



Volunteer Screening Request Procedure For Applicants Living in the Municipalities of Bradford West Gwillimbury and Innisfil

Applicants for Adult Membership in Scouts Canada must provide to the Council Scout Office, a **Police Records Check** prior to assuming a volunteer role and every three years thereafter. **A record of criminal convictions means the applicant will be ineligible for membership in the organization.** Many offences are pardonable and Scouts Canada respects said pardons. However a PRC may indicate a pardon with respect to a sexual offence, which will make the applicant ineligible. Other information provided on the Police Record Check will also be considered in determining eligibility.

1. Applicants should:
 - Read and then complete attached **Applicant Screening Process Consent to Disclosure of Personal Information** form [SSPS C15-05]. Arrange to have the *Name and Signature of the Organization Representative* completed. Group Commissioners are authorized to sign the application.
 - **DESCRIPTION OF POSITION LINE SHOULD BE SPELLED OUT IN FULL. THEY WILL NOT ACCEPT ACRONYMS.**
2. The screening process will provide the types of information noted on the Applicant Screening Process information sheet.
3. After the request has been verified by a Scouts Canada representative, the applicant must submit the **completed** form ***in person*** together with a photocopy of their driver's license, or other valid photo identification such as a passport or health card. The person must attend the following location -

South Simcoe Police Service
2137 Innisfil Beach Road
Innisfil ON L9S 1A2
Telephone: 705 - 436-2141

4. When the Police Records Check has been completed the South Simcoe Police Service will notify the individual and will only hand the completed Police Records Check over ***in person*** to the applicant. This process takes approximately two weeks.
5. When the applicant has received the completed Police Record Check from the South Simcoe Police Service, the *original* (or a copy **certified** by a Commissioner of Oaths or verified by a Scouts Canada official*) should then be delivered or mailed to the Scouts Canada Administration Centre at:

Scouts Canada – C. O. A. C
Attention: PRC Dept (CONFIDENTIAL)
265 Yorkland Blvd (2nd Floor)
Toronto ON M2J 5C7

*Scouts Canada officials are the Council Registrar and the Council Executive Director.

Prepared: May 13, 2005