



March 31, 2010

Dear Scouters

Streamlining adult registration and screening is important to our volunteers and to Scouts Canada.

All applicants for Adult Membership in Scouts Canada must provide a Police Record Check (PRC) before assuming a volunteer role, and every three years thereafter.

It is now possible to receive a PRC within 24 hours by applying through **BackCheck™**, an external provider which has contracted with Scouts Canada on a pilot basis.

BackCheck™ is a Canadian-owned and operated company that specializes in pre-employment and volunteer Criminal Record background checks. With thousands of clients ranging in size from under 50 to 150,000 employees, **BackCheck™** is Canada's leading and largest provider of employment screening and the industry leader in: disclosure and consent practices; physical and data security; secure online report delivery; and human rights and privacy compliancy. With the use of **BackCheck™**, we have eliminated a cumbersome part of the registration process.

All adult volunteers within our Council can now complete the Police Record Check part of the screening process online through **BackCheck™**. The **BackCheck™** process provides the added convenience of completing the PRC in the comfort of your own home or workplace. It has the benefits of privacy, convenience, security, verifiability, and faster turnaround. It eliminates the hassle of completing forms, copying and verifying identification or trips to the police station with their associated line-ups and anxiety.

By completing the PRC through **BackCheck™**, you can also share your findings with other agencies you may be volunteering with, avoiding the cost of an additional PRC.

When the check is complete, **BackCheck™** will forward a report to the Council indicating either that the PRC is clean or that the PRC shows a conviction. A record of criminal conviction means the applicant will be ineligible for membership in Scouts Canada until they meet requirements outlined in Section 3001.1 in Bylaw, Policies & Procedures.

For volunteers who do not have an email account or are not able to access computers, the normal PRC process will still apply. Please contact the office at the Calgary and Lethbridge Service Centres for more information about this process.



ALBERTA'S PROMISE



Be Prepared



BUILDING STRONGER COMMUNITIES

We would like to encourage everyone to take advantage of this quick and easy process.

Please note that you are responsible for the \$25 processing fee plus GST for the completed **BackCheck™** record check.

If you have any questions or need further information please contact Kelley Matheson at the Calgary Service Centre or Judi Currie-Ross at the Lethbridge Service Centre.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gordon Ellison".

Gordon Ellison,
Council Commissioner



Completing the PRC Process on BackCheck

- Click on the link www.backcheck.net/scoutscanada which will take you to the **BackCheck™** landing page. Click on the arrow at the bottom which will take you to the next page that will ask you for your contact information.
- Step 1 - CHINOOK from the Council list
- Click on **CONTINUE TO REGISTRATION**
- The next step of three will ask you to provide your identity information and consent.
- The next step will request you to provide valid credit card information.
- You will then be asked six credit file questions to verify your identity.
- Submit your answers
- BackCheck will prompt you to print a form. Print and complete the form and give the form to Group Registrar, Group Commissioner, or Area Commissioner along with 2 photocopies of ID.
- You will be provided with a reference number and the option of printing the page as your record of submission.

BackCheck™ will process the Criminal Record Check and will send it directly to Scouts Canada **within 24 hours.**

