

Please **MUTE** your devices.

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Questions via Skype: please type in "Conversation" box.

Registration 2016-17

Preparing your Registration Packages for Submission

While you're waiting,
check out / bookmark

prairies.scouts.ca

Presented by Prairie Service Centre Registrar
Pat Papineau

Topics

- ▶ When to submit
- ▶ What to include
- ▶ Where (and how) to submit

When to submit

- ▶ Batches will be closed on 15 and 30 of each month.
- ▶ Groups may continue to close batches as needed.
- ▶ Do no reopen closed batches.
- ▶ Registrations should be submitted within 2 weeks of being entered and/or batches being closed.
- ▶ Early registrations (including full payment) must be **received at the Service Centre** before the end of July.

What to include: Participants Packages

- ▶ Participant Coversheet
- ▶ Batch report
- ▶ Completed 2016-17 Participant registration forms for each youth on batch report(s), with original parent signatures (NO scans or copies)
- ▶ Group cheque for full payment for Group batch(es)
- ▶ 2016-17 Participant registration forms for youth approved for No One Left Behind (NOLB) financial assistance (Do NOT data enter/renew these in myscouts)
- ▶ Cheque or money order for the family portion of NOLB-subsidized registration fees

What to include: Volunteers/Rovers Packages

▶ Volunteers/Rovers Coversheet

- ▶ Completed 2016-17 Volunteer Applications for Membership with original member signatures (NO scans or copies)
- ▶ Rover Participants Registration forms with original member signatures (NO scans or copies)*
- ▶ Original Police Records Check / Vulnerable Sector Search (PRC/VSS) Certificates
- ▶ Other screening documents

Codes of Conduct for non-members (including parents) should be kept with Group records and need not be submitted.

*For youth not yet 18 years of age but turning 18 before the end of the calendar year, an original parent signature is required.

Extras

- ▶ Group Charter
- ▶ Group Annual and Financial Statements
- ▶ Outdoor Activity Applications
- ▶ Chief Scout and Queen's Venturer Award applications

These may be:

- ▶ noted on either a Participants Coversheet or a Volunteers/Rovers Coversheet and
- ▶ may be included in the same envelope

Please do not staple into packages with actual registration items.

Anatomy of a Participants Package

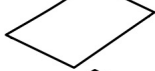
Reviewed and Ready-to-Submit



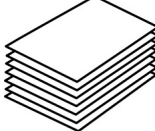
Cheque(s) / Money Orders (attached to top coversheet)



Participants Coversheet



Group Batch Report



Participant Registration Forms

Not including Rover Scouts, which are submitted with Volunteers/Rovers coversheet
All forms must include original parent signatures.

⇒ Arrange forms alphabetically according to batch report.

⇒ Use the report to verify that all youth have been registered and that all forms are included.



Additional Group Batch Report(s)

If applicable.



Additional Participant Registration Forms

If applicable.

Where (and how) to submit

► Scouts Canada - Prairie Service Centre

2140 Brownsea Drive NW

Calgary, AB T2N 3G9

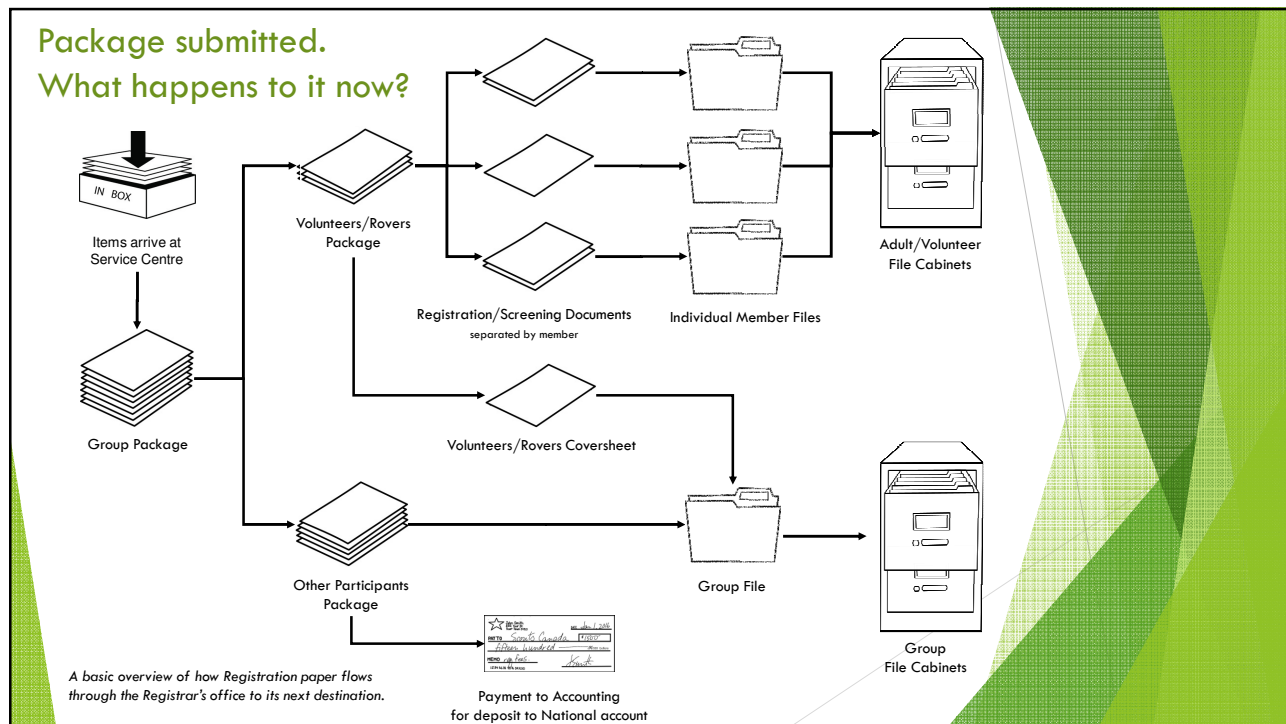
If mailing, a trackable option is recommended.

Groups in and around Edmonton may choose to take their packages in to the Adventure Centre. Please make an appointment with your Area Support Manager if you'll be doing this.

► Scouts Canada – Adventure Centre

14205 - 109 Avenue

Edmonton, AB T5N 1H5



For more information on these and other registration-related topics,

- ▶ Visit <http://prairies.scouts.ca/>
- ▶ Visit <https://help.scouts.ca/hc/en-ca> (The Online Support Centre can also be reached by clicking on "Support" in the upper right corner when you're logged into myscouts.)
- ▶ Contact pat.papineau@scouts.ca or Susan Lee slee@scouts.ca
- ▶ Call us at 403.283.4993 or 1.888.726.8876
 - ▶ Pat: extension 229
 - ▶ Susan: extension 222