

Questions and Answers

Q: How is scouting organized in Canada?

A: Your group is part a large scouting community! There are more than 28 million Scouts, youth and adults, boys and girls, in 155 countries and territories in the world. Scouts Canada is divided into 20 Councils. The Central Ontario Admin Centre handles the administration for three Councils: Central Escarpment, Greater Toronto and Shining Waters. Each Council is divided into Areas. Each Area is divided into Groups.

Central Ontario Administrative Centre

Council	Areas
Central Escarpment	Brampton, Burlington, Greater Halton, Mississauga, North Waterloo, Oakville, Wellington, Yellow Briar
Greater Toronto	Agincourt, East Scarborough, Humber West, Old Mill, Seton, Skyline, Sunnybrook, The Alders, West Scarborough, Willow Valley
Shining Waters	Northern Lights, Simcoe Phoenix, South Lake Simcoe, Sunset, Wendake Shores, Whispering Pines, York Headwaters,

Q: What is a Registration Night?

A: An evening where parents/adults apply for membership by completing or presenting the appropriate membership forms and making payment.

Q: When should we hold our registration night?

A: A group can hold a registration night, or accept applications for membership at any time.
Tip – Many Groups hold registration nights during April/May/June. This allows them an opportunity to register returning members and new members well in advance of the September start-up so they can begin operating the program effective September 1st.

Q: What is the deadline for submitting registrations?

A: Applications for Membership are accepted and entered in the MMS throughout the year.

Q: Why register members in MMS before September 1st?

A: Registering early provides for continuous membership so that Scouting activities can be undertaken at any time. Currently the membership fee registers a member from September 1st to August 31st.

Q: When are members covered by Scouts Canada's Insurance?

A: A member is considered fully registered and thus covered by our liability and indemnity insurance when his/her name appears in the Membership Management System (MMS) as "Active" or "Probationary". Individuals who are identified as "Prospective" in the system are not covered by our insurance.

Q: When does insurance coverage expire?

A: Scouts Canada's Insurance coverage is terminated if for some reason an individual is removed from the program or August 31.

Q: My group does not have access to the Internet. What should we do?

A: Simply collect all forms and documentation and fees and take these to your Area Collection Night. Any registrations received later should be mail or dropped off at the Administrative Office, 265 Yorkland Blvd., 2nd Floor, Toronto, ON M2J 5C7.

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Q: Do Scouters-in-Training (SIT) and Activity Leaders (AL) register as Leaders?

A: No. Scouters-in-Training (16-17 year old) and Activity Leaders (14-15 year olds) are youth and are registered in MMS as youth and fill out Participant Enrolment Forms. They are recognized as part of the leadership team. Once Scouters-in-Training have completed their Basic Training they can be included in the youth to leader ratio. **If a SIT or AL are also a Scout or Venturer the parent submits the youth fee. If they are only a SIT or AL the adult fee is required and for 2009-2010 is subsidized by the council.**

Q: How do I register a Rover?

A: Rovers, who are Participants only, fill out the Participant Application, are entered in MMS as youth, and pay the Youth Fee.

Q: What if a Rover is also a Leader or an Assistant Leader?

A: Rovers who are Participants and a Leader must fill out both the Participant Application and an Adult Application. They must meet the screening requirements, which includes a PRC, interview and references. As a volunteer their youth fee is waived.

Q: What do we do with “Application for Membership and Appointment of Adults” forms for new volunteers?

A: Enter the data so that the volunteer shows as a “Prospective” member in MMS. This initiates the follow-up process that will ensure a quick and easy completion of the screening process. When the Volunteer Screening Checklist has been completed, **attach** it to the Adult Application and forward the documents to the Admin Centre as soon as you receive them.

Q: Why do some of my members appear as “prospective” in the MMS?

A: In most cases, this is a new leader who has not completed all of the requirements for membership. In order for a new leader to be “Registered”, they must have completed an application for membership, obtained a clean Police Record Check and the Group must have submitted the application and a Volunteer Screening Checklist with the reference check and interview portions completed.

Note: Any youth/adult who appears as “Prospective” is not a registered member and is therefore not entitled to participate in the program.

Q: How will I be able to track the progress of “Prospective” volunteers?

A: As parts of the screening process are submitted they are entered into a member’s profile in MMS. You will be able to view what VRAD information (application, PRC, interview and references) has been submitted, and the date of the PRC and identify what is outstanding. There is a field in the profile called “Volunteer Screening Code” which provides more details: i.e.: “No Interview or References”.

Q: Where can I get a Police Record Check Form?

A: Many of the Police Check Forms are available at the Administrative Office in Toronto. Some of the blank forms are even available by email, i.e. York Region and Ontario Provincial Police. Contact Marg Routledge at mroutledge@scouts.ca or at ext 231.

Q: Where do we send the Police Records Checks?

A: Police Checks should be sent to the Central Ontario Administrative Centre, Attn: PRC Dept., 265 Yorkland Blvd., 2nd Floor, Toronto, ON M2J 5C7

Q: Whom do I contact for assistance with the Registration Process?

A: Contact names and numbers can be found in the document “Where do to Get Help” in the “Council Information” document enclosed.