

**Scouts Canada – BCY Operations Centre**  
**2009 - 2010 Registration Process**  
**Frequently Asked Questions (FAQs)**  
**Related to Membership Fees, Insurance and Registration**

**1.0 What are the Mid-Season Registration Fees for the current year (2008 – 2009) for New Program Participants and New Adult Volunteers?**

Cascadia Council		Fraser Valley Council		Pacific Coast Council	
Program Participant	Volunteer	Program Participant	Volunteer	Program Participant	Volunteer
Mar 1, 2009 - Aug 31, 2009		Feb 1, 2009 - Aug 31, 2009		Mar 1, 2009 - Aug 31, 2010 Register by June 30th, 2009	
\$75.00	\$75.00	\$85.00	\$75.00	\$135.00	No Fee

**2.0 What are the Spring Registration Fees for 2009 – 2010 for Program Participants and Adult Volunteers?**

2009 - 2010	Cascadia Council		Fraser Valley Council		Pacific Coast Council	
	Program Participant	Volunteer	Program Participant	Volunteer	Program Participant	Volunteer
By Jun 30, 2009	\$130.00	\$90.00	\$120.00	\$75.00	\$125.00	No Fee

**3.0 What are the Additional (Fall) Registration Fees for September 1, 2009 – August 31, 2010 for Returning and New Program Participants and Adult Volunteers?**

2009 - 2010	Cascadia Council		Fraser Valley Council		Pacific Coast Council	
	Program Participant	Volunteer	Program Participant	Volunteer	Program Participant	Volunteer
After Jul 1, 2009	\$150.00	\$110.00	\$150.00	\$75.00	\$145.00	No Fee

**4.0 In Pacific Coast Council we can register Program participants for 18 months after March 1, 2009, how do I register a Program Participant for 18 months?**

Have the new participant complete a Youth Program Participant Enrollment Form.

Enter the new member into the Membership Management System (MMS) and confirm their membership for the current year (2008 - 2009). On the top corner of the Program Participant Enrollment Form, please note “**18 months**”, and forward the form, along with a Group Registration Cover Sheet and a group cheque for the appropriate amount to your Area Registrar or Council Field Executive.

When conducting registration for the Fall Scouting session, those who registered for the 18 month program would be considered “**returning members**”. Have them complete a Preprinted registration form, and as with all returning members, renew and confirm their membership in the MMS for the following year (2009 - 2010). When confirming registration for the 2009 - 2010 year of the 18 month program, in the field marked, **Payment Type**, please select “**Zero-Charge**”.

In the registration package, please indicate who has registered through the 18 month program by highlighting the names on the “Names and Address Listing including leaders, by section” or on the “Next Sessions Registrants” report. This will ensure that they are not included in the total fee calculation during the reconciliation process, if their registration has already been paid for.

## **5.0 What is the National fee?**

The National portion of the membership fee will be \$60.00. The fee covers such services as our national insurance program, program development and support, providing our new, improved magazine to all of our volunteer leaders (Scouting Life), operating over twenty Scout Shops across the country, and maintaining the Membership Management System (MMS).

## **6.0 Have insurance rates had any impact on this fee structure?**

No. Due to the ongoing efforts of Scouts Canada's Risk Manager, who has negotiated an excellent arrangement with our insurer, the insurance rate of \$15.00 per member will remain the same for 2009 – 2010.

## **7.0 Scouting is Great Value!**

For less than \$3 per week, youth can belong to Scouts Canada. Based on an average group's financial report, it costs about **\$10 per youth per week** to deliver an exciting program that includes camping trips, tours, service projects and weekly activities.

## **8.0 Should parents still consider Scouting a good value?**

Dollar for dollar, Scouts Canada's programs continue to be the best deal around. For example, many parents pay as much or **more** for programs that only function for three or four months. Our programs generally run for eight months or more and include many adventures such as camping trips that kids will remember forever. Most importantly, Scouting makes a difference in the lives of children, youth and young adults. Beavers, Cubs, Scouts, Venturers and Rovers are more likely to demonstrate greater self-confidence and optimism about what the future holds. They express a strong sense of civic responsibility and have a desire to "pay back" the community. They become more physically fit, energetic, outgoing, conscientious and compassionate. We think helping today's young people become tomorrow's leaders is worth far more than \$3 per week.

