

Ron Patterson  
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 Dorchester, N0L 1G3  
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Dear Staff Member:

I would personally like to thank you for all of your help and hard work that went into making DIBC 27 such a success. We really appreciated everyone's patience while we figured out the Volunteer Screening Policy and we hope that this year's registration process will be quicker and easier for everyone.

You are invited to **Dorchester International Brotherhood Camporee (DIBC) 28** which will be held on the weekend of May 12-13-14-2017.

### Screening Requirements

This year we hope to make the Staff Registration Process easier. Please find your applicable category in the table below to know what is required. Remember these requirements are to keep the youth safe and are set from Scouts Canada. All required forms have been provided at the end of this letter.

Time Frame Before Camp	Registered Member of:			Non-Registered Individual	
	Scouts Canada	Other Scout Org. *	Girl Guides of Canada *	Not Staying Overnight **	Staying Overnight **
4 or More Weeks	Adult Screening Form	Adult Screening Form and Code of Conduct		Code of Conduct	Adult Screening Form, Code of Conduct & Police Record Check with Vulnerable Sector Screening
Less Than 4 Weeks	Letter from your Group Commissioner (or equivalent) stating you have completed all of the required screening to be a volunteer member				Sorry, however you will be unable to attend

#### Notes:

\* - You must also submit a Scouts Canada Individual Release and Hold Harmless Agreement.

\*\* - You must be supervised by 2 Scouts Canada Registered members at all times and submit a Scouts Canada Individual Release and Hold Harmless Agreement.

If you are a venture or scout or a youth applying for staff for the first time you must fill out a volunteer form with references as well as a signed cod or conduct. We need to have your registration person in your group do the reference checks. Please have your group registration person e-mail that this has been done as well as the training has been completed.

If you were staff last year and are still a youth you will need to fill out a volunteer form and sign a code of conduct and e-mail them to me.

If you are a registered member of Scouts Canada the adult screening should already be done by your group Commissioner.

## ***Training Requirements***

Every Staff member is required to have completed Scouts Canada's Child and Youth Safety Training and Accessibility Training. If you are a Scouts Canada Member, this can be completed on your MyScouts account. If you are not a member of Scouts Canada or don't have access to MyScouts, we have provided links to the required training videos.

Child and Youth Safety (CYS) Part 1 - [http://www.youtube.com/watch?v=u\\_Q7u3ef6B0](http://www.youtube.com/watch?v=u_Q7u3ef6B0)

Part 2 - <http://www.youtube.com/watch?v=YIHE4DoQtQc>

Accessibility (AODA) - <http://www.youtube.com/watch?v=lkEVJL-N0nE&feature=relmfu>

## ***Important Dates***

There are a couple of other dates that you should be aware of: (Please Note: there will be facilities available for anyone wishing to spend Friday or Saturday night.)

- **January Staff Planning Meeting**

Date: Saturday January 9<sup>th</sup> 2016

Time: 10 AM – about 12 noon

Location: Grand Howl Hall, Camp BEL

Purpose: to discuss any issues and to bring staff up to speed as to what may have changed.

\*\* Lunch Provided\*\*

- **DIBC Work Weekend**

Date: April 29th 2017

Location: Camp BEL

Purpose: To prepare Camp BEL for DIBC.

\*\* Lunch and light Dinner Provided on Saturday\*\*

## ***DIBC Package***

Previously staff members have wanted to see the Troop/Unit Registration Package, so we have posted it on our website (<http://www.dibc.on.ca>) for everyone to see.

## ***New Staff***

A Camp like this always requires more staff. If you know someone who would be a valuable addition to our staff, please let us know or have them get in contact with us. Note: they must complete all screening and training as stated above.

## ***High Adventure***

If you wish to help at either the Rappel Tower you must show up for training on the Saturday of Work.

## ***Security***

If you wish to work on the Security Team, you need to contact one of the Security Chiefs before Camp. This can easily be done at the January Staff Planning Meeting or DIBC Work Weekend. Security is looking for help Friday night and Sunday morning.

## ***Staff Uniform***

DIBC is known for having a first class Camp. It is our expectation that all staff members will be wearing their Staff hat and Wristband for the entire weekend. This is how our campers will identify you as a staff member.

