Canada
- 6 Complete a screening interview with two registered Scouters from your Group or Area
  - You will be interviewed by 2 or 3 members of the 115TH Group Committee
  - You may be asked to complete a questionnaire prior to the personal interview
- 7 Complete an Orientation to Scouting, either online or in-person
  - You will be given a copy of the [New Scouter Welcome Kit](#)

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- 8 Review and Sign Scouts Canada's Code of Conduct
  - The [Code of Conduct](#) must be agreed to – annually
  - This can be done by logging in to MyScouts or by submitting a signed hardcopy of the form
- 9 Complete Scouts Canada's mandatory training modules
  - You should be ready to proceed to the training using the **Huestis Portal**.
  - [David Huestis Learning Centre \(NEW eLearning Platform ... or consult](#)
  - [LMS FAQ](#)
  - [LMS Users Guide](#)
  - Mandatory Training must be completed before the volunteer can perform the duties of a leader and count towards ratio.
  - Training may be completed, in-person or on-line
    - Accessibility Training,
    - Child & Youth Safety Training and
    - Module 1 of Wood Badge 1
  - WB1 Module 1 in the Huestis Training – taken ONLINE is a pre-requisite for the IN-PERSON Course
- 10 After the above requirements of the Volunteer Screening Policy are met, your Application will be signed off by the Group Commissioner.
- 11 Approval by the Council Registrar or Area Commissioner is required to move forward in the process
- 12 **Active Status is then applied in MyScouts**
  - Your Section Leader will be informed by the Group Commissioner when you become Active
  - Learn the Scouters' Promise and Law, and become invested in your Section
  - The Scouters' Uniform can be worn as an Active member
  - **Although Active, and approved to perform the duties of a leader, you do not count towards Volunteer Ratio**
- 13 Complete Wood Badge Training for the specific Section with which you are working
  - This must be completed within the first year
- 14 **After completion of ALL modules of WB1, for the Section, your status will be changed to Fully Active and now you count towards Volunteer Ratio.**

## ***"IT STARTS WITH SCOUTS"***

Group Commissioner  
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