



REGISTRATION GUIDE 2011-2012

Welcome to a new Scouting year.

Through Scouting, we each make significant contributions to the youth of our communities. Whether we proudly wear a uniform to a section meeting or quietly work behind the scenes to support those who do, we each share a common vision to enhance the lives of the children in our community. Important to this grand task is the role you fulfill as the Group Registrar. You begin organizing the membership in your group. It starts with you.

You make the difference by helping to ensure that our volunteers are properly screened and registered, so that they will have insurance coverage, that they receive the Scouting Life magazine, and that they receive an appropriate Service Award. To our youth, your role is equally important as registering them with Scouts Canada gives them access to the full benefits of Scouting. Insurance coverage, scholarships, local, national and international youth events all begins with the simple steps you take. It's very important to register members in a timely fashion as membership begins the day they are registered in the Membership Management System (MMS).

Registration Kit – the following documents are available on the Website (www.scouts.ca/coac)

- **Registration Guide 2011-2012** (this document)
- **Council Documents:** The following documents have specific versions for your Council: Central Escarpment, Greater Toronto or Shining Waters
 - **Council Info Sheet**
 - **Where to get Help!**
 - **Area Collection Night Schedule**
- **Reference Documents**
 - **Group Registrar Position Description**
 - **Questions and Answers**
 - **Screening Process for Registered Adult Members (Volunteers)**
 - **Leadership Roles and the MMS**
 - **Scouts Canada Glossary**
- **Group Registration Summary** with instructions.
- **Police Record Procedure(s)** – if the one you need is not on the Website please contact Marg Routledge, (416-490-6364 ext. 231 or mroutledge@scouts.ca) for more information.
- **National/Council Forms:** **Application for Group/Section Charter**, blank **Program Participant Enrolment Form 2011-2012** (Youth Form) and blank **Application for Membership and Appointment of Adult Volunteers 2011-2012** (Adult Form), **Volunteer Screening Checklist**, **Annual Group Financial Statement**, **Group Committee Worksheet**

Table of Contents

Registration Step 1: How to get Started	Page 2
What's New and Refresh Your Memory! (Name and Address Listing , Group Locator, etc)	Page 3
What's New and Refresh Your Memory! (Area Collection Nights, PRCs, etc.)	Page 4
Registration Step 2: What do I do with all the Documents?	Page 5
Registration Step 3: How do I enter the data into MMS?	Page 6
Registration Step 3: How do I enter the data into MMS? (Continued)	Page 7
Registration Step 4: Initial Registration - Area Collection Night and Additional Registrations	Page 8

Registration Step 1: How to get Started

Welcome to this very important role. Here is what you need to know and do to start:

1. If you are completely new to Scouting, your Group Commissioner must complete the Scouts Canada volunteer screening process (interview, References and Police Record Check) with you before you can be an active Group Registrar. The process can take up to 12 weeks, so do this immediately.
2. Identify yourself to a Council Registrar, Donna Lenner or Doug Gough or your Area Registrar to have a username and password assigned to you for Scouts Canada's online database, *Membership Management System* (MMS). Contact information can be found on the "Where to Get Help" document.
3. Familiarize yourself with:
 - Registration Kit
 - The **Group Registrar Quick Start Guide to MMS** and the **MMS Report Guide for Leaders and Registrars** which can be downloaded from the home page of MMS or from the Registration webpage.
4. Join a "one evening" Group Registrar's workshop. Check out "Where to get Help" for the Workshop Schedule or for the contact information for Donna Lenner to see if any more have been added.

If you are starting a new Group, there are additional steps for Chartering the Group. Please contact your Area Commissioner to receive assistance from a member of the Area support team.

Group Registration Nights

If your Group has not already prepared an advertising plan for a fall recruiting drive by the time you receive this kit now is the time to plan and order the supplies your Group will need to advertise for new leaders and youth.

Remember, your Group needs to start recruiting the leadership team early, so that the volunteer screening process is completed prior to the start of activities in the fall.

Recruitment materials and small posters are available through your Admin office. Contact Chucki Smith (416-490-6364 or 1-888-726-8876 x 250 or csmith@scouts.ca).

Your Group Commissioner can call upon your Area Support Team and Council support staff to assist in your recruitment plans.

Registration Calls:

As the Group Registrar or Group Commissioner you will receive phone calls or emails from Parents and potential volunteers interested in your group. Your home phone number and email address from the MMS database will be used to direct inquiries to you.

Registration Steps:

Please read carefully the following "What's new". Some of them are new and some of them are important enough to be repeated. There are three more registration steps: "What do I do with all the Documents?", "How do I enter the data into MMS?", and the "Initial Registration - Area Collection Night" and finally "Additional Registrations".

