

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.

myscouts basics: Volunteer Registration and entering Screening

Presented by Prairies Member Services Registrar
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Quick Reminders:

- Information and resources
 - Check prairies.scouts.ca and www.scouts.ca for the most up-to-date
- No One Left Behind (NOLB) financial assistance
 - Parent/Guardian emails nolb@scouts.ca
- Refunds
 - Parent/Guardian emails 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.*

Topics

- Register Member (Self-Registration)
- Register a Volunteer (Traditional Registration)
- Add Volunteer Role
- Add Parent Helper
- Adding References
- Adding Interviews

Terms

Applicant

- Someone wanting to be a "Scouter" who has not yet completed requirements

Scouter

- A Registered Scouts Canada volunteer who has completed requirements to be active

Section

- A program-based unit made up of Scouters and Participants

Group

- One or more Sections plus the Committee of Scouters that supports the Section(s)

Roles

Section Scouters

- Colony Scouter – with Beaver Scouts
- Pack Scouter – with Cub Scouts
- Troop Scouter – with Scouts
- Company Scouter – with Venturer Scouts
- Crew Scouter – with Rover Scouts
- Contact [Section] Scouter – team lead/person who will liaise with Group Committee/others

These role-names will replace existing ones in myscouts as part of the December update.

The most significant change is that youth in Section volunteer roles will have the same title as their adult colleagues. ("Scouter-in-Training" and "Activity Leader" will no longer be used.)

Group Committee Members

- Group Commissioner
- Group Registrar
- Group Treasurer
- Group Administrator
- Group Youth Commissioner
- Group Fundraising Coordinator
- Group Secretary
- Group Committee Member

Who needs to apply?

People who:

- Are new to volunteering with Scouts Canada
- Did not auto-renew and/or have no current-year registration
 - Did not complete requirements previous year
 - "Opted Out" (intentionally or otherwise)
 - Are under 18 – need annual parental consent
 - Are returning after a break in Service
- Want to change Groups

How to apply

Self-Registration (online)

- Paperless
- Tends to yield fewer data errors
- Preferred method

"Small print" Terms and Conditions are included; submission of the application gives consent.

Traditional (paper-based)

- Use only if absolutely necessary and only with a completed form duly signed by the adult applicant or parent of applicant under 18
- Data entry by Group Registrar or Commissioner
- Form must be submitted to the Service Centre

No form = No consent = No registration (even if the person already has a myscouts profile)

"Register Member" Online Self-Registration

- Individual applicant in own myscouts profile
- Parent of applicant under 18 in parent's profile

My Menu

- 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

“Register a Volunteer” Traditional Registration

- Individual applicant completes paper form
 - Parent of applicant completes paper form
- Then...
- Group/Area Registrar or Commissioner in Section (or Group or Area) profile

- Search Options
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Org Options
 - Add Parent Helper
 - Register A Participant
 - Register A Volunteer
 - Edit Organization Details
 - Edit Meeting Details

“Add Volunteer Role” (to currently active volunteer; same Group/“Org Unit”)

Example:

Pack Scouter joining the Group Committee

- Group/Area Registrar or Commissioner in the volunteer's profile

- Admin Options
 - Add Volunteer Role
 - Screening
 - Add Recognition
 - Add Training
 - Add Commendation
 - Edit Parents
- Reports
- DAVID HUESTIS Learning Centre

“Add Parent Helper” (not for Registered Volunteers)

Function pulls up a list of eligible parents and legal guardians: those linked to “active” participants in the Section.

- Group/Area Registrar or Commissioner in Section (or Group or Area) profile

- Search Options
 - Find Organization
 - Find An Individual
 - Volunteer / Employee Directory
- Org Options
 - Add Parent Helper
 - Register A Participant
 - Register A Volunteer
 - Edit Organization Details
 - Edit Meeting Details

Adding Screening

- Not accessible to individuals for own records
- Group/Area Registrar or Commissioner in the applicant’s profile (unless applicant is Self or linked youth on “My Family” tab)

- Member Options
 - Contact Info
 - Emergency Info
 - Medical Info
 - Directory, Photo & Fundraising Options
 - Parent/Guardian
- Admin Options
 - Screening
 - Add Recognition
 - Add Training
 - Add Commendation
 - Edit Parents
- Reports
- DAVID HUESTIS Learning Centre

“Add Reference”

Adding References when not done as part of Registration



- Be sure there are five with email addresses and that not more than one is a relative/family member of the applicant (i.e. spouse, child, parent, sibling, grandparent, relative)
- If there are already references listed and the applicant has been a member before (and is changing Groups or returning after an absence), five new references should be added. Contact Service Centre staff (Registrar or Area Support Manager) for help to ensure the new references go out.

