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# Registration Roundup 2010-2011



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## **Registration Roundup 2010 – 2011**

Scouts Canada – Chinook Council

### **Bulletin 1 – April 1, 2010**

Dear Group Commissioner/Registrar,

This bulletin contains most of the information that your group will need to run effective spring and fall registration events.

Effective and efficient registration events, using the resources provided by the council, allow your group to complete these necessary annual tasks with the least amount of effort. This enables you and your group to focus the majority of your time and effort on providing high quality, values based Scouting programs to the youth in your community, which helps us create a better world.

This bulletin is in five parts to help you plan, prepare for, and effectively run a successful registration season. These are:

- Monthly registration plans for your group committee, to help you meet important milestones
- General instructions and announcements about the registration and renewal processes
- Answers to frequently asked questions
- Copies of all of the forms that you will need (you may need to make additional copies of some of them)

**These documents, together with the information you received at your area's** registration kickoff, and the support you receive from your area and council team, should be everything that you need.



### Part 1: Registration Plans for Group Committees

Use this document to plan your group's spring and autumn registration

<input checked="" type="checkbox"/>	Start Date	Task			Deadline	Responsible
		Event	Administration	Communication		
<input type="checkbox"/>	April ____		Ensure that 2008/2009 annual financial statement has been submitted to council		November 30, 2009	Group Commissioner
<input type="checkbox"/>	April ____	Attend area registration kickoff	Receive registration package		April 24	Group Commissioner
<input type="checkbox"/>	April ____		Schedule <b>spring</b> registration events	Complete and submit the Group Committee Worksheet	April 30	_____
<input type="checkbox"/>	April ____		Schedule <b>autumn</b> registration events			_____
<input type="checkbox"/>	April ____		Confirm who the section contact leaders will be for next year			_____
<input type="checkbox"/>	April ____		Confirm section meeting locations and times for next year			_____
<input type="checkbox"/>	April ____		Set section first meeting dates for next year			_____
<input type="checkbox"/>	April ____		Write a <b>spring</b> recruiting article for local newspapers, local church bulletins, school newsletters, and community newsletters		May 1	_____
<input type="checkbox"/>	April ____		Book roadside signage for <b>spring</b> registration		May 1	_____
<input type="checkbox"/>	April ____		Determine which adults are returning next year		May 30	_____



<input checked="" type="checkbox"/>	Start Date	Task			Deadline	Responsible
		Event	Administration	Communication		
<input type="checkbox"/>	April 20	Postcard mailed to every current member inviting them to return			April 30	Council Office
<input type="checkbox"/>	May ____			Personally invite current youth to return next year	May 30	_____
<input type="checkbox"/>	May ____	Group Registrar attends registration training			May 30	Group Registrar
<input type="checkbox"/>	May ____	Meet with group sponsor	Complete and submit application for charter renewal	Share with sponsor highlights of this year and plans for next year	June 30	Group Commissioner
<input type="checkbox"/>	May ____	Thank current adults for the work they have done this year			June 30	_____
<input type="checkbox"/>	May ____		Recruit adults for <b>next year's</b> vacant roles		June 30	_____
<input type="checkbox"/>	May ____ or June ____	Hold spring registration event for current members	Collect and verify registration forms	Provide section meeting information to registrants	June 30	_____
<input type="checkbox"/>	May ____ or June ____		Submit <b>spring</b> registration forms and payment to the council office		June 30	_____
<input type="checkbox"/>	Ongoing	Accept registrations from those who missed events	Submit forms and payment to the council office	Provide section meeting information to registrants	June 30	_____
<input type="checkbox"/>	June 30	Registration deadline 1	Registration fee increases by \$10 to \$155		June 30	_____