Answers to many of your questions can be found in the following documents: **Registration Guide 2011-2012** (this document), or the Reference documents, **Scouts Canada Glossary** or **Questions & Answers**. If you still have questions don't hesitate to contact one of the people listed on the "Where to Get Help" document.

What should you do if you don't have access to the Internet?

If you do not have access to the Internet and cannot recruit anyone with Internet access to help you in registering members, or you do not think you can register members in a timely fashion, contact your Area Registrar or Area Commissioner or Council Field Executive for help.

What's New and Refresh Your Memory!

1. Fees, Subsidies and Refunds

Information about the 2011-2012 Fee Structure, Subsidies and Refunds are in the "Council Information" document.

2. New: myScouts.ca

Later in the year we will be launching new Scouts Canada website that will include a new Membership Database called myScouts.ca. There are a number of things we can do to get prepared as we process this year's paperwork what will make the launch go easier. Keep an eye out for "**New for myScouts.ca:**" in this section for more details.

3. REQUIRED:

*******Name and Address Listing reports must accompany each Initial Registration Package.*******

The Report must be printed out from MMS and used as a Checklist to confirm that there is one Application for every member registered in MMS. The only exception is for new volunteers whose Application, Screening and PRC was submitted prior to the Collection Night and who are Active or Probationary in MMS. The confirmation email from Doug Gough of the new volunteer's registration can be substituted for the application.

4. Adult and Youth Applications

The *Program Participant Enrolment Form 2011-2012* (Youth form) has a "P" on it and *the Application for Membership and Appointment of Volunteers 2011-2012* (Adult form) has a the letter "V" on it. Fields for signatures have a large "X" beside them.

All volunteer roles in scouting are yearly appointments and must be approved by the next senior member. The *Application for Membership and Appointment of Volunteers 2011-2012* has a signature area for the approval of the appointment. The Group Commissioner must sign each Volunteer's application approving their appointment.

A volunteer only fills in one application. Other Roles and Org Units should be added to the top of the application. The application only needs one approval signature, done by the senior member of the Primary Org Unit submitting the application. The only exception to this is the Group Commissioner. Their Primary Org Unit is the "Group" orgunit but their application should be signed by the Area Commissioner. If a Rover is also a Volunteer he/she should attach a Participant application to the Volunteer Application.

****All Volunteer applications must have an approval signature****

5. Adult and Youth Applications – Originals, Copies, Revisions and Storage

Important: Once parents and volunteers have completed the forms, **copies should be made.** The group registrar takes the original (to be forwarded to the Admin Centre), and the leader keeps a copy on-hand. Throughout the year parents and leaders should update the copies with any changes. As Volunteers, we have a responsibility to respect the purpose of the information we collect. Keep in mind that Parents/Guardians/Volunteers share/provide information in trust. While in our possession, we have a responsibility to maintain the information in the strictness of confidence, and only share information on a 'need to know' basis.

NOTE: Don't forget to make and retain copies of the applications.

6. YOUR HELP IS NEEDED! Group Locator

Scouts Canada has a link on the www.scouts.ca home page that will help Parents or Adults find and contact local groups so they can register their child. In the "Find a Group" box, a parent enters their postal code and chooses a section and the link shows them the 10 closest groups. A "Contact Us" link allows them to send an email to your Group Registrar (GR) or Group Commissioner (GC) without revealing their email address or the Council Registrars. **Your help is needed!** Please ensure in MMS that each of your sections have a correct Meeting Place, address, city and postal code and meeting day. Please make sure your GR and GC have correct email addresses. Go to the Website and test out the link. If a section is not showing up, a link in the Group Locator will help you fix the problem.

What's New and Refresh Your Memory!

7. Help us to Increase Communication

- a. **Members Roles:** Please identify the role or roles for each volunteer in your group in their MMS profile. This will ensure that the right person gets the right information. i.e. The Cub leader gets Cuboree information and the Group Registrar gets registration information. . A list of roles is in Leadership Roles and the MMS.

NEW for MyScouts.ca: Leadership roles will be used to give the appropriate Admin Rights in our new database.

- b. **Email:** In an effort to control costs we are relying more and more on email for the distribution of information. Please try to keep email addresses up to date.

NEW for MyScouts.ca: Email addresses will be used in our new database as login names.

