



## SCOUTS CANADA

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# 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: 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.
- 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/CEONewFormsLet0607Eng.pdf>

## Form Revisions

