



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.

Also, please ensure that you read the **Frequently Asked Questions** before proceeding further.

The following links are from our website: [Info For Volunteers](#)
[Scouts Canada - New Scouter Welcome Kit](#)

- Welcome and Orientation
- The Canadian Path
- Program Quality
- Scouting Resources
- Scouter Learning and Development
- How We Ensure Our Programs are Safe and Fun

Additional Resources

- [How to Register as a Volunteer](#)
- [Scouts Canada Adult 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 – \(Effective Sept 2013\)](#)

OCCASIONAL	PENDING	ACTIVE	FULLY ACTIVE
	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 Full WB1
Non-member	Non-member	member	member

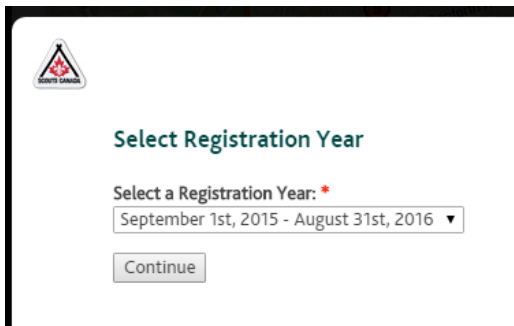
Checklist for Becoming a Scouter in the 115th Ottawa Scouts:

1 Complete a Volunteer Application

- The 115 TH is now set up for Online Registration.
- Paper Volunteer Registration Forms are also accepted.
- As the parent of a child registered online, you already have a profile in [MyScouts](#). You need to know and use the email address that you used to register your child.
- It is important that you **DO NOT** create a new account since this will create a duplicate login that is not tied to your current Scouting records
- Please have the contact details of 5 references on hand before beginning your volunteer registration**
- A list of 5 references, with email addresses and relationships will be needed - only one can be a family member.
- At least 3 of the references will be automatically checked by BackCheck.
- Please ensure that the references have direct knowledge of how you interact with adults **and** youths and advise them that they may be contacted.

Online Volunteer Application:

- Log in to MyScouts to complete your Application online.
- For difficulty with logging in to MyScouts, please contact the Help Centre
- After logging in, Click on 'Find a Group' (top menu) and enter the Postal Code **K2G 2L5**
- Scroll down to select the **Organization** and Select **115th Ottawa Group**
- Select **'Register as a Volunteer'**
- A pop up box will appear where you can confirm the registration year you are registering for and click 'continue'.



The screenshot shows the MyScouts logo in the top left corner. Below it, the heading "Select Registration Year" is displayed. Underneath, there is a label "Select a Registration Year: *" followed by a dropdown menu showing "September 1st, 2015 - August 31st, 2016". A "Continue" button is located below the dropdown menu.

- On the next option you will need to select 'Myself' as the person you want to register.

Select a member to register from the list below:

Member to Register	Relationship
New Member	New
Myself	Myself



- The next few screens are where you will verify your details. This information should be completely accurate and up to date, as these are the details which will be sent to the group you are registering with. Remember that fields marked with a red asterisk are compulsory.
- Click on 'save changes' to advance screens.
- After entering personal information, you will arrive at the 'add role' screen, here you can select an appropriate role or the **role** previously discussed with the Group Commissioner
e.g. Beaver / Cub / Troop Leader / Company Adviser / Group Committee Member

- It is important to select a fitting role or a default one will be added
- All role records are permanently recorded in Myscouts.ca
- Agree to the terms and conditions regarding the Scouts Canada privacy policy, terms of registration, medical policy and participant agreement. You will be able to read these policies in full on screen at the time.
- After agreeing to terms and conditions, the registration confirmation screen (as below example) will confirm the registration details and price of the membership fee (the fee for Volunteers is \$0).
- Hit 'continue' if you are happy with all these details.

Participant Registration
Registration Year: September 1st, 2015 to August 31st, 2016
Registration Confirmation

Please review your selections:

Scout Group Name and Role			
Registration Year:	2016		
Group Name:	1st Expedition Group	Section:	1st Expedition Colony
Role:	Beaver Scout	Registration Fee:	\$151.00 CDN

Participant Information

Last Name:	Smith	First Name:	Johnny
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- The next screen will ask you to enter your references. You can add each reference by clicking 'Add reference'. Scouts Canada asks for 5 references at the time of registration but once 3 have replied it will fulfill this portion of your screening requirement.
- After completing the registration, log in again to confirm that everything is correct.

In Person Volunteer Application:

- If for any reason you are unable to register online, you can submit a registration form to the group directly and the Registrar or Commissioner can enter your details into MyScouts.
- Click here for the [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 the same email address that is in your MyScouts profile, if you have one, so that your records will be linked together
- 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
- E-mail the file to 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 manually completed and submitted as above.
- The Registrar will advise you when your information has been entered into MyScouts.
- Create an Account in MyScouts, if you do not already have one.
 - 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.
- For difficulty with logging in to Myscouts, please [contact the Help Centre](#).