8. Area Collection Nights (for more details see page 8)

- a. Your Council Field Executive (CFE) and Area Commissioner (AC) will arrange for an Area Collection Night between the end of Sept and Oct 31. All **Initial Registration Packages**, (containing the bulk of your group registrations), must be taken to your Area Collection Night or you must make arrangements for your package to be reviewed by your Area Commissioner/Deputy Area Commissioner or your Council Field Executive. **Any Initial Registration Package brought to or mailed to the Central Ontario Administrative Centre will be returned.**
- b. A representative from each group will bring the group's Initial Registration Package. All cheques should be made payable to **Scouts Canada** and must have two (2) signatures (as per Scouts Canada Bylaws)
- c. Reconciliation will be done by the Group's Representative and the CFE/AC and both will sign a copy of the **Group Registration Summary** to say that they agree that the contents of Registration Package match what was received. Please bring two copies of the Summary so you will have a record.
- d. In the absence of a CFE, the Council Executive Director (CED) / Council Commissioner (CC)/Deputy Council commissioner (DCC) and Area Commissioner will be involved in Area Collection Night.
- e. At the conclusion of the Area Collection Night all Initial Registration Packages and cheques will be delivered immediately to the Administrative Centre.

9. Additional registration documents should be mailed or taken to the Admin Centre in Toronto. Some Areas have an Area Registrar that may want to review and submit additional registrations

- **Group Registration Summary**
- **Name and Address Listing (MMS) or Manual List of Youth & Adults**
- **Adult Applications and Participant Applications**
- New **Adult Applications & Volunteer Screening Checklists**
- Completed **Police Records Checks** or PRC requests.
- Any documents not submitted at the Area Collection Night
- Registration Cheque made out to Scouts Canada.

Scouts Canada
Central Ontario Admin Centre
265 Yorkland Blvd. (2nd floor)
Toronto ON M2J 5C7

10. Police Records Checks (PRC)

New volunteers need to have a Police Records Check done before they can registered. Returning Volunteers need to renew their PRCs every three years.

There is a **Police Record Check Status** report in MMS can be printed from the Group org unit. It lists all volunteers and when their PRC expires. **Police Checks can take several months so make sure your volunteers are provided with forms and instructions well in advance.**

CHECK www.scouts.ca/coac for latest version of Police Records Checks
EVERYTIME you need one for a volunteer!

Registration Step 2 – What do I do with all the Documents?

Links to the following documents are on the Website:

1. **Application for Group/Section Charter:**

This application is commonly referred to as the Charter. Give the Charter to your Group Commissioner to fill in and sign. It also needs to be signed by the Group Partner.

2. **Annual Group Financial Statement:**

Give the Statement to your Group Treasurer who will complete it and arrange for an audit of the group's books. Include the Statement in the Initial Registration Package if ready or mail it to the Admin Centre when complete.

3. **Group Committee Worksheet**

Complete by asking your group committee and leaders where and when they meet. If MMS agrees with this information do not submit the Worksheet but print off the Group/section Location Listing from MMS.

4. **Police Records Checks (PRC):**

New adults need a PRC and returning adults need a new PRC every three years. Download the appropriated PRCs and distribute to adults who need one. Instructions with the PRCs will explain what should happen to the PRCs next. Some PRCs are not allowed to be posted on the Website. Please ask your Group Commissioner, Area Commissioner or Council Field Executive for a copy.

5. **Pre-Printed Program Participant Enrolment Form (Youth form) and Applications for Membership and Appointment of Adult Volunteers (Adult form).**

These applications are commonly referred to as Pre-Printed Adult and Youth Applications. These applications are already filled in for returning members.

a. Youth Applications

- i. Distribute to returning youth for completion and a parent's signature and collect with fees.

b. Adults Applications

- i. Distribute to returning adults for completion and signature and collect. Your Group Commissioner needs to sign all the applications approving their appointment.

To print out the Pre-Printed Adult and Youth forms:

If you have printed out reports before (i.e. Names and Address Listing), use the same steps and print "Pre-Printed Registration Forms" for one Org Unit or the "Pre-Printed Registration Forms- All Child Org Units" from the Group org unit for your whole group, otherwise refer to **MMS Report Guide for Leaders and Registrars**.

Please keep in mind:

1. The adult and youth forms for each Org Unit (section) are printed together in one batch but you can choose to print only the ones you need.
2. If a volunteer belongs to more than one Org unit their application will only print out in their Primary Org Unit.

6. **Blank Applications for Membership and Appointment of Adult Volunteers 2011-2012 and Program Participant Enrolment Form 2011-2012:**

These applications are commonly referred to as blank Adult and Youth Applications and are filled out by **new members. Can be filled in online.**

a. Youth forms

- i. Photocopy, distribute to parents for completion and signature, and collect with fees

b. Adult forms

- i. Photocopy, distribute to new adult for completion and signature and collect. Your Group Commissioner needs to sign all the applications approving their appointment.