## **9.0 How often does National intend to change the membership fee?**

Fees are evaluated on an annual basis during the budgeting process. Scouts Canada is actively working with Groups across the country to raise the participation level in our official fundraiser (Scout Popcorn). With the cooperation of our volunteers, these revenue sources have the power to eventually stabilize or even decrease the membership fee. In addition, focusing on Scouts Canada's *Strategic Directions* will assist us to grow our organization and effectively stabilize membership fees. We are optimistic that working together, we can make this happen.

## **10.0 What does the Council fee cover?**

Membership fees are only one of the ways in which the Council covers the cost of services that Program Participants and Volunteers and groups receive. The Council gets its revenue from other sources as well and utilizes these resources to help **provide adventurous programs**. Some of these include Group and Program support, Council website, electronic newsletters, volunteer recruitment, screening, adult and youth training, development and recognition, communications, media relations and advertising, and camp operations.

## **11.0 Can Groups charge an additional assessment to the Membership Fee?**

Yes, some Groups do charge an additional assessment to the membership fee. These additional fees usually are collected to cover hall/school gym rentals, camps & outings, external leader training courses, advertising, group equipment repairs & insurance.

## **12.0 Can Groups Reduce the Fee?**

Some Groups assist their members by subsidizing their fees from fundraising activities. Active participation in **Popcorn** and **Scoutrees** helps Groups offset fees and other program expenses.

### **13.0 What about Youth Who Cannot Afford to Join?**

We will continue to provide fee discounts for large families. All youth should be able to join Scouting. There are, however, situations where membership fees, uniforms and activity fees represent a financial barrier for some individuals and families. Scouts Canada is committed to doing its best to ensure children are not denied membership in Scouting simply because they can't afford it. To request "Youth Assistance" please contact your Council Field Executive or Area Commissioner.

In addition, the Scouts Canada Foundation has grants from the proceeds of the No One Left Behind (NOLB) Fund available. This fund provides financial assistance to individual youth, who because of financial hardship might be otherwise unable to fully participate in Scouting activities.

All youth are expected to participate in fundraising (Scout Popcorn and Scoutrees). Some youth fall short of what they need and when other sources of assistance are exhausted (family, group, council or social service agency) then an application to the fund will be considered.

For NOLB application forms please click:

<http://www.scouts.ca/dnn/Foundation/NoOneLeftBehind/tabid/110/Default.aspx>

### **14.0 What is a Group Registration Night?**

A Group Registration Night is an evening where parents & volunteers apply for membership by completing or presenting the appropriate membership forms and making payment.

### **15.0 When should we hold our Group Registration Night?**

A group can hold a registration night, or accept applications for membership at any time.

Most groups hold **Spring Registration** nights during the spring months – May & June. By starting the registration process in the spring, it gives group committees, leaders and parents more time to get organized so September is simply the beginning of the new Scouting season.

### **16.0 What happens if we are not planning a Group Registration Night until mid-September?**

Remember, all members who have not renewed by August 31 annually, will have their status changed from **Active** to **Active-Not Renewed** and will no longer be covered by insurance until their registration has been completed and status changed to **Active**.

### **17.0 What is the deadline for submitting registrations?**

In order to take advantage of the discounted fee for **Spring** registration the deadline is **June 30th, 2009**.

All forms and payment must be submitted to the BCY Operations Centre or to your Council Field Executive by **July 7, 2009**.

As we are increasingly moving to a Spring Registration system, there is no Fall Registration Deadline. All registrations that take place after **July 1<sup>st</sup>, 2009** will be considered "**Additional Registrations**" and will need to be forwarded to your Area Registrar or Council Field Executive as soon as possible.

For **Fraser Valley Council** - All Spring (2009 – 2010) registration forms and fees accompanied by a **Group Registration Cover Sheet** should be submitted as one package at your June 2009 Area meeting. If your package is ready prior to the Area meeting or you absolutely cannot make the Area meeting you can contact your Council Field Executive to arrange for pick-up.

