



# Member Services Resource – Group Tool Kit

## GROUP TOOL KIT

### BE PREPARED FOR REGISTRATION

#### KEY DATES:

APRIL 15-JUNE 30: STAGE 1

JULY 1-31: STAGE 2

AUGUST 1-ONWARDS: STAGE 3

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#### STAGE 1 - VOLUNTEER RENEWAL

APRIL 15 – JUNE 30

*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
  - 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.

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#### STAGE 2 – GROUP MANAGEMENT

JULY 1-31

*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



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- ✓ Confirm section meeting location/information update 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

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

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## STAGE 3 – YOUTH REGISTRATION

AUGUST 1 - ONWARDS

*Ongoing tasks to actively support youth registration*

- ✓ [Move up/transfer](#) currently registered youth to next section
- ✓ 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.
- ✓ 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
- ✓ Request Group Billing Codes, provide info about No One Left Behind Subsidy (NOLB) and other third party paid registration (i.e. Jumpstart)
- ✓ Host a Parent Engagement/Orientation (signing up Parent Helpers...)
  - [powerpoint presentation template](#)
- ✓ Follow up with youth on the Waitlist
  - Offer Parents an opportunity to volunteer in order to register their child

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NEED MORE HELP?

## FOLLOW UP WITH YOUR RELATIONSHIP MANAGER, COUNCIL KEY 3

OTHER GREAT RESOURCES:

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

GC Newsletter resource: <https://scoutsca.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>