

About the Application for Membership and Appointment of Volunteers Form

We ask volunteers to fill out the *Application for Membership and Appointment of Volunteers* at the beginning of each Scouting year. The purpose for requesting this information is to gather the right information for our screening procedure, to ensure that we have the necessary emergency information, to be clear about our expectations of your volunteer role, and to ask you to make a commitment to your role. Your fellow leaders appreciate the private and sensitive information contained on these forms and they take appropriate precautions when storing and providing access to this information on a need to know basis.

The Membership Management System (MMS) is a database of all scouting members and a web based application to register members.

We'd like to provide you with some background information about the various sections of the form. To find the form, please check on the [forms page](#).

Membership Information: This section collects basic information on members such as name, address, etc. Here are some examples of how this information allows us to understand how to best work with you as a volunteer:

- Faith Affiliation: this information allows us to ensure appropriate programming in accordance with our principle of Duty to God and our program's spiritual emphasis. It also allows us to recognize dietary needs and to fulfill our desire to provide culturally sensitive programming and activities.
- Current Employer: when corporations donate to Scouting, we may be asked how many of their employees are volunteers. This information is used in a general way and we will not identify you by name.
- Occupation: this is useful to identify contacts in the community who may be able to assist Scouting and provide suggestions or guidance on various issues or tasks.
- A checkbox is used in this section to indicate whether there are other medical, family circumstances, and cultural or faith requirements our leaders need to know to better accommodate your experience as a volunteer.

Emergency Procedures and Emergency Contact Information: This information ensures we can seek the best support should an emergency occur. We will inform the emergency contact that you provided as soon as possible in the event of an emergency that requires immediate medical attention.

Privacy Policy Information and Photo Release Consent: Scouts Canada is committed to respecting the privacy of our members and their families. The check boxes allow you to choose not to have images of you participating in Scouting activities used in Scouts Canada's publications, ads and website, to choose to not be informed of fundraising and other member benefits.

Note to Leaders: This is a reminder that the copies of the *Application for Membership and Appointment of Volunteers Form* and the *Program Participant Enrollment Form* that are kept at the group or section level must to be forwarded to your council office at the end of the year.

Personal References: This is an important step in our screening procedure for new volunteers. Please provide a home number and alternate number if possible. If we cannot contact your references, you will be asked to provide an alternate. Only one family member may be used.

Medical/Emergency Information: This is important both to allow your fellow leaders to be aware of any possible needs in advance of a program activity (for example – an allergy to insect bites), and to have the information available to assess and react should an emergency occur.

Applicants Agreement: In this section, we are asking you to make a commitment to Scouting and specific actions and responsibilities listed in this section.