### **18.0 Why should a current member apply for membership before September 1st?**

Applying **early in the spring** allows your application to become a priority for the upcoming year ensuring that available spaces are allocated to you first. This enables the leaders to begin their program planning early for the upcoming year. It also allows for continuous membership so that scouting activities can be undertaken at any time.

### **19.0 When is a Volunteer and Program Participant registered and can participate in program sections?**

A member (**Volunteer and Program Participant**) is registered when the paperwork is complete and handed in at registration night. From an insurance perspective, registration occurs when a member is entered in the Membership Management System (MMS) and the membership fees are received in the BCY Operations Centre. Therefore, until then, we are in effect self insured.

Individuals who are identified as **Prospective** in the system are not registered nor are they covered by **Scouts Canada's insurance policy**. Thus, for a Volunteer, it is very important to complete the Volunteer Screening Process and have their status confirmed in the MMS as soon as possible.

### **20.0 My group does not have access to the Internet. What should we do?**

Simply collect all the forms and fees and give it to your Council Field Executive or Area Commissioner during your Area Collection Night or contact your Council Field Executive and/or Area Commissioner to make alternate arrangements, do not send it directly to the BCY Operations Center.

### **21.0 What is the Refund Policy?**

If a Program Participant registers for 2009 - 2010 during the **2009 Spring Registration campaign** and for valid reason does not return to Scouting in September 2009, the BCY Councils will provide a refund of their fees paid to the Council up to October 1, 2009.

In most cases there is **no refund** for members who drop out for any reason or move away. If they move, they can transfer their membership to another Group in their new Council of residence.

Please contact your Council Field Executive to initiate the refund process. Additional Registrations will be handled on a case by case basis.

### **22.0 What is the Registration Fee for the 3<sup>rd</sup> Child?**

Full fees are payable for the first two children in the same family. There are no registration fees for the third (or additional) children.

### **23.0 What about "Bring a Friend" Night?**

Friends and siblings who participate in Scouting meetings, including "Bring a Friend" nights, and are not registered members of Scouts Canada can attend regular meetings for two nights without having to sign the **Individual Release and Hold Harmless Agreement**, however they should register on or before their third night. "Friends" who attend a "Bring a Friend" Night are not permitted to attend camps/outings until they have become a registered member or sign an **Individual Release and Hold Harmless Agreement**.

A "**Prospective**" member may attend two meetings to decide if Scouting is right for them. By the third meeting they will have to decide whether or not to join.

### **24.0 What is the Rover Fee?**

There is no special Rover fee. The registration fee for those that are a Leader and a Rover would be based on their **Primary Org. Unit** in the Membership Management System (MMS).

The **Leader/Rover** would have to submit 2 registration forms: **Program Participant Enrolment Form** and the **Application for Membership and Appointment of Volunteers Form**, and undergo the **Volunteer Screening Process** including interview/references & provide a current clean Police Record Check (PRC).

A **Rover** is considered to be a **Program Participant** and therefore, if the Rover applies to be registered as a **Rover only – (Program Participant)** position, the program participant fee would apply and they would fill out the "**Program Participant Enrolment Form**."

### **25.0 Do Scouters-in-Training (SIT) and Activity Leaders register as Leaders?**

No. If their **Primary Org. Unit** in the Membership Management System (MMS) is as a “Scout/Venturer”, they would register as Program Participants and pay the program participant fee. They are still recognized as part of the leadership team.

Once Scouters-in-Training have completed their Basic Woodbadge they can be included in the youth to leader ratio for the Beaver and Cub section.

### **26.0 What role (type) do we enter for Adult Volunteers in MMS?**

Please enter the specific role in Scouting for the adult volunteer being registered. Use the pick list and select the specific role, e.g. “Contact Beaver Leader”, “Cub Leader”, “Group Administrator”, and “Group Commissioner”. Do not type in “Volunteer”.

