



### Scouting Service Centre (Ottawa)

1345 Baseline Rd., Suite 200,  
Ottawa, ON, K2C 0A7  
(613) 225-2770 – ☎  
1 (888) 726-8876 – ☎  
(613) 224-3571 – ☎  
[voy.scouts.ca](http://voy.scouts.ca)  
[que.scouts.ca](http://que.scouts.ca)  
[noc.scouts.ca](http://noc.scouts.ca)

Date:

Banking Institution Address

### RE: Scout Canada Authorization & Process for Scouting Groups/Sections Managing Bank Accounts

To Whom It May Concern:

This letter is to serve as authorization that the following Group or Section can maintain a bank account with your institution as long as it is in keeping with the Scouts Canada policies. These policies include that any bank account must be prefixed with "Scouts Canada"; and it must be an account that requires two signing authorities.

Specifics:

Account Name: Scouts Canada – \_\_\_\_\_

Signing Authorities: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

If you have any questions, please feel free to contact me by e-mail.

Yours in Scouting,

Dave Osborne,  
Operations Manager  
Scouts Canada – Scouting Service Centre (Ottawa)  
(Serving Northern Ontario, Quebec & Voyageur Councils)  
e-mail: [dosborne@scouts.ca](mailto:dosborne@scouts.ca)

cc. Council Accounting Assistant - email to [lisa.quarrie@scouts.ca](mailto:lisa.quarrie@scouts.ca)  
Group Commissioner



It starts with Scouts.

Tout commence avec les Scouts.