ONBOARDING PROCESS: VOLUNTEERS

1. **ONLINE APPLICATION & REFERENCES (REF)**
   - Before beginning the online application, gather contact information for references.
   - References will be contacted via email by Backcheck.
   - New and returning Scouters should refer to Reference Checks FAQ 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

6. **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.

* If the onboarding process is not completed within 90 days, the role will be made “Inactive”
** Qualified interviewer is an active compliant Scouter with “Volunteer Screening: It’s Our Duty” training.
*** If Respect in Sport for Activity Leaders has been complete within five years from another organization it may be credited.