<input checked="" type="checkbox"/>	Start Date	Task			Deadline	Responsible
		Event	Administration	Communication		
<input type="checkbox"/>	June ____		Write an <b>autumn</b> recruiting article for local newspapers, local church bulletins, school newsletters, and community newsletters		June 30	_____
<input type="checkbox"/>	June ____		Book roadside signage for <b>autumn</b> registration		June 30	_____
<input type="checkbox"/>	July ____ or August ____		Interview, reference check, and PIC/PRC new adults	Provide orientation information to new adults	September 1	_____
<input type="checkbox"/>	July ____ or August ____		Complete PIC/PRCs for returning adults whose checks are expiring		September 1	_____
<input type="checkbox"/>	August ____		Submit screening documents to the council office		September 1	_____
<input type="checkbox"/>	August ____ or Sept ____		Adults new to their role register for a Woodbadge Part I course		September 15	_____
<input type="checkbox"/>	August ____ or Sept ____	Hold <b>autumn</b> registration event for general public	Collect and verify registration forms	Provide section meeting information to registrants	September 15	_____
<input type="checkbox"/>	Sept ____		Submit <b>autumn</b> registration forms and payment to the council office		September 15	_____
<input type="checkbox"/>	Ongoing	Accept registrations from those who missed events	Submit forms and payment to the council office	Provide section meeting information to registrants	September 15	_____
<input type="checkbox"/>	September 15	Registration deadline 2	Registration fee increases by \$10 to \$165		September 15	_____
<input type="checkbox"/>	September 16	Accept late youth and adult registrations	Submit late forms and payment to the council office	Provide section meeting information to registrants	Within 14 days of joining	_____



## Part 2: Registration General Instructions

### 2010 – 2011 Registration Fees

Chinook Council is pleased to announce the registration fees for the 2010/2011 Scouting season. As in past years, discounts will be provided for early registration.

- \$145 each Youth registrations received on or before June 30
- \$155 each Youth registrations received from June 30 - September 15
- \$165 each Youth registrations received from September 16 onwards
- \$90 each Youth half-year registrations, received from January 1 onwards
- \$85 each 3rd and subsequent child per family, any time

We continue to provide free registrations to our adult members in recognition of the work that they do with our youth members, and their commitment to help Scouting create a better world.

As part of our commitment to fiscal responsibility at all levels of Scouting, **only those groups that have submitted their 2008/2009 financial statement will be eligible for early registration discounts.** To avoid paying \$165 per youth member prior to September 15, please ensure that your group's 2008/2009 financial statement has been submitted to the council office; if you are unsure, please check with your Area Commissioner.

### Payment of Registration Fees

All fees are due at the time that registration form is submitted. Forms will not be accepted without full and complete payment. If a fee deadline passes between when a form is signed and/or submitted and when payment is received, the highest fee will apply.

### Current Forms

Only forms for the current year will be accepted. This includes:

- [Application for Financial Assistance](#) forms (Rees Fund)
- [Group Committee Worksheets](#)
- [Group Registration Cover Sheets](#)
- Youth [Program Participant Enrolment](#) forms
- Adult [Applications for Membership and Appointment](#)

Forms from previous years will be declined.

### Financial Statement Requirement

As a registered charity that undertakes fundraising on behalf of its members, Scouts Canada – Chinook Council is required to have on file, available for public viewing, copies of financial statements for all of its operations, including each subsidiary branch (each group).

This is required by the Government of Canada (Income Tax Act, Canada Corporations Act), the Government of Alberta (Alberta Charitable Fundraising Act), and the National Council of Scouts Canada (BP&P Section 11000).

Financial statements are due each November 30, for the preceding September 1 – August 31 period.

### Returning Adults

All Scouting appointments are annual. Before the registration process begins, the Group Commissioner should evaluate the leadership team. Once this is complete, the group will be ready to invite leaders to renew their appointments for another year by signing their pre-printed [Application for Membership and Appointment of Volunteers](#). Adults should review the form and make appropriate corrections/changes.



Some returning adults will also need to provide a Police Information Check because their current PIC/PRC is about to expire. **The date that an adult's PIC/PRC expires is on the** pre-printed application underneath the membership number. The Registrar can also print a report of the PIC/PRC **status for all leaders in the group by selecting the "Police Information Check Status" report from the** Group level Org Unit reports in MMS.

## New Adults

This year, all the forms a new adult needs are stapled together. Start by having them complete an Application for Membership and Appointment of Volunteers. The Group Commissioner is responsible for filling out the Volunteer Screening Checklist.

The Volunteer Screening Checklist ensures that:

- Each new adult has an interview to determine suitability for a leadership role,
- The responses of each of the three references the new adult provides are recorded, and
- That approval from the Group Commissioner has been given.

These tasks, outlined on the Checklist, need to be completed promptly, signed-off by the appropriate people, and forwarded to the Calgary or Lethbridge Service Centre.

New members are welcome at any time of the year, and your group needs to be prepared to accept application forms. Check regularly with the section leadership to find out if they have any new members and have them fill out an Application for Membership form, complete the appropriate screening as outlined above, fill out a coversheet, and forward the forms, and coversheet to the Calgary or Lethbridge Service Centre.

