



SCOUTS CANADA

1345 Baseline Road, Ottawa, ON, K2C 0A7

Phone (613) 224-5131

Fax (613) 224-3571



Original Document: April 7, 2006

Updated: November 1, 2006 (changes are highlighted).

Program Participant Enrolment Form & Application for Membership and Appointment of Volunteers Form Frequently Asked Questions

Q: Why do we have forms?

A: Scouts Canada and other youth organizations use forms to fulfill a variety of needs:

- For parents: they allow parents to provide useful and pertinent information about the needs of their child.
- For leaders: The purpose for gathering information is to ensure that leaders have the appropriate information to facilitate the participation of youth in the activities of Scouts Canada and to be able to respond in the event of an emergency.
- For Group Committees: helps provide information to authorize an activity, and ensure the activity is consistent with Scouts Canada's policies, procedures and Program Standards.
- For Scouts Canada: to explain the expectations Scouts Canada has of our groups when we conduct activities outdoors. This is a component of Scouts Canada's risk management strategy.
- Ultimately, the forms facilitate the outcome of the mantra "Leaders and Participants are in the Right Place, at the Right Time, with the Right People and with the Right Equipment."

Q: Why change the forms?

A: In 2004 the Board of Governors asked our members to provide their input on a working draft of a new strategic plan. The Board was very pleased with the response and time that members took to provide their opinions of the plan. One of the recurring themes identified by the Board was the leaders' concern with the number of forms they had to fill out. Subsequently we conducted a review of our forms, looking for ways they could be made more efficient. We looked to reduce the number of forms leaders had to use with parents. The solution was to consolidate the key information from a number of forms. When we had a draft of the new form, we sent it out to Council Commissioners across the country for their feedback. With this feedback incorporated, we now have these new forms.

Please see the end of the document for a quick visual reference.

Q: How do I store these forms? What do I do with them at the end of the year?

A: As Scouters, we have a responsibility to respect the purpose of the information we collect. While in our possession, we have a responsibility to maintain the information in the strictness of confidence, and only share information on a need to know basis.

At the end of the Scouting year, the Program Participant Enrolment Forms and Application for Membership and Appointment of Volunteers are to be forwarded to the council. Please note any updates to these forms throughout the year must be forwarded as well. Your council will also have a process in place for sections and groups to forward the Camping and Outdoor Activity Application and any Parent/Guardian Consent Forms for storage following the completion of each activity.

Q: Why have you removed the questions about menstruation on the Medical/Emergency Information section of the form?

A: This topic of menstruation relates to the Scouting program as a safety concern while traveling in back country. This is best addressed through proper trip preparation and education of appropriate safety and hygiene practices while traveling through back country.

Q: Can I still use the Parent/Guardian Consent Form for category 1 and 2 activities?

A: No. We no longer gather written permission for these activities. However, we encourage you to communicate with parents through newsletters, and documents such as the Parent Activity Communication Template (P.A.C.T.)

Q: Why do we still have the Physical Fitness Certificate? Don't the new membership forms provide that information?

A: For members, we have discontinued the use of the Physical Fitness Form. However, for a Parent/Guardian or a Volunteer Helper/Resource Person, this information is still critical for Category 2 and 3 Activities and International Travel.

Q: Do my youth need to fill out the Physical Fitness Certificate?

A: No. Members no longer use this form. This form is now used for non-members (see the question above). The Program Participant Enrolment Form and Application for Membership and Appointment of Volunteers now contains that information.









Q: I'm a little confused at to when I use various forms?

A: We have developed a Quick Reference Chart to assist you.

Use of Camping and Outdoor Activities Forms - Quick Reference Chart -				
Form	Activity Type			
	Category 1	Category 2	Category 3	International Travel
Camping and Outdoor Activity Application (Including the Safety Checklist)		√	√	
Emergency Plan and Action Plan	√	√	√	
Parent/Guardian Consent Form			√	√
Tour Permit				√
Physical Fitness Certificate for Non Members	<i>For non-member adults, typically for Category 2 and 3 Activities and International Travel.</i>			
First Aid Usage Log	<i>When first aid kit is used.</i>			
Incident Report Form	<i>When an incident occurs.</i>			
	Note: This is a quick reference chart. In some cases these forms may overlap – such as a four day camp outside of the country – both the Category 3 and International Travel columns apply.			

Q: When do I require a Parent/Guardian Consent Form to be completed?.

A: The Quick Reference Chart above and the Quick Check diagram below should be helpful in determining when the Consent form is required.

A QUICK CHECK		
Here are some examples of when to use the Parent/Guardian Consent Form.		
	Description	Parent/Guardian Consent Form required
	One day hike near local pond	No
	Overnight hike	No
	Scouts go rock climbing for an afternoon (Category 3 activity)	Yes
	Two day camp	No
	Three evening camp over long weekend (Category 3 activity)	Yes
	Two day white water canoeing trip – Venturers (Category 3 activity)	Yes
	1 week Jamboree	Yes
	Two day road trip to USA	Yes

Q: When youth attend an event such as a sixer or seconder workshop, with respect to forms, what do they need to bring?

A: Where youth are attending activities and events with out their leader, it is the responsibility of the section leader to ensure that a copy of the Program Participant Enrolment Form is made available to the event organizers. This copy of the form is to be destroyed immediately following the activity or event.

Q: As a leader I am attending an overnight training course/meeting/event. What form do I

need to bring?

A: Bring a copy of your Application for Membership and Appointment of Volunteers. This contains emergency contact and medical information.

Q: At area and council events, should we request a copy of the membership forms?

A: The section leaders will have a copy of this information on hand. Only in exceptional circumstances would an event require this information as a separate copy on hand. The information contained in these forms is private and we need to respect that privacy.

Q: How can you help me communicate this to other leaders in Scouting?

A: We have developed a short summary you may find useful when explaining this form. Please feel free to use this in council/area/group newsletters.

Summary of Scouts Canada's new form: Program Participant Enrolment Form:

- We have developed a new parent information template that leaders can use to provide parents with essential information about their child/youth's involvement in our program.
- With this in place, we can eliminate the Parent/Guardian Consent Forms for Tours, Visits and Fundraisers, as well as the Parent/Guardian Consent Forms for Camping and Outdoor Activities for Category 1 and 2 activities.
- We still require Parent/Guardian Consent for Category 3 (high risk) activities and for Out of Country Travel. We have made a slight revision: changing category 3, long - term overnight activities from four nights or longer to three nights or longer. To accomplish this we have developed a new form called Parent/Guardian Consent Form For Category 3 Activities and Out of Country Travel.
- We have combined the former Physical Fitness Form, the Registration form and elements of the Parent Consent form into a new form: the Program Participant Enrolment Form. We have adjusted the Application for Membership and Appointment of Volunteers form in the same manner.
- The Camping and Outdoor Activity Application will continue to be filled out for all camping and outdoor activities.
- In addition to this we have already eliminated the Volunteer Driver Declaration and it has been removed from BP&P.
- The full text of the letter outlining these changes is available on the Scouts Canada website here: <http://www.scouts.ca/media/documents/StewartFormsEng.pdf>.

Form Revisions

