

# Volunteer Readiness Timeline for Pending Scouters



In order to provide our volunteers with the highest level of support, we have set a clear timeline of expectations so they know what they have to do to be prepared to work with Scouts Canada youth members. The following timeline is meant to be used with the Volunteer Screening and Training handout during orientation to set clear expectations for new volunteer applicants.

**When a volunteer** applicant is said to be Not Ready, it means that they have yet to complete all of the following screening and training criteria:

- Interview, reference checks, read and sign the Code of Conduct and a current police records check/vulnerable sector search.
- Module 1 of Wood Badge Part 1(WB1) training which includes Child and Youth Safety and Accessibility.
- Section specific WB1 modules if they are in their second year in that section.

**Not Ready also means that the applicant is not permitted to:**

- Wear the Scouts Canada uniform.
- Work with youth members as a Scouter.
- Represent Scouts Canada.

## Day 1

The volunteer applicant should have:

- Received a copy of the New Scouter Welcome Kit.
- Read and signed their code of conduct.
- Had an orientation with their GC or designate.

## By Day 15

Volunteer Applicants should have:

- Completed and had their Application information entered into MyScouts.
- Interview and reference checks completed and entered on myscouts.ca.
- Police Record Check(PRC) and Vulnerable Sector Search(VSS) has been applied for.
- Online training begun.

## By Day 30

Volunteer Applicant should be or is ready to be, activated and invested as a Scouter and as a member of Scouts Canada.

If the Volunteer Applicant isn't ready to be activated, they will be contacted by their GC in person or by phone to see if they require assistance in the screening and training process. The applicant will receive an email from MyScouts.ca to:

- Inform them that they are not permitted to act or dress as a Scouter.
- Inform them of the items still to be completed.
- Remind them that these must be completed by within the next 60 days



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### By Day 60

If still Not Ready, the volunteer applicant and their Group Commissioner will be contacted by their AC, ASM, or designate to:

- Help the applicant and the GC to put together a plan to complete screening and training in the next two weeks.
- Explain that if they are not able to complete screening and training in the next 25 days their application will be declined.

Another email reminder will be sent from MyScouts.ca to:

- Inform them that they are not permitted to act or dress as a Scouter.
- Inform them of the items still to be completed.
- Remind them that these must be completed by within the next 30 days.

### By Day 85

If the applicant is not ready, they will receive an email from Scouts Canada to:

- Inform them that they are not permitted to act or dress as a Scouter.
- Inform them of the items still to be completed.
- Remind them that these must be completed by within the next 5 days or their offer of service will be declined until all items are complete.

### By Day 90

If the applicant is not ready, they will receive an email from MyScouts.ca to:

- Inform them of the items still to be completed.
- Decline their offer of service until all requirements are met.

**Note:** If an individual's application is declined they still have access to their myscouts profile and may reapply once they have completed their outstanding screening and training. Anyone with a myscouts profile has access to Scouts Canada online training.