## Police Information / Police Record Checks

**The process for online police record checks through BackCheck™ has changed. For a fee of \$25 members are still able to complete their police record check through BackCheck and share their PIC/PRC with multiple organizations.** This service is accessed at <http://backcheck.net/scoutscanada> where you will be able to start your PIC/PRC online. BackCheck will prompt the member to print out 2 forms. The member will need to complete their sections on the two forms and bring the forms, along with 2 pieces of ID, to a group commissioner/group registrar/area commissioner. These 2 forms and photocopies of 2 pieces of ID will need to be **faxed or emailed to BackCheck. BackCheck's contact** information is located on the bottom of the forms. Once BackCheck receives the forms and photocopied ID, the results will be available in less than 48 hours.

Volunteers in Lethbridge and Calgary may also complete a Police Information Check form. **The group's task is to ensure that the form is promptly sent to the Lethbridge or Calgary Service Centre** for action. In other communities, the adult must personally go to a police station or RCMP detachment and get the PIC document themselves; the group is responsible for ensuring that they do it promptly, and to collect and forward the document to the Calgary or Lethbridge Service Centre.

If you are unsure how to complete a PIC/PRC in the community where you live, please contact your Group Commissioner, Area Commissioner, or Field Executive.

## Youth Registration Events

Spring and fall registration events bring together youth, parents, leaders and the group committee to get your group ready for the next Scouting season. This is an excellent time for your section leaders to introduce new youth to their sections and for parents to meet the group committee and find out that Scouting can involve the entire family.

Every Beaver, Cub, Scout, Venturer and Rover should have a Program Participant Enrolment Form to hand in. Your kit includes a pre-printed form for all current members. Parents or guardians sign the pre-printed form after they have reviewed and made any corrections to the information on the form. Program participants over 18 years of age sign their own forms. Everyone should pay their membership fees at the same time.



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## Year Round Registration

New members are welcome at any time of the year, and your group needs to be prepared to accept application forms. Check regularly with the section leadership to find out if they have any new members.

Have new members fill out the appropriate application form then fill out a coversheet, get a cheque for the membership fee from your treasurer, and forward the forms, coversheet, and cheque to the Calgary or Lethbridge Service Centre for processing.

## Refund Policy

A refund may be issued to a group for registration fees paid up until September 30 **or** 30 days after registration and payment was received by the local group, whichever date is **later**.

Groups are then responsible for issuing a prompt refund for the individual withdrawing to the family for the entire amount the family paid for registration, including all group fees. Due to the wide variety of group fees, the council is unable to issue refunds directly to families.

## Debit / Credit Card Machines

This year, the council is arranging for a number of portable debit/credit card machines, and trained operators, for use during registration events. These machines will be signed out on a first come/first served basis.

If your group is interested in using one of these machines, please contact your Service Centre for details.

## Registration Event Followup

More than 35% of Beavers, Cubs, Scouts, Venturers, and Rovers don't return for another year of Scouting. A survey in Northern Alberta showed that almost half of these program participants just forgot to come to a registration event and they thought it was too late to join. Give them a call and **make sure they know it isn't too late to sign up for another year of Scouting!**

Your Registrar will also need to follow up with families to get missing forms and fees.

## Financial Assistance

The Rees Fund of the Calgary Chinook Scout Foundation will continue to make Scouting a reality for families who are facing financial hardship. The amount of available funding is limited, and there are significant changes to the application and approval process this year. Because of these changes, only forms for the current year will be accepted and **forms from previous years will be declined**. The enclosed documents have full details.

## Registration Data Entry

Registration data entry will be completed at the council level. This allows your group to focus on recruiting members and providing a quality program, instead of spending time on updating records.

In previous years, spring registrations have been fully entered well before September 1, and autumn registrations have been entered within 4-6 weeks of being received at a service centre.

Group Commissioners and Group Registrars who attend registrar training will be taught how to get useful information out of MMS, how to monitor the progress of data entry, and how to perform basic upkeep of member records.



## Submitting Your Paperwork

Before your first registration event you will have submitted to the Calgary or Lethbridge Service Centre:

- A completed [Charter Application / Renewal](#) form
- A completed [Group Committee Worksheet](#)

After each registration event, your Group Registrar will arrange with your Group Treasurer for a cheque to cover the membership costs, and then fill out the coversheet in the registration package. Cheques made out to Scouts Canada by parents/guardians for membership fees will also be accepted at our service centres.