- After **successfully logging in**, send a notification email to registrar115th@gmail.com with a **confirmation of the email address used**

2 Provide a Clean Police Record Check (PRC), including a Vulnerable Sector Search (VSS)

- **NOTE:** Scouts Canada requires a hard copy PRC plus VSS document
- If you have had a recent PRC and VSS - cleared in the last 6 months - please submit the original to the Group Commissioner - you will not need to repeat it
- If not, a signed digital or hard copy of 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.

Online PRC/VSS Application:

- Before you get started online, you will need:
 - A computer with an internet browser and an email address
 - A bank account and credit history to complete the online Electronic Identity Verification process
 - *The OPS uses Equifax, which uses your credit information to confirm your identity. To learn more about Equifax, please [visit their website](#). If you are unsuccessful in your online Electronic Identity Verification check, you may still apply in person.*
 - An electronic copy of your volunteer capacity letter (this may be scanned or attached as a .pdf)
 - *You will be asked to attach a scanned or .pdf version of your volunteer letter. It must clearly indicate the organization that you will be volunteering with, on organization letterhead and signed by the volunteer organization. Illegible or incomplete letters will be rejected and you will be notified that you must reapply.*
- Go to [Ottawa Police Record Checks](#)
 - Click on the type of check you require, to begin the online application:
 - As a volunteer member, you will require a Vulnerable Sector Check (VSC) [READ MORE](#)

In Person PRC/VSS Application:

- This may take quite some time, so application for the PRC/VSS should be done without delay
- **Download and complete a Police Records Check form**
- Present the volunteer capacity 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

3 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 to the Registrar

4 Complete an Orientation to Scouting, either online or in-person

- You will be given a hard copy of the [New Scouter Welcome Kit](#)

5 Complete Scouts Canada's mandatory training modules

- Basic Mandatory Training must be completed before the volunteer can perform the duties of a leader and count towards ratio.
- This training should be completed within 90 days of registering.
- You should now be ready to proceed to the training using the **Huestis Portal**.
- Watch the video at [David Huestis Learning Centre \(NEW eLearning Platform \)](#) and/or
- All new Scouters are required to complete *Scouting Fundamentals* training. *Scouting Fundamentals* is made up of seven sessions.

- As well as going through a general introduction to Scouting, Scouting Fundamentals covers *Accessibility* training and *Respect in Sport for Activity Leaders*
- Request a code, from the Group Commissioner, to pay for the Respect in Sport for Activity Leaders training.
- Within the first year of being a volunteer, you are also required to complete the rest of the Wood Badge Part I Course (Milestone WB), which are specific to the for the Section in which you are volunteering. All Online Learning will include Canadian Path Content as of March 2016.
 - Beaver Scout Volunteers need to complete [Wood Badge Part I – Colony](#)
 - Cub Scout Volunteers need to complete [Wood Badge Part I – Pack](#)
 - Scout Volunteers need to complete [Wood Badge Part I – Troop](#)
 - Venturer Scout Volunteers need to complete [Wood Badge Part I – Company](#)
 - Rover Scout Volunteers need to complete [Wood Badge Part I – Crew](#)
 - Group Committee Volunteers need to complete [Wood Badge Part I – Committee](#)
 - Wood Badge Part I for Group Commissioners and Group Youth Commissioners are only offered in person.
- Click here for further information on this training.
- Training may be completed, in-person or on-line
- WB1 Module 1 in the Huestis Training – taken ONLINE is a pre-requisite for the IN-PERSON Course

6 Complete a screening interview with two registered Scouters from the Group or Area

- You will be interviewed by 2 or 3 members of the 115TH Group Committee or Nepean Area Team
- You may be asked to complete a questionnaire prior to the personal interview

7 NEXT STEPS

- NOTE: The Scouters' Uniform may **not** be worn until you become an Active member
- After the above requirements of the Volunteer Screening Policy are met, your Application will be signed off by the Group Commissioner.
- Approval by the Council Registrar or Area Commissioner is required to move forward in the process
- Your status will then be changed from **Pending** to **Active** in MyScouts
- Your Section Leader will be informed by the Group Commissioner when you become Active
- The Scouters' Uniform may be worn now that you are an **Active** member
- Learn the Scouters' Promise and Law, and become invested in your Section
- **Although Active, and approved to perform the duties of a leader, you do not count towards Volunteer Ratio**
- Complete Wood Badge Training for the specific Section with which you are working
- This must be completed within the first year
- **After completion of ALL modules of WB1, for the Section, your status will be changed from Active to Fully Active and now you count towards Volunteer Ratio.**

Welcome !!!

"IT STARTS WITH SCOUTS"

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