



It starts with Scouts.

## SCOUTS CANADA NATIONAL OFFICE

1345 Baseline Rd.  
Ottawa, ON K2C 0A7  
TF: 888-726-8876

Date:

**TO: Police Force or Department**

**RE: Volunteer to Scouts Canada**

\_\_\_\_\_ (DOB: mm/dd/yyyy has applied to be a \_\_\_\_\_ with \_\_\_\_\_  
(Full Name) (Volunteer Position) (Scout Group name)

In accordance with Scouts Canada's screening policy a "Police Records Check" is a mandatory requirement for all applicants over the age of 18. For new members, a "Vulnerable Sector Check" is also required before membership is accepted into the Organization. Scouts Canada's Volunteers receive no remuneration.

Volunteer Scouters work closely with youth ages 5 to 17. The responsibilities of a Scouter are:

- Provide children and youth with appropriately challenging, weekly meetings.
- Ensure that the health and safety of all members is maintained continually. This is a primary concern.
- Participate in Section planning meetings with the youth members of the Section Leadership Team.
- Develop close working relations with other members of the team and share the responsibility of operating the Section with all Scouters.
- Support and participate in special meetings and activities, including outings and family camping experiences.
- Know and use resource material available, including various handbooks.
- Maintain good relations with parents/guardians, and encourage activities, which involve them.
- Encourage recruitment of members and help the Group Committee recruit other leaders.
- Maintain good relations with leaders in other Sections and attend Group Council, Group Committee and local Council meetings as required.
- Take training for the position, including regular sharing sessions, special interest and outdoor activity skills.

The individual named in this letter is:

- A RETURNING member and requires a CRIMINAL RECORDS CHECK & JUDICIAL MATTER CHECK only.
- A NEW member and requires a CRIMINAL RECORDS CHECK with VULNERABLE SECTOR CHECK.

I am authorized by Scouts Canada to submit this request. If you have any questions, please contact the undersigned.  
Yours in Scouting,

Council Relationship Manager – Tia Lutz

*Tia Lutz*

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