When you submit a registration package, please attach:

- Full payment
- [Group Registration Cover Sheet](#)
- Completed [Program Participant Enrolment Forms](#)
- Completed [Applications for Membership and Appointment of Volunteers](#)
- Completed screening documents
- PIC/PRC witness form (Calgary groups only)

Bring, or send by registered mail, your completed registration package to the Calgary or Lethbridge Service Centre.

The Calgary Service Centre is ready to receive registrations for:

- Area 1 Mountain View
- Area 5 Southern Trails
- Area 6
- Area 7 Sunrise
- Area 8 Heritage Trails
- Area 9 Nose Hill East
- Area 10 Prairies to Rockies
- Area 12 Nose Hill West
- Area 13

The Lethbridge Service Centre is ready to receive registrations for:

- Area 2 Rattlers
- Area 3 Windstone
- Area 4 Chief Mountain – Deseret

### Questions about submitting your paperwork?

For general registration questions contact Council Registrar Kelley Matheson at the Calgary Service Centre or [kmatheson@scouts.ca](mailto:kmatheson@scouts.ca)

#### Calgary Service Centre

2140 Brownsea Drive NW  
Calgary, AB T2N 3G9

403 283 4993 local  
888 726 8876 toll free

[chinook@scouts.ca](mailto:chinook@scouts.ca)  
<http://chinook.scouts.ca>

#### Lethbridge Service Centre

217 12 A Street S  
Lethbridge, AB T1J 2S9

403 327 4647 local  
888 321 4647 toll free

If you require help with the MMS system, you can call the Registrar at either Service Centre or the MMS Help Line at 1 866 274 0477. You can also contact the help line by e-mail at [mms@scouts.ca](mailto:mms@scouts.ca).



## Part 3: Frequently Asked Questions

**Q: When are members considered registered?**

**A:** A member is considered registered and covered by our liability and indemnity insurance policies when:

- The application form is received at the Calgary or Lethbridge Service Centre,  
**and**
- The fee is paid in full at that service centre,  
**and**
- His/her name appears in the Membership Management System (MMS) as "Active".

Individuals who are listed as "Prospective" in the system are not considered registered and are not covered by insurance.

**Q: What is a registration event?**

**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 event?**

**A:** You should hold at least two: one in the spring for returning and new members, and one in the autumn focused on new members and stragglers.

**Q: What happens if we are not planning a registration event until mid-September?**

**A:** Individuals who are not yet shown as active in the MMS are not considered registered members and are not covered by Scouts Canada's insurance. Remember, all members who have not renewed by August 31 will have their status changed from "Active" to "Active-not renewed" and will no longer be covered by insurance until their registration has been completed and status changed.

**Q: What is the deadline for submitting registrations?**

**A:** Applications for membership are accepted and entered into MMS throughout the year. However, there is a series of fee deadlines that will allow members in your group to pay a discounted registration fee. (see General Registration Instructions for details)

**Q: Do I still need to collect a Photo Release Form or a Physical Fitness Certificate from each of my registered members?**

**A:** No. The photo release statement and physical fitness information has been integrated into the application forms.

**Q: Which registration forms do we need to keep copies of?**

The group should retain two photocopies of each youth and adult registration form. One is for the group registrar's records, and the other one is for the section leaders to keep on hand during all Scouting activities in case of an emergency.

Do **not** retain photocopies of PIC/PRC forms/certificates or screening checklists.



**Q: Who do the PIC/PRC and screening information sheets go to?**

**A:** This material must be submitted to the Calgary or Lethbridge Service Centre

- **within 14 days** of being completed for screening information sheets
- **within 30 days** of being signed for PIC/PRC application forms
- **within 90 days** of being issued for PIC/PRC certificates

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

**A:** No. These youth register as Program Participants. They are still 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. SIT's and Activity Leaders who are not Venturers do not pay the youth fee.

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

**A:** In this case, the Rover will complete the "Application for Membership and Appointment of Adults" **and** the "Application for Program Participant" as they are filling two roles within Scouting. If the primary role is "leader" then the adult membership fee (\$0) applies.

**Q: Why do some of my members appear as "Prospective" in 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 become "Active" an application form must be submitted along with all required volunteer screening information (Interview Checklist, Reference Checks, and clean PIC/PRC).

**Please note that** any person who appears as "Prospective" is not considered 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" members?**

**A:** The MMS will now allow Group Registrars to track the status of new adults. They will be able to view what Volunteer Recruitment and Development information has been submitted, and identify what is outstanding, as well as the date that the processing center entered the PIC/PRC information.