



# Group Support Centre – Group Tool Kit

## GROUP TOOL KIT

### BE PREPARED FOR REGISTRATION

#### KEY DATES:

MAY 1-MAY 31 STAGE 1

JUNE 1-JUNE 30: STAGE 2

AUGUST 5-ONWARDS: STAGE 3

#### STAGE 1

MAY 1 – MAY 31

##### - VOLUNTEER RENEWAL

*Recommended tasks to complete to at the Group level to ensure your team of volunteers is set up for success*

- ✓ Confirm who is coming back and in what role/section
  - Add/Remove section/role(s)
  - Encourage [Scouters to renew](#) their online membership in MyScouts
  - Ensure after Scouter renewal, the Scouter completes a new Code of Conduct online in their MyScouts account.
  - Update Section capacity limits for participants to enable/restrict registration during the summer
- ✓ Run Training/PRC expiry Report
  - Find out who is missing essential requirements/skills (example: First Aid etc.)
  - Encourage Scouters to renew RIS/renew PRC before the Fall.
- ✓ Volunteer Recruitment to fill in gaps in Scouter team
  - Run Parental Involvement Report
  - Follow up with Parent(s) interested
  - Plan Open House and [customize your presentation](#)
  - Assign Scouter buddy to any new Scouters for support/mentorship
  - Start onboarding process with new Scouters
- ✓ Scouter Approval by Group Commissioner (GC)
  - Confirm correct role/section before processing approval
- ✓ Scouts Tracker (if applicable)
  - Updates with Scouter Team info
  - Import from MyScouts.
  - Update any changes in section/role.

##### - YOUTH REGISTRATION

- ✓ Remind Parents of currently registered youth of early registration dates and fees.
- ✓ Promote early registration and importance of not losing your spot for the next scouting year at meetings.
- ✓ Follow up with any pending youth roles
- ✓ Host a Parent Engagement/Orientation (signing up Parent Helpers...)
  - [powerpoint presentation template](#)



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STAGE 2

JUNE 1 -30

## - GROUP MANAGEMENT

*Recommended topics for discussion at Group Committee meeting. See also the **Group Management Calendar** for Group planning/schedules.*

- ✓ Discuss and decide meeting details for all Sections
- ✓ Confirm if, Summer program is offered and update MyScouts accordingly
- ✓ Choose Fall Start date/time
- ✓ Book Outdoor/Indoor meeting space
- ✓ Update meeting location/day/time in MyScouts– \*see p.15
- ✓ Determine and set capacity/Max participants for each section (according to Scouter/youth ratio) \*see p.18
- ✓ Determine and set up any [Group Fees](#), update MyScouts
- ✓ Review if any [Group Billing Codes](#) might be required to support participant registration
- ✓ Display of additional notes for group details (example, fundraising requirements, home school program, etc.) add to meeting location \*see p. 17
- ✓ Confirm section meeting location/information update and make sure it is showing on “Find a Group”
- ✓ Prepare School/community notices/flyers, social media and determine who will post
- ✓ Identify the Primary Contact for each Section. This person will be responsible for communicating with new members that register in the section. \*see p.16

## - YOUTH SECTION MANAGEMENT

- ✓ [Move up/transfer](#) currently registered youth to next section.
- ✓ Facilitate Youth Group Transfers where necessary
- ✓ Contact Member Services ([registration@scouts.ca](mailto:registration@scouts.ca)) to have withdrawn youth removed from Section/role.
  - Must have written confirmation from parent wanting to withdraw/transfer to new group.
- ✓ Request Group Billing Codes, provide info about No One Left Behind Subsidy (NOLB) and other third party paid registration (i.e. Jumpstart)
- ✓ Follow up with youth on the Waitlist
  - Offer Parents an opportunity to volunteer in order to register their child.

*\*see [myscouts guide](#), refer to page indicated.*

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STAGE 3 – YOUTH REGISTRATION

AUGUST 5 - ONWARDS

*Online Early Registration opens for current members.*

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NEED MORE HELP?

FOLLOW UP WITH YOUR RELATIONSHIP MANAGER, COUNCIL KEY 3



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OTHER GREAT RESOURCES:

*These are the full reference articles that contain hyperlinks from above.*

GC Newsletter resource: <https://scoutscsca.s3.amazonaws.com/2021/03/gsc-newsletter---march-2021.pdf>

Online Support Centre: <https://help.scouts.ca/hc/en-ca>

Group Support Centre Portal, resources for Group Commissioners: <https://www.scouts.ca/resources/group-support-centre/group-support-centre-portal.html>

MyScouts - How to Guide: <https://myscouts.zendesk.com/guide-media/01HWT7JYGS8J7FKW0JPWY22M54>