



CENTRAL ONTARIO SERVICE CENTRE (COSC)

Registration Package Checklist

Updated September 11, 2013



Please Check Your Registration Package

In order to submit a successful registration package, the following documents must be included:

SUBSIDY REQUESTS AND POLICE RECORD CHECKS (PRCS)

To assist with processing PRCs and subsidy requests in a timely manner, please group the following documents separately in your registration package:

- Subsidy Requests
- Volunteer Applications with Police Record Checks (PRCs) with printed and signed Code of Conduct (If applicable). Please staple these together.

BATCHES AND OTHER PAPERWORK

Please place all paper work in the following order:

- Group Cheque**
 - o Please ensure you have two signatures.
 - o Multiple Batch Invoices can be covered by one cheque.
 - o Please include full payment for any outstanding registration or camp fees on a separate cheque.
- Group Charter Application (*only due at Fall Area Collections*) – [Click here for charter application.](#)**
 - o Standard form for charter renewal. Must be completed at the beginning of every Scouting year and signed off by the Group Commissioner and Sponsor.
 - o This is required to ensure your Group receives any requested subsidies and membership cards.
- Financial Report (*only due at Fall Area Collections*)**
 - o Please include financial reports for September 1, 2012 – August 31, 2013. [Click here](#) to review a financial statement template.
 - o The name of the financial institution and home branch of Group accounts and account numbers must be included on the statement along with the names of those who hold signing authority.
 - o Financial reports **MUST BE** submitted to be considered for subsidy approval.
- Registration Summary Cover Sheet.**
 - o This is a summary of all the Registration Batch's included with the package.
 - o To assist with processing registration packages, we suggest filling out the Registration Summary Cover Sheet with the Area Registrar or Area Support Manager at your Area Collection night to ensure everything is filled out correctly.
- Registration "Batch" Invoice (Printer Friendly Batch Report)**
 - o Myscouts.ca will provide a printable invoice of the fees payable for each member that was created by the Group Registrar.
 - o Please ensure all batches are in 'closed' state.
- Participant Application Forms**
 - o Verify original forms are **signed by the parent or guardian.**
 - o Please sort these as they are listed in the "Batch" invoice.
- Signed Volunteer Application Forms**
 - o Verify original forms are **signed by the volunteer and Group Commissioner.**
 - o If a volunteer application has a PRC, please write "PRC" next to their name on the Batch Invoice to indicate their PRC is with the Subsidy and PRC grouping of documents.
 - o Please staple **signed Code of Conducts** to the volunteer's application. This is only for volunteers who signed a paper form, not for volunteers who renewed or registered on-line.
 - o For Group Committee members, please print their names on the **Batch Report** as they are listed in a National Batch.

PLEASE NOTE:

Approving and Activating a Returning Volunteer in Pending Status

As a Group Commissioner/Group Registrar please ensure you approve and activate all returning volunteers who are in pending status. Please see the [Approving and Activating Returning Volunteers in Pending Status](#) document for further instructions.

Volunteer Screening Check Lists

These are required for every new volunteer or volunteers transferring to a new Group. This form is for your use to input interviews and reference data into myscouts.ca. This IS NOT REQUIRED to be submitted to the Council office.

Registration Summary Cover Sheet

Batch Detail Reports are now called **Registration Summary** and has been renamed to avoid confusion with other “Batch” Invoice reports. Only one **Registration Summary** Cover Sheet needs to be filled out per registration package and reflects the total number of volunteer and participant applications in the package. No batch numbers are needed. For a copy of the Registration Summary for your Council, go to <https://help.scouts.ca/categories/20073580-Central-Ontario-Service-Centre-Registration>

Group Equipment Inventory

It is recommended that the Group produce an annual **Group Equipment Inventory** identifying all equipment of a certain value, its storage location and whether it’s labelled (eg. Property of XX Scout Group). It is not required to be sent to the Council office, however, suggested that copies be held by the Group Commissioner, Group Quartermaster and/or Area Representative.

If you have any questions or require assistance, please contact the Council Registrars:

Donna Lenner 416.490.6364 ext 225 or dlenner@scouts.ca or

Doug Gough 416.490.6364 ext. 240 or dagough@scouts.ca