7. **Volunteer Screening Checklist:**

New adults must be screened. The Group Commissioner should arrange for an interview to be conducted and references completed. The two interviewers and the person who does the references complete this form. It should then be attached to the new adult's application.

8. **Group Registration Summary**

This report summarizes the documents that are being submitted and should accompany every registration package. Instructions on how to fill in the form are on Page 2 of the form.

Registration Step 3 – How do I enter the data in MMS?

Membership Management System

The Membership Management System (commonly referred to as MMS) is the Scouts Canada online database. You need a username and password to access the MMS. Consult the Registration Step 1- How to get Started on page 2 at the beginning of this document if you don't have one.

Each group is organized into Org Units: i.e. 1st Ontario Group, 1st Ontario Colony, 1st Ontario Pack, etc. Shown below is a print screen from the MMS. After logging on to the Home page, click on the hyperlink for one of your Org Units and you will be taken to the Org Unit Profile page that will look like this. The Text boxes beside the picture point to a Tab on the screen where you can perform the steps listed below. Last names of members are hyperlinks to more personal information.

Home Page

1. Update Group and Section Records.

1. Change Meeting Location and address. (see Note)

2. Transfer Returning Members

3. Register Returning Members

4. Register New Members

5. Print off Reports

3. & 4. Renew/Register Button

1. Update the Group and Section Records

When starting a new season some maintenance needs to be done before members can be registered.

a. Group Committee Worksheet

Using the completed **Group Committee Worksheet**, update the Org Unit Profiles for each section. You must enter the maximum numbers of Youth and Volunteers. If you do this before Sept 1, enter the numbers in the Maximum Youth (Next Session) and Maximum Volunteers (Next Session) area, after Sept 1, enter them in the Maximum Youth and the Maximum Volunteers area. The maximums must be entered before you continue or members will be wait-listed and not registered. Refer to the Group Registrar's Guide P.9. Upon completion print off the **Group/Section Location Listing from the Group org Unit and add it to your Registration Package.**

NOTE: It is very important that the meeting day & time, location, address, city and postal code are accurate. This information is used to direct new youth and potential new volunteers to your groups. It is used by the Council Office and by the Group Locator module on Scouts Canada Websites. This information can be edited in the Org Unit area using the "Addresses" tab. If no information has been entered so far click on "New".

Registration Step 3 – How do I enter the data in MMS?

2. Transfer Members

Before registering anyone, you should transfer members who are moving from Org Unit to Org Unit within your group: i.e. a Beaver to Cubs. **They do not need to be entered again.** Transfers from Group to Group, or from outside your area have to be done by your Council Registrar. The transferring member's record will appear once your Council Registrar has transferred the member. If you have already entered a member's information into the MMS and subsequently the member tells you that they are a transfer, you do not need to enter all of the member's historical information. E-mail mms@scouts.ca and request that the new record be merged with their existing record. Instructions on how to transfer members can be found on the home page of the MMS under ***Frequently Asked Questions (FAQ)*** or ***the Group Registrar Quick Start Guide to MMS.***

3. Register Returning Youth and Volunteers in each Org Unit

Returning youth and adults can be "registered" from the Active area of each org unit by clicking on the RENEW button beside their name and confirming payment. Prior to Sept. 1st a list of "registered" members for 2011-2012 can be found in the Org Unit by clicking on the "Transfers and other Registrations" tab area. You can also print out the "Next Session Registrants" for the Org Unit. After Sept 1st, members who were registered before Sept 1st will appear in the Active tab area with a tick mark beside their name. Instructions can be found on the home page of the MMS under ***Frequently Asked Questions (FAQ)*** or the ***Group Registrar Quick Start Guide to MMS.***

Important: Returning Adults must have a clean Police Records Check within the past 3 years or the online system will not let them be registered

4. Register New Youth and Adults

- a. **New youth:** Enter the new youth's personal information from their Application in the Prospective tab area. New youth can be entered into the MMS and can be "registered" by confirming payment. Make sure you click on 2011-2012. If you click 2008-2009 by accident please contact the Registration Help Desk in Ottawa. Instructions on "How to register a new youth" can be found on the home page of the MMS under ***Frequently Asked Questions (FAQ)*** or the ***Group Registrar Quick Start Guide to MMS.***
- b. **New adults:** Enter the new volunteer's personal information from their Application in the Prospective tab area of their Org Unit. Scouts Canada staff will complete the registration process when their *Adult Application, Volunteer Screening Checklist* and a clean Police Records Check have been submitted. Refer to the ***Group Registrar Quick Start Guide to MMS.*** Please see the ***Screening process for the Registered Adult members*** in the ***Reference Documents*** document for more information about the screening process for new volunteers.