### **27.0 Why do we have forms?**

Scouts Canada and other youth organizations use forms to fulfill a variety of needs:

- For parents: they allow parents to provide useful and pertinent information about the needs of their child.
- For leaders: The purpose for gathering information is to ensure that leaders have the appropriate information to facilitate the participation of youth in the activities of Scouts Canada and to be able to respond in the event of an emergency.
- For Group Committees: helps provide information to authorize an activity, and ensure the activity is consistent with Scouts Canada’s policies, procedures and Program Standards.
- For Scouts Canada: to explain the expectations Scouts Canada has of our groups when we conduct activities outdoors. This is a component of Scouts Canada’s risk management strategy.
- Ultimately, the forms facilitate the outcome of the mantra “Leaders and Participants are in the Right Place, at the Right Time, with the Right People and with the Right Equipment.”

### **28.0 When will the new 2009 - 2010 Registration forms be available?**

Blank registration forms for the upcoming 2009 - 2010 Scouting year are now available on line. Go to [www.scouts.ca](http://www.scouts.ca) and select the “For Scouters” page and then the BP & P/Admin page and then the *Forms* link or click here: <http://www.scouts.ca/dnn/BPPAdmin/Forms/tabid/235/Default.aspx> .

### **29.0 Are there any changes to the 2009 - 2010 Registration forms?**

There are no substantial changes to forms this year. Only two minor proposed additions:

- The addition of a ‘P’ or a ‘V’ in the top right corner of the first page to easily recognize if the form is that of a program participant or volunteer.
- A space to write the Area and Council name in the bottom of the form

### **30.0 How do I produce pre-printed 2009 – 2010 forms from MMS?**

The pre-printed registrations forms for the 2009 - 2010 Scouting Year are in the report sections of MMS. After these go live on the site, it will no longer be possible to produce ‘preprints’ for the 2008-2009 year. If this causes any issues please contact Leo Siu at the BCY Operations Centre.

As with previous years, the pre print reports produce forms for all active and probationary members. The member’s registration form will be found in their primary org unit.

#### **Printing your own registration form**

- Click on the *My Profile* in the yellow menu bar
- Click on *My Reports* (bottom option on the left hand task menu)
- Click on *Print Registration Form*.

### **Pre-printed registration form for another member**

- Go to the *Active Members* page of an org unit
- Click on the last name of a member
- Click on *Reports* (bottom option on the left hand task menu)
- Click on *Print Registration Form*.

### **Pre-printed registration forms for a single org unit**

- Click on the name of the org unit for which you want the registration forms
- Click on *Reports* (bottom option on the left hand task menu)
- In the Reports page, click the "*Pre-printed Registration Forms*" to print the forms to print only the org unit you are in.

### **Pre-printed registration forms for the org unit and all the child org units**

- Click on the name of the org unit for which you want the registration forms
- Click on *Reports* (bottom option on the left hand task menu)
- In the Reports page, click the "*Pre-printed Registration Forms – All Child Org Units*" to print the registration forms for the org unit you are and all child org units (i.e. for the group **and** all the sections in that group).

This will also work for areas, and Councils etc. The more org units incorporated in the report, the longer it will take to complete the report.

#### **Note:**

The Pre-Print Report for an Org Unit produces registration forms for members whose primary Org Unit is the Org Unit you are in when running the report. So, if a member has both the group and another section assigned to their member profile, and the other section is their primary Org Unit, then their registration form will print when running the section report, and not the group report.

When the Report has been downloaded a pop-up window may open asking if you want to open or save the file to your computer and open it at a later time. This is up to you which option you choose.

*The pre-printed forms do not include parent information and emergency contact information. Information will have to be entered manually. This was done to ensure that the information in MMS will be current and accurate.*

#### **31.0 When will we be able to register members in MMS for the next session?**

It is anticipated that this will be available after May 1, 2009.

#### **32.0 How do I store these forms?**

As Scouters, we have a responsibility to respect the purpose of the information we collect. While in our possession, we have a responsibility to maintain the information in the strictest of confidence, and only share information on a need to know basis.

#### **33.0 What do I do with them at the end of the year?**

At the end of the Scouting year, the Program Participant Enrolment Forms and Application for Membership and Appointment of Volunteers are to be forwarded to the BCY Operations Centre including any updates. The BCY Operations Centre also has a process in place for sections and groups to forward the Camping and Outdoor Activity Application and any Parent/Guardian Consent Forms for storage following the completion of each activity.

