



Scouts Canada  
Newfoundland and Labrador Service Centre  
**Screening Cover Sheet**

<b>Office Date Stamp</b>
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***Submit Often - Get Them Activated - Don't Wait On Promises.***

The following form is designed to increase efficiency and reliability of processing the screening requirements for **NEW** Volunteers and **RETURNING** Volunteers (*whose PRC/VSS has expired*) by:

- Making certain the group is involved with the final step of screening their leadership. That way, you will know with confidence if a volunteer has completed the Police Records Check (PRC/VSS) requirement, or more importantly, not completed it.
- PRC/VSS "drop-ins" to the office are eliminated, as well as reducing the "loose paper – lost paper" issue.
- If a question were to arise with the names appearing on this form (or about past submissions that have been long filed), a "documented" dialogue is established between the Group and the Service Centre.
- All relevant paperwork is contained in one package and not spread over different submissions (i.e. an application form shows up in one package and the PRC/VSS in another or separately).

**Procedure:**

1. For **NEW** Volunteers, entering the interview and reference information is done locally by the group directly into the myscouts.ca (use the Volunteer Screening Checklist as necessary). We **DO NOT** need this form at the Service Centre – keep for your records.
2. At this point, you may be waiting for the PRC/VSS for a **NEW** or **RETURNING** Volunteer.
3. Once the PRC/VSS is received, complete the information below and forward to the Service Centre. Do this as they come in, **DO NOT** wait on others as this will cause unnecessary delays in getting your Volunteers "ACTIVE" and working with your group.
4. Upon receipt, the Council Registrar will process the outstanding screening items in myscouts.ca.

Please be sure to securely staple (DO NOT paper clip) the Police Record Check to the Volunteer's application form. Volunteers who "self-register" on myscouts.ca will not have an application form (check appropriate box below).

Group: \_\_\_\_\_ Date of this Submission: \_\_\_\_\_

Area: \_\_\_\_\_ Submitted By: \_\_\_\_\_

The following individuals applications/PRC/VSSs are included in this package:

Volunteer	Section	Online (Volunteer) Self-Registered? (no form, only PRC/VSS)	Office Use Only (Date entered in myscouts.ca)
		Yes No	
		Yes No	
		Yes No	
		Yes No	