5. Change status for members who are not returning

If you wish, you can change the status of members who are not returning. This will take them off any reports that you print from MMS.

1. From the org unit click on the member's last name, then make sure you scroll to top and click on Member Profile (Admin). On the top right hand side click on the Edit button. Half way down on the **LEFT** hand side there is a field called Status. Click on the down arrow and choose "Inactive - Retired". Click on the "Save" button to finish. (Don't change the "Status (Next Session)" field by mistake.)

6. Printing Reports for Registration:

Name and Address Listing and Group/Section Location Listing

From the home page of MMS, click on the Org Unit for which you want a report. Click on the Reports tab and choose the first report, *Name and Address Listing* (listed on the left hand side of the screen). The report is created in Adobe Acrobat Reader and can be saved or printed.

There are other reports can print from the MMS that are not required for Registration: i.e., ***Parent/Guardian /Emergency Contact Listing, and Police Record Check status***, etc. These reports cannot be modified. The reports on the right hand side use a software package called DataBeacon. DataBeacon can be used to export data for mail merges and customized lists but participation in another workshop would be useful.

Registration Step 4 – Area Collection Night

What to do to get ready:

1. Initial Registrations will be collected at an Area Collection Night. Call your Area Commissioner to arrange for an appointment. **Please consult your Area Collection Night Schedule.**
2. **REQUIRED: Print out the Name and Address Listing report from MMS for every Org Unit or if you do not have Internet access create a Manual List that lists each youth and adult in each section. Check that you have a form for each member showing ACTIVE on the Listing.**
3. For each Org Unit: Sort (alphabetically by last name), the **Youth** forms and then the **Adult** forms
4. Get a Cheque, made out to Scouts Canada, and *Annual Group Financial Statement* (if ready) from Treasurer
5. Take Registration Package to the Area Collection Night

Assemble and arrange the following documents for the Registration Package:

1. Cheque – Made out to Scouts Canada
2. **Group Registration Summary** (two copies, for the package and one for the group)
3. Charter
4. Group/Section Location Listing **or** the Group Committee Worksheet
5. Financial Statement (if ready)
6. Name and Address Listing (or Manual List) followed by Youth and Adult Applications for a Org Unit
7. Repeat Step 6 for all Org Units.

Before submitting any registrations please check that:

1. **REQUIRED:** The **Names and Address Listing** report has been printed from the MMS for each section – when doing additional registrations please mark “NEW” beside each new youth or adult you are registering.
2. Each **Participant Enrolment Form** has been signed by the parent and that the group and section has been clearly marked on the application.
3. Each **Adult Application** has been signed, and their role, group and section have been clearly marked on the application. **NEW:** Make sure the application has been approved and signed. See Page 3, # 2 for more details.
4. **Volunteer Screening Checklist:** Please check the volunteer’s Name and Group has been completed, that the two interviewers are listed, the three references are done and the Group Commissioner has signed the **Checklist**. The Checklist should be stapled to the new Volunteers Application.

How to fill in the Group Registration Summary

There are instructions are on Page 2 of the **Group Registration Summary**. Please read carefully. Fill in the Date, Group and Area and circle the Council. Identify each section in your group and enter the number of youth and adults. Enter the fees per member, do the calculations for youth and adults and calculate the totals. Enter the Total Group Fees and enter your group’s cheque amount in the Cheque Received field. Tick whether you have included **Charter** and **Financial Statement** and list what Police Checks you are included. Leave all other fields blank. Keep the 2 copies together.

At the Area Collection all enclosures will be confirmed and agreed upon by the Group and Area representative and signed off.

Additional Registrations

New members are welcome at any time of the year, and your group needs to be prepared to accept application forms, and make those applicants members throughout the year. All additional registration documents should be mailed or delivered to the Admin Centre in Toronto as soon as possible. Always include the **Group Registration Summary** and if registering youth and adults print out the appropriate **Names and Address Listing** and mark **NEW** beside the name of members who are being registered. Fill in all the appropriate fields and sign the Summary. **Don’t forget the Cheque. Retain a copy for your records. If there is a discrepancy you will be contacted.**

Additional Registrations can be Mail to or Drop off at:

Scouts Canada
Central Ontario Admin Centre
265 Yorkland Blvd. (2nd floor)
Toronto ON M2J 5C7