Scouting Service Centre (Ottawa)

Screening Cover Sheet

Office Date Stamp

2017-18 ***Submit Often - Get Them Activated - Don't Wait On Promises.***

Procedure:

1. For **NEW** Volunteers, entering the interview and reference information is done locally by Group directly into the myscouts.ca. Scouts Canada has in place an automatic process for contacting entered references by Backcheck.

2. At this point, you may be waiting for the PRC for a **NEW** or **RETURNING** Volunteer. You will not be able to make them "ACTIVE" in myscouts.ca anyway. Once the PRC is received, complete the information below and forward to the Council office. Do this as they come in, DO NOT wait on others as this will cause unnecessary delays in getting other Volunteers "ACTIVE" and working with your Group.

3. Upon receipt, the Council Registrar will process the outstanding screening items in myscouts.ca and "ACTIVATE" the member. A message will be sent to the Group Commissioner when this has been completed.
   PLEASE NOTE: If the interview and references have not been entered, and mandatory training has not occurred, activation cannot be done.

Be sure to securely staple (DO NOT paper clip) Police Record Check to this form.

YYYY-MM-DD

Group: _____ **Date of this Submission:** _____

Area: _____ **Submitted By:** _____

The following individuals PRCs are included in this package:

Volunteer	Section	Office Use Only (Date entered in myscouts.ca)