

# ONBOARDING PROCESS: VOLUNTEERS

### ONLINE APPLICATION & REFERENCES (REF)\*

- Before beginning the <u>online application</u>, gather contact information for references.
- References will be contacted via email by Backcheck.
- New and returning Scouters should refer to <u>Reference Checks FAQ</u> to determine who your references should be.
- Review the New Scouter Welcome Kit.

### (2) CODE OF CONDUCT (COC)

- Ensure registration for the volunteer role has been completed.
- Once completed, the Code of Conduct will automatically pop-up in your MyScouts account when you log back in.
- Youth volunteers will be requested to agree to the Adult COC when they turn 18 years old.

### (3) INTERVIEW (INT)

- 2 Qualified interviewers will conduct the interview \*\*
- They will discuss the role and requirements.
- Scouters who have transferred to a new Group must complete a new interview.

### 4 E-LEARNING

#### **Scouting Fundamentals**

- 6 sessions, including Respect in Sport training for Activity Leaders\*\*\*
- Respect in Sport training costs \$30.
- Training can be found in your MyScouts account within the David Huestis Learning Centre.

#### Wood Badge I

- WBl for The Canadian Path (for Section Scouters)
- WBl for Group Committee
- WBl for Group Commissioners
- Must complete applicable WBI within the first year of your role.

## 5 POLICE RECORD CHECK & VULNERABLE SECTOR SEARCH

- All members 18 years old and older must submit a clean PRC.
- PRCs must be renewed every three years.
- Your Group Commissioner will be able to provide a letter stating you are a volunteer with Scouts Canada for your local police detachment.
- Once you have received your PRC, please inform your Group Commissioner. Your Group Commissioner will advise you on how to submit your PRC.

#### Vulnerable Sector Screening(VSS)

- Completed as part of the PRC process with the local police or RCMP detachment
- VSS only needs to be done once, whereas a PRC is renewed every 3 years.

**Rover participant:** PRC required, VSS not required

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### COUNCIL APPROVAL AND ACTIVATION

- Member Services Registrar adds Council Approval (CAP) after confirming that all requirements have been completed for new Scouters.
- Group Commissioners should reactivate Scouters who have received CAP previously once all outstanding screening requirements are completed.
- No Scouter is to be activated prior to completion of all screening requirements.

Note: WBI is not a screening requirement but is a condition of membership and must be completed within the first year of your role.

<sup>\*</sup> If the onboarding process is not completed within 90 days, the role will be made "Inactive".

<sup>\*\*</sup> Qualified interviewer is an active compliant Scouter with "Volunteer Screening: It's Our Duty" training.

<sup>\*\*\*</sup> If Respect in Sport for Activity Leaders has been complete within five years from another organization it may be credited.