2018-19

Scouting Service Centre (Ottawa)

Screening Cover Sheet

Office Date Stamp

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. Once the PRC is received, complete the information below and forward it to the Council office. Do this as they come in and 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 will input it in Volunteer's screening profile in myscouts.ca and "ACTIVATE" the member if all mandatory requirements are completed.
   PLEASE NOTE: If the interview and references have not been entered and completed as well as if mandatory training has not occurred, activation cannot be done.

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

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)