#### **34.0 What is the Volunteer Screening Procedure?**

**Each registered volunteer must complete all parts of the Volunteer Screening Process regardless of his/her Scouting position. No volunteer may work with the youth or program participants until they have successfully completed an Interview, Personal Reference Check, and provided a clean Police Record Check.**

The Volunteer Screening Policy requires that the candidate:

- Complete the “**Application for Membership and Appointment of Volunteers**” form
- Take part in an interview
- Provide at least three character references
- Provide a current, clean Police Record Check, which must be renewed every three years
- Complete an orientation to their role

For more information on Volunteer Screening procedures please contact your Council Field Executive.

### **35.0 Is there a charge for submitting a Police Record Check?**

Currently there are some Police Forces in BCY that charge a fee for processing a Police Record Check when applying for a volunteer position:

Please make sure that you provide your prospective volunteers with the “**Request for a Police Record Check**” letter, which is to be given to the Police Force or Department in the city that the volunteer lives in.

For **Pacific Coast Council** volunteers, it continues to be possible to receive a PRC within 24 hours by applying through **BackCheck™**, an external provider which has contracted with Scouts Canada. We would like to encourage volunteers in Pacific Coast Council to take advantage of this quick and easy process, however, and for that reason, Pacific Coast Council will be picking up the fee for all completed **BackCheck™** record checks. The Pacific Coast Council **will not cover** the cost of PRCs done through a local police force.

We would like to encourage everyone to take advantage of this quick and easy process.

**Volunteers within Cascadia and Fraser Valley Councils** have the option of using the **BackCheck™** Online process. Please note that the Volunteers are responsible for the \$25 processing fee plus GST for the completed **BackCheck™** record check.

**BackCheck™** is a Canadian-owned and operated company which specializes in pre-employment and volunteer Criminal Record background checks. With thousands of clients ranging in size from under 50 to 150,000 employees, **BackCheck™** is Canada's leading and largest provider of employment screening and the industry leader in: disclosure and consent practices; physical and data security; secure online report delivery; and human rights and privacy compliancy. With the use of **BackCheck™**, we have eliminated a cumbersome part of the registration process.

In order to complete the process:

- Group Commissioners, Group Registrars, and/or Group Administrators, Area Commissioners and/or Area Registrars and/or CFEs should verify the prospective volunteer's identity by checking a picture identification card, e.g. Driver's License and forward the request by email to Leo Siu ([lsiu@scouts.ca](mailto:lsiu@scouts.ca)) with the legal name, birth date, Group, phone number and preferred email address. Make the subject line “**PRC Renewal**”.
- Group Commissioners, Group Registrars, and/or Group Administrators, Area Commissioners and/or Area Registrars should notify the volunteers in question that they will be sent an email invitation from **BackCheck™** Online with the subject line “**Scouts Canada - Invitation for Criminal Record Check**”, which they will need to respond to. Please note that this invitation will expire in 7 days.
- The volunteer will click on the link to the **BackCheck™** website and provide information and consent
- **BackCheck™** will process the Criminal Record Check and send it directly to Scouts Canada - BCY Operations Centre within 24 hours.

For volunteers who do not have an email account or are not able to access computers, the old PRC process will still apply. Please contact the BCY Operations Centre at 604-879-5721 to obtain forms, and we will be pleased to assist you.

### **36.0 What do we do with Prospective Members?**

If a Program Participant is **Prospective**, the Group Registrar needs to follow up to confirm the registration. This means that the Group Registrar should activate the program participant's registration in the MMS. If the Program Participant is **not participating** then the Group Registrar should change the status in the MMS from **Prospective** to **Inactive**.

If a Volunteer shows **Prospective**, and there is nothing indicated in the Volunteer Screening Code, it means that the Group Registrar has done the data entry for this person but the Volunteering Screening Checklist and PRC have not been received or processed at the BCY Operations Centre.

If a Volunteer shows **Prospective** while **Fully Screened (default)** is indicated in the Volunteer Screening Code, it means that the Group Registrar has not confirmed this member's registration.

If a Volunteer shows **Prospective** and is **not participating** anymore, or the Group decides that they do not need the services of this Volunteer, the Group Registrar needs to change the status in the MMS from **Prospective** to **Inactive**.

