

# Southwestern Ontario Administrative Centre Process for Submitting and Storage of Forms

For the past several years, Scouts Canada has been improving its risk management practices. During this time, we have seen the evolution of our volunteer screening process, property management, membership management processes and Outdoor Activity Guidelines. All of these are aimed at improving the safety of the youth members, while also ensuring the organization meets the expectations placed upon it by a variety of sources. Administratively, these processes have created more paperwork, as well as a requirement to maintain comprehensive hardcopy records.

## Requirements



Groups are required to retain, for the purposes of submitting to the Council Administrative Centre the following:

- Scouts Canada, Camping and Outdoor Activity Application
- Scouts Canada, Parent/Guardian Consent Forms for Category 3 Activities
- Scouts Canada, Parent/Guardian or Volunteer Helper/Resource Person Physical Fitness Forms
- Scouts Canada Indemnification Agreement
- Scouts Canada Individual Release and Hold Harmless Agreement
- Scouts Canada Organizational Hold Harmless & Indemnification Agreement

The submission of these forms should be done upon the completion of the activity.

## Submitting Information

There is no requirement for Areas to collect the above-mentioned forms. However, some may choose to help facilitate this process and Groups are required to follow the process put in place by their Area. The Council Administrative Centre will accept these forms anytime throughout the year, but all forms must be submitted no later than August 31<sup>st</sup> of each year. In the event that forms are required as part of an investigation resulting from an accident or other mishap, Group Committees must be prepared to forward the required documents as soon as possible.



So that we may easily store these forms in "Banker Boxes", the format that these forms are to be submitted should be in a 9" X 12" envelop. Holding the envelope, the long edge of the envelope would serve as the bottom and the opening being to the right.

Each activity will have a different envelope, thus containing all the related forms for that Group's section and activity in one envelop (or two envelopes marked "A" and "B"). The filing of the envelopes will be done by means of the Council/Area/Group/Section/Date.

|                  |       |
|------------------|-------|
| Council          | _____ |
| Area             | _____ |
| Group            | _____ |
| Activity         | _____ |
| Date             | _____ |
| Gr. Commissioner | _____ |

Within our current means, this would give us the best chance in being able to retrieve a form in years to come.

It is hoped that in the near future we will mass purchase and overprint storage envelopes. The overprinting would consist of the information template in the upper right corner. These envelopes would be made available to the Groups.



## Submitting Information Cont.

At the Council Administrative Centre, we have estimated that we will be retaining on file a minimum of 75,000 forms a year. Your help aids the organization in protecting its leaders, youth and corporate entity now and in the future. Our leaders will be thankful when it becomes legally necessary to retrieve a record to prove that they followed Scouts Canada's procedures.



We all have great ideas and knowledge of new technology resources that could make this job less arduous. But unfortunately Scouts Canada does not have the depth of resources necessary to consistently implement such practices nationwide. And while Scouting is richly blessed with countless volunteers, those volunteers bring to the organization various and diverse electronic and technical capabilities. Therefore, to maintain consistency, our record keeping operation must be conducted in our organization's most common denominator...paper.

Of other importance is that we must maintain these records in as few locations as possible. Council Administrative Centres seem to be a logical location as the files would be under the supervision of an Executive Director.

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Prepared by Scouts Canada

Southwestern Ontario Administrative Centre  
Serving the Battlefields and Tri-Shores Councils  
531 Windermere Road, London, Ontario N5X 2T1

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<http://tsc.scouts.ca> | <http://bfc.scouts.ca>

