



Central Ontario Service Centre

Approving and Activating Volunteers and Parent Helpers

Volunteers

A Volunteer is registered in myscouts with the status of 'Pending'. Commissioners or their designate (i.e. Registrars) approve pending Volunteers by activating their role(s) once they have completed or have met all of the screening and training requirements. Beside each volunteer's role is a Requires field that keeps track of missing requirements. *

If a volunteer has only the acronym **App** (approval) in their Requires field the Council Registrar will add Council **APPROVAL** and activate the volunteer on behalf of the Executive Director.

Parent Helpers

A parent is added to a section as a Parent Helper or a Parent Overnight with status of 'Pending'. Group Commissioners or their designate (i.e. Group Registrars) approve the pending Parent by Activating their role once they have completed or have met all of the screening and training requirements. Beside each Parent Helper role is a Requires field that keeps track of missing requirements. *

NOTE: As of May 2014 the Requires field lists two requirements **INT** (Interview) and **APP** (Council APPROVAL) that are not required by Parent Helpers. These two requirements can be ignored and the Parent Helper can be activated.

* **For more details about screening requirements review the Volunteer Screening Policy and the Myscouts System Terms and Glossary.**

The following is a list of who is responsible for approving and activating pending volunteers in MyScouts;

LEVEL	RESPONSIBILITY	WHO THEY APPROVE
Council	Council Registrar on behalf of the Council Executive Director	NEW volunteers
		Returning volunteers who require a new PRC
	Council Commissioner or Designate	Area and Council volunteers **
Area	Area Commissioners/Area Registrars (or designate)	Group volunteers **
Group	Group Commissioners/Registrars (or designate)	Section volunteers **
Group	Group Commissioners/Registrars (or designate)	Parent Helpers **

** OTHER THAN VOLUNTEERS WHO HAVE **APP** IN THEIR REQUIRES FIELD.



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There are two ways to approve and activate a Volunteer or a Parent Helper:

A) MEMBER PROFILE

1. Go to the volunteer's profile in myscouts.
2. If the "Requires" field is blank (see Figure 2), go to "My Menu" on the left of your screen (see Figure 3) and click on **Screening** under **Admin Options**.
3. Under "Pending Roles" in the **Screening** window (see Figure 4) click 'Activate' to make the role active.
4. If the "Requires" field shows missing requirements do not activate them. An exception report will be made and the volunteer will be put back into pending status.

Figure 2

Member Type	Primary Org	Status	Start Date	End Date	Requires
Parent	<input type="checkbox"/>	Active	09/14/2013	08/31/2014	

Figure 3

- ▶ **Member Options**
 - ▶ Contact Info
 - ▶ Emergency Info
 - ▶ Medical Info
 - ▶ Directory, Photo & Fundraising Options
 - ▶ Parent/Guardian
- ▶ **Admin Options**
 - ▶ Add Role
 - ▶ **Screening**

Figure 4

Pending Roles

Organization	Type	Start	End	Role	Status	
	Volunteer	09/01/2012	08/31/2013	Assistant Cub Leader	Pending	Activate

Volunteer Screening

VSS / PRC | References | Training Records | Code of Conduct | Approvals | Interviews



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B) ORGANIZATION PROFILE

1. In the Group, Area or Council **Organization Profile (see Figure 1)** in myscouts and go to the **Screening** tab.
2. If the **“Requires”** field is blank next to a Volunteer’s or Parent’s name, it can be approved and activated by clicking the **Edit Status** button to the far right of the screen and changing their status to **‘Active’**.
3. If the **“Requires”** column shows missing requirements, you cannot activate them. An exception report will be made and the volunteer will be put back into pending status.

Figure 1

	Batches	Volunteers	Fees	Volunteer 2013-14	Screening	Quick Reports
	Role	Member Type	Until	Start Date	Status	Requires
	Assistant Cub Leader	Volunteer	08/31/2013		Pending	EDIT STATUS
	Assistant Cub Leader	Volunteer	08/31/2014		Pending	EDIT STATUS
	Cub Leader	Volunteer	08/31/2014		Pending	EDIT STATUS
t	Assistant Cub Leader	Volunteer	08/31/2014		Pending	EDIT STATUS
rt	Assistant Cub Leader	Volunteer	08/31/2014		Pending	CoC, EDIT STATUS