### **37.0 What do we do with "Application for Membership and Appointment of Volunteers" forms that do not have a completed "Volunteer Screening Checklist" with them?**

Enter the data so that the adult shows as a "Prospective" member on the MMS. This initiates the follow-up process that will ensure a quick and easy completion of the screening process.

### **38.0 How will I be able to track the progress of "Prospective" members?**

The MMS will now allow Group Registrars to track the status of new volunteers. They will be able to view what Volunteer Screening information has been submitted, and identify what is outstanding, as well as the date that the BCY Operations Centre entered the PRC information.

### **39.0 Quick Reference Registration**

Applications, Interviews, References & Police Record Checks (PRC)

<b>Position</b>	<b>Application Required</b>	<b>Interview Required</b>	<b>Reference Checks</b>	<b>PRC Required</b>
Youth in Adult Position (e.g. Scouter-in-Training)	Program Participant & Volunteer	Yes	Yes	No
Activity Leader	Program Participant	No	No	No
Rover not in Volunteer Position	Program Participant	No	No	No
Rover also in Volunteer Position	Program Participant & Volunteer	Yes	Yes	Yes
New Volunteer	Volunteer	Yes	Yes	Yes
Returning Volunteer	Pre-printed Volunteer	No	No	No**

**\*\*PRCs must be renewed every 3 years. Returning members' applications will not be accepted if their PRCs or Interview/References are missing from the previous year.**

### **40.0 Whom do I contact for assistance with the Registration Process or any questions that I might have?**

For further assistance, please contact either your Area Registrar, Area Commissioner, Deputy Area Commissioner – Group Services or Council Field Executive.

Alternatively you can contact the BCY Registrar at the BCY Operations Centre, Leo Siu at [lsiu@scouts.ca](mailto:lsiu@scouts.ca) or Dyanna Pfenniger [dpfenniger@scouts.ca](mailto:dpfenniger@scouts.ca) or by phone.

For long distance call toll free 1-888-726-8876 ext 225 or locally 604-879-5721 ext 225.



## Glossary of Terms

**Active Member** – A member whose registration has been confirmed for the current session by a registrar.

**Active Member-Not Renewed** – All active members who have not pre-registered for the next session by August 31, will have their status changed to Active – Not Renewed.

**Activity Leaders** – Activity leaders are persons 14 or 15 years old registered to work with a Beaver colony or a Wolf Cub pack as part of the leadership team of the section.

**Advisor** – A Company has a Venturer advisor who must be at least 21 years of age. Where assistant advisors are required, they must be at least 18 years of age.

**Akela** – The Cub section Scouter responsible for the Pack. This person must be at least 18 years of age.

**Assistant Beaver Leaders** – Additional leaders in a Colony who assist the Colony Contact Leader. They must be at least 18 years old.

**Assistant Cub Leaders** – Additional leaders in a Pack who assist the Akela. They must be at least 18 years old.

**Applying for membership on-line-NEW members** – Parents/leaders/members can access blank applications for membership on-line where they can complete the application. Once the application has been completed the applicant simply prints off the application, signs it, attaches a cheque and presents this to the group.

**Applying for membership on-line-RETURNING members** – Returning members can retrieve their previous year's application on-line and make the appropriate corrections, print it off, sign it, attach a cheque and once again present it to the group registrar.

**Beaver Leaders** – All Scouters in a Beaver Colony are called Beaver Leaders.

**Colony Contact Leader** – The Scouter in a Beaver colony that attends the Group Committee meeting and is the primary source of communication with the Group/Area/Council. This person must be at least 18 years old.

**Confirmed** – That the status of the program participant or volunteer has been changed from prospective to active.

**Cub Leaders** – All Scouters in a Cub Pack are called Cub Leaders.

**Group Registrar** – A member of the Group Committee who is able to convert the enrolment form for program participants or the application for membership into a registered member on Scouts Canada's Membership System (MMS).

**Inactive Member-Deceased** – A member who is no longer active because they are deceased. The System removes all inactive-deceased members from the inactive members listing to ensure that there are no attempts to contact them.

