



Group Support Centre: Resource

Group Start up Checklist

Although Scouting is a year-round program, participants and Scouters can join at any time. Registration is typically busiest during our early registration period and again when the new Scouting year begins. There are a few key deadlines that Groups need to be aware of in order to ensure that registration runs smoothly.

Preparing for Fall - August

- Renewal confirmation email sent to participants and volunteers from Scouts Canada on August 13
- Follow up with any volunteers that you know are returning and have outstanding screening requirements
- [Onboard](#) any new volunteers
- Book outdoor meeting location
- Select a date for Parent Orientation
- Set maximums for youth and volunteers in MyScouts for the next scouting year.
- [Set group fees](#) for the upcoming Scouting year.
- If your Group offers summer programming, [enable the summer programming option](#).
- Communicate with Scouters to determine who will be staying on for the next scouting year. Verify with those who are staying which role they will be volunteering in as some may move to a different position.
- Manage role approvals and transfer volunteers to other Sections using the [Scouter Approval tool](#) in MyScouts.
- Confirm each section's meeting locations, times, contact details and update in MyScouts.
- Assess the volunteer situation for upcoming Scouting year (i.e. 2 Scouter rule, ratios) and start to plan for volunteer recruitment.
- Invite all youth to re-register during early registration.
- Confirm meeting night availability with Scouters for each section.
- Follow up with any parents that have expressed an interest in volunteering for the upcoming year.
- Identify some current Scouters to help onboard new Scouters.

Preparing for New Scouting Year – October/November

- Confirm each section's meeting locations, times, contact details and update in MyScouts.
- Begin looking for new meeting space, if needed
- Review capacity for each Section based on early registrations and update capacity as required
- Run the Parental Involvement Report in MyScouts and follow up with parents who are interested in volunteering.
- Follow up with new Scouters to ensure they are getting training and screening requirements completed. Also, follow up with past Scouters who require updated PRC, etc.
- Send email to Scouters welcoming them back to the upcoming year of Scouting and schedule a pre-start-up meeting. (This will confirm who is still planning to return)
- Follow up with youth that have not re-registered at early Registration.



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- Follow up with the parents of new youth members as soon as you receive the notification that they have registered from MyScouts
- Determine start up date and send emails to parents regarding first meeting.
- Prepare school notices and other avenues for recruitment such as social media posts, etc.

Winter (New Scouting year)

- Run the Parental Involvement Report in MyScouts and follow up with any new parents that have shown interest.
- Send a welcome back email to all youth and parents
- Plan a Parent / Scouter orientation meeting. Meeting should include plans for the year and a recruitment talk
- Ensure Sections host [Bring-a-Friend](#) events as early as possible, in order to fill any vacancy remaining

Important dates

September 15 - Deadline for current members to sign-up for fall Scouting

September 16 - Sign-up for free trial of Fall 2020 season opens to public

October 1 - Registration for New Scouting Year (January) opens for ALL existing members

October 15 - Registration for New Scouting Year opens for Free Trial Participants

October 23 - Registration for New Scouting Year opens for the public