



Please MUTE your devices.  
-Phone: \* 6  
-Skype: click on microphone (so it has a line through it).

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

# Ready for September

Presented by Prairies Services Registrar  
Pat Papineau



## Topics

- Group Billing Codes – Offering more payment options
- Transfers – How you can help
- Volunteer Readiness Reports – Will your Group be *Ready* in September?

## Quick Reminders:

- Information and resources
  - Check [prairies.scouts.ca](http://prairies.scouts.ca) and [www.scouts.ca](http://www.scouts.ca) for the most up-to-date
- No One Left Behind (NOLB) financial assistance
  - Parent/Guardian emails [nolb@scouts.ca](mailto:nolb@scouts.ca)
- Refunds
  - Parent/Guardian emails [refunds@scouts.ca](mailto:refunds@scouts.ca) \*\*
  - Funds returned by method paid (i.e. back to credit/debit card, Paypal, Group\* or Stake)

*\*\* If payment to Scouts Canada came from Group or Stake, Group or Stake may apply.*

*\*Group refunds will be direct-deposited and provided only if banking information has been received by National Finance.*

## Group Billing Codes Offering more payment options

- Third-party payment (examples: Jumpstart, Dreamworks, Group sponsor, Child and Family Services)
  - Please have parent or organization arrange payment to your Group*
- Payment plan
- Cash and cheque payment
- Group subsidy



## Group Billing Codes Guidelines

- Limited special-case use only (not intended for Group-wide use)
- Group must be in good financial standing
- Full payment is due upon receipt of invoice



## Group Billing Codes Process

- Family contacts Group (Registrar or Commissioner)
- Family and Group discuss situation and options
- Group applies to Member Services Registrar ([pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca))
  - Reason for needing code
  - Number of uses
- If eligible, MS Registrar issues code to Group
- Group provides code (and deadline to use) to parent
- Parent completes online registration using code
- MS Registrar invoices Group
- Group submits payment (with Batch report) upon receipt of invoice

## Tracking Group Billing Codes

- Once codes are issued to Group, "GBC" tab appears in Group profile

Child Orgs Batches Volunteers Fees Screening Inactive Members PQA Quick Reports

**GBC**

To edit or create a new Group Billing Code please contact your local Service Centre.

	GB Code	Status	Start date	End date	Registration Year	Max # of Uses	Times used	Notes
Display details	1BCEB03F	Active	02/08/2017	01/10/2017	2016-2017	5	0	
Display details	4594FCBA	Active	02/08/2017	01/10/2017	2017-2018	5	3	

## About Batch Reports

- Like traditional registration batch reports
- Created upon completion of first registration
- Accessed via "Batches" tab in Group Profile
  - Click on number under "Batch Code" heading
  - Click to "Close Batch" and/or for a "Printer Friendly Batch Report"

Invoices

**PRINTER FRIENDLY BATCH REPORT**

Member Name	Member Type	Section Type	Fee	Registration Year
Sample Jack	Participant	Cub Pack	215.00	2018

**CLOSE BATCH**

## About invoice payments

- Due upon receipt of invoice
- Paid by Group cheque to “Scouts Canada”
- Delivered to

Scouts Canada – Prairies Service Centre  
2140 Brownsea Dr NW  
Calgary, AB T2N 3G9

## Transfers What Group can do

- Between Sections within own Group during current year
  - Use “Transfer Only” option on “Renew/Transfer” tab
- Out to another Group
  - Advise parent to use “Find a Group” search to “Contact” preferred Group to ask about transfer
- In from another Group
  - Contact Member Services Registrar to approve transfer

# Volunteer Readiness Reports

## Track your Group's progress

- Member status
- Member screening and training compliance
- Police Records Check expiry

# Running Reports

- Click "Reports"
- Select "Volunteer Readiness" (top of reports list)
- Change Settings (see next slide)

- Member Options
  - Register Member
  - Contact Info
  - Emergency Info
  - Medical Info
  - Directory, Photo & Fundraising Options
  - Parent/Guardian
  - Update Password and Language
  - Printable Membership Card
  - Reprint Receipt
- Reports
- DAVID HUESTIS Learning Centre

Organization: 1st Expedition Group < Group, if not default

Child Organizations: All

Member Status: Active, Pending, Not Renewed < Recommended status  
*Consider a second run with "Inactive" status to catch anyone who may still be working to becoming active*

Member Type: Volunteer

Scouting Role: All

Primary Organization: All < to show multiple roles\*  
*\*Especially important now when people have a primary role in 2016-17 and renewed role in 2017-18*

EXCEL Run Report Close this Window

File Name (optional)

^ Recommended format (if you have software)

## Reading Readiness Results

### Key columns to check

- **G:** All Screening in Compliance = "Yes"
- **H:** PRC = "Yes" (not "Yes (expired)")
- **P:** Respect in Sport = "Yes"
- **T:** MS1 in Section = "Yes"
- **AB:** Role Age in Days < 90
- **AC:** PRC Expiry > 6 months from now

Columns may change in September (i.e. some current columns may be removed – eg. CYS)

## Readiness Results

### Why status matters less than you might think

- Member may need training and/or screening but show as “Active” if someone activated inappropriately.
- New volunteer may be appropriately “Active” but does not count for ratio without the “Milestone” (MS1).
- A returning volunteer may have auto-renewed as “Active” but not be eligible (i.e. no Respect in Sport, no MS1).

## About Council Approval (App) and Activation

- Profiles reviewed weekly on a priority basis:
  - New members eligible for Council Approval
  - Other “Pending” members eligible for activation
  - “Active” members that are not actually eligible to be active
- Inactive profiles not included in weekly reviews



## What about “Inactive” Members?

- Training and screening may continue.
- If member has current year registration and is “Inactive” OR may become “Inactive” in less than a week:  
Please contact Member Services Registrar.
- If member does not have current year registration, he/she may need to reapply using Self-Registration.

### For more information and help with registration

- Visit the Prairies Services website (<http://prairies.scouts.ca/>)
- Visit Scouts Canada’s Online Support Centre (<https://help.scouts.ca/hc/en-ca> or by clicking on “Support” in the upper right corner when you’re logged into myscouts.)
- Contact a Member Services Registrar at the Service Centre via email or phone 403.283.4993 or 1.888.726.8876
  - Pat - [pat.papineau@scouts.ca](mailto:pat.papineau@scouts.ca) Extension 229
  - Meg - [meg.barlow@scouts.ca](mailto:meg.barlow@scouts.ca) Extension 222