“Add Screening Checklist”

Adding Interview Details and Commissioner Approval



- If there is already an interview, from previous Service, do not overwrite; add a new one.

“Add Screening Checklist” Tips and How to

- In “Volunteer Screening Checklist” window, before filling in question information, scroll down to “Interviewers” area
- Click on white space/box to open Interviewer entry window

Volunteer Screening Checklist

Questions

CONSENT TO PARTICIPATE AS A VOLUNTEER/EMPLOYMENT INTERACTION *

Please select *

CONTINUE

CONSENT TO PROVIDE CONTACT/PHONE NUMBERS *

Please select *

CONTINUE

CONSENT TO ACTIVE EXPRESSION OF THE PHYSICAL FITNESS AND/HEALTH *

Please select *

CONTINUE

CONSENT TO OUTDOOR PROGRAMMING *

Please select *

CONTINUE

CONSENT TO PERSONAL EQUIPMENT *

Please select *

CONTINUE

Interviewers

NAME OF FIRST INTERVIEWER *

SEARCH

NAME OF SECOND INTERVIEWER *

SEARCH

Inputting Interviewers

Find An Individual

First Name * Last Name *

▶ FIND AN INDIVIDUAL

- Only eligible interviewers can be selected (i.e. active members with Volunteer Screening training)
- Names must be entered as they appear in myscouts
- Once two different interviewers have been entered, go back to main Interview screen to input details

Adding Interview Details

- Enter details
- Questions are for interviewers not interviewee (i.e. Based on discussion during interview, what are the impressions of the interviewers of the applicant)
- It's OK to say "No" or "Uncertain" even for applicants you support accepting as members – be sure to provide comments

The screenshot shows a 'Volunteer Screening Checklist' form. It contains several sections, each with a 'Please select' dropdown menu and a 'COMMENTS' text input field. The sections are: 'COMMENTS TO APPROPRIATE ADULT VOLUNTEER/MENTOR/INSTRUCTOR INTERACTION', 'COMMENTS TO PROVIDING CHALLENGING PROGRAMS', 'COMMENTS TO ACTIVE EXPRESSION OF THE PERSONAL PRINCIPLES AND PROMISE', 'COMMENTS TO OUTDOOR PROGRAMMING', and 'COMMENTS TO PERSONAL DEVELOPMENT'. A vertical scrollbar is visible on the right side of the form.

Adding Interviewers' Recommendation and Commissioner Approval

- Do interviewers (and Commissioner) accept applicant?
- Does Commissioner approve appointment?
 - For Group and Section volunteers > Group Commissioner appoints
 - For Group Commissioner and Area Team members > Area Commissioner appoints
 - For Area Commissioner and Council Team members > Council Commissioner appoints
 - Youth Commissioners are approved by the next level's Youth Commissioner

The screenshot shows a form with two main sections: 'Questions' and 'Approval'. The 'Questions' section has a dropdown menu for 'IS THE CANDIDATE ACCEPTABLE FOR VOLUNTEER SERVICE UNDER THE GUIDELINES?' with 'No' selected. The 'Approval' section has a text input for 'COMMISSIONER NAME', a date picker for 'COMMISSIONER APPROVAL DATE' with the format 'mm/dd/yyyy', and a dropdown menu for 'COMMISSIONER APPROVED' with 'No' selected. A 'SAVE' button is located at the bottom of the form. A vertical scrollbar is visible on the right side.



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 via email or phone 403.283.4993 or 1.888.726.8876
 - Pat - pat.papineau@scouts.ca Extension 229
 - Meg - meg.barlow@scouts.ca Extension 222