Yours in Scouting and Guiding,

***Ron Patterson***

Camp Chief

***If it isn't fun, it isn't Scouting!***

# DIBC REGISTRATION FORM



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Medical or Dietary Restrictions: \_\_\_\_\_

Health Card Number (Canada Only): \_\_\_\_\_

Expected Arrival Time: Day: Thursday Friday Time: \_\_\_\_\_

Please fill in the arrival time, even if it is a complete guess. We use this information to plan meals.

**The Staff Fee is \$30.00.** This is to cover the cost of your meals from Thursday Dinner – Sunday Breakfast, DIBC Crest and Camp rental fee and staff hat. Extra crests can be purchased at the Camp Store.

Please note that nowhere in this letter do we promise that you will get sufficient sleep or that the campers will treat any of us like real human beings. The only other thing that we would like to do is give you our thanks in advance for all of your efforts in the name of Scouting.

Please remember these important dates:

- **January Staff Planning Meeting – January 14, 2017 @ 10:00AM in Grand Howl Hall, Camp BEL**
- **DIBC Work Weekend – April 29th, 2017 @ Camp BEL**

We understand that everyone will not be able to make it to the staff meeting or work weekend due to work or school, all we can do is ask that you make your best effort to attend.

Have a look at our website for more information!

<http://www.dibc.on.ca>

***Send Registrations to:***

Paul Fraser  
504-80 King Edward Ave  
London Ontario  
Canada  
N5Z-3S9

PH 226-373-5513

scouterpaul67@hotmail.com

# DIBC STAFF INFO SHEET



**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

(Please Print)

### Check All Boxes That Apply

	I was on staff last year (2015)
	I am Canadian
	I am American
	I will be at least 18 years old at the time of camp. *
	I am a registered Adult member of Scouts Canada
	I am a registered Youth member of Scouts Canada (Scout or Venturer)
	I am a registered Activity Leader or SIT of Scouts Canada
	I am a registered Adult member of Girl Guides of Canada
	I am a registered Youth Member of Girl Guides of Canada (Ranger)
	I am a registered BSA Adult member
	I am a registered BSA Youth member (Explorer or Venturer)
	I am a registered USA Girl Scout Adult member
	I am a registered USA Girl Scout Youth member
	I am no longer a Scouting or Guiding member. My PRC Expires on: _____
	I am the Parent/Guardian of a Youth Member present at camp
	I have completed the Scouts Canada training requirements
	I have read and signed a Code of Conduct (required yearly)
	I will be spending the night at Camp
	I will NOT be spending the night at Camp

**Notes:**

\* - If you are 18 years old or older at the time of camp, you will require a Police Record Check (PRC) with a Vulnerable Sector Check.

## CAMP STORE ORDER FORM

It is suggested to order the items you want from the camp store. The Camp store only orders a limited quantity of each item, so that there is not a large stock left after the camp. Order early so you won't be disappointed!

Name	
Address	
City	
Phone	

### DIBC T-Shirt

Small	Med	Large	XL			QTY	
							@ \$13.00 \$
2xxl	3xxl						@ \$17.00 \$

### DIBC T-Hoddies

Small	Med	Large	XL			QTY	
							@ \$35.00 \$
2xxl	3xxl						@ \$45.00 \$

### DIBC T- Zipper Hoddies

Small	Med	Large	XL			QTY	
							@ \$45.00 \$
2xxl	3xxl						@ \$50.00 \$

Other Items	QTY		
*DIBC Hat		@ \$20.00	\$
*(pick up hats after program Sat @ Tuck shop)			
DIBC Back Patch		@ \$15.00	\$
Camp BEL Crest		@ \$3.50	\$

<b>Total</b>	\$
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Thank you for your Pre-Order. It will be available to be picked up at registration.

Please have this form and money in to Kathy no later than **March31**. Make all cheques payable to **DIBC**.

**Contact Us**  
**Kathy Mclachlan**  
 200 Ross Street

**Joel Desrosiers**  
 PH: 226-688-4456

Dorchester, Ont  
N0L 1G1  
PH: 519-719-7408  
Email: Princess\_kd@hotmail.com

Email: jcdesro@yahoo.com

### Adult Participating Form To support the Screening Process of Special Events

This form is to be completed by all adults who are volunteering their services to an event in Tri-Shores or Battlefields Councils who are not registered with the most local Group, Area or Council that is hosting the event. For full screening information, please refer to Scouts Canada's By-Laws, Policies and Procedures, Section 3000.

#### Personal Information

First Name	Last Nam	Scouts Canada MMS Number
Street Address	City/Town	Postal Code
Mailing Address if different than above		
Home Phone #	Business Telephone