**Active Member-No Mail** – An active member who has chosen not to receive mail from Scouts Canada.

**Inactive Member-Retired** – A member who is no longer active. This is the default status for inactive members.

**Inactive Member-Unknown** – A member who is no longer active, and the reasons for becoming inactive are not known.

**Member** – Anyone showing as “Active” on MMS.

**Membership Management System (MMS)** – The on-line system used by Scouts Canada to register its members. Only “Active” names on the system are members. All volunteers must be members before interacting with youth.

**Next Session** – The next registration period. For Beavers, Cubs, Scouts, Venturers and Rovers this is the next Scouting year. For SCOUTSabout and Extreme Adventure, this is the next program cycle.

**Organizational Unit** – The term Organizational Unit refers to any part of Scouting structure. Each Organization Unit (Org unit) has a name, a status (Active or Inactive), a type (Section, Group, Area, Council, Division and National), and a sub-type (Beaver Colony, Cub Pack, Scout Troop, Venturer Company, Rover Crew, SCOUTSabout, Extreme Adventure, Committee or Service Team).

**Police Record Check (PRC)** – Includes a “Consent for Disclosure of Criminal Record Information” and a “Consent for a Criminal Record Check for a sexual offence for which a pardon has been granted or issued”.

**Prospective member** – An individual who has indicated an interest in becoming a member of Scouts Canada by filling out a program participant enrolment form or the application for membership and appointment of volunteers form, but has not yet been accepted for membership (does not show as “Active” on MMS).

**Rechartering** – Annual process of applying for and receiving permission to use Scouts Canada’s programs. Councils re-charter with National while Groups re-charter with Councils.

**Registration** – The annual process of applying for and becoming a member with Scouts Canada. A member is registered only when showing “Active” on MMS. Membership begins September 1<sup>st</sup> and runs through until August 31<sup>st</sup>.

**Registered** – A program participant or volunteer who is shown as “Active” in the Membership Management System. At this point the person becomes a member, is entitled to participate in the program and is covered by Scouts Canada’s insurance.

**Registered Member-Adult** – A person 18 years of age or older who meets the conditions of an ordinary member, [By-Law No. 2, Article II – Members (1)], is fully screened and is confirmed in the Scouts Canada Membership Management System as an “Active” member.

**Registered Member-Adult Rover** – A person 18-26 years of age and meets the conditions of an ordinary member, [By-Law No. 2, Article II – Members (1)], is a **program participant only** and is confirmed in the Scouts Canada Membership Management System as an “Active” member.

**Registered Member-Youth** – A person under the age of 18, who meets the conditions of an ordinary member, [By-Law No. 2, Article II – Members (1)], and is confirmed in the Scouts Canada Membership Management System as an “Active” member.

**Rover Advisor** – A Crew has a Rover Advisor who must be at least 25 years of age. Where Assistant Advisors are required, they must be at least 18 years of age.

**Scouters-in-training (S.I.T.'s)** – Persons aged 16 or 17 years old who are registered to work with a Beaver Colony, Wolf Cub Pack or a Scout Troop.

**Scouts Canada Registration Package** – This includes the Registration Process, Frequently Asked Questions related to the registration process, Group Committee Worksheet, Pre-printed Registration Forms for Returning members (Groups to download), Group Registration Cover Sheet, Group Charter Form, Program Participant Enrolment Forms, Application for Membership and Appointment of Volunteers, Police Record Check (RCMP) Forms, PRC request letter to Police Force, Table of Contents from the Group Registrar Guide on the use of the MMS (available on the web) and any other documents.

**Scout Counselors** – Additional Leaders in a Scout Troop who assist the Troop Scouter. They must be at least 18 years of age.

**Scout Leaders** – All Scouters in a Scout Troop are called Scout Leaders.

**Session** – Because SCOUTSabout and Extreme Adventure register for less than a full year, the Membership Management System registers in “sessions” not years. For Beavers, Cubs, Scouts, Venturers and Rovers, a session is one year in length.

**Troop Scouter** – The contact Scouter responsible for the Troop. They must be at least 21 years of age.

**Wait Listed Member** – This is a volunteer or youth who has applied for membership on-line (or been entered by a registrar to a group or section that is currently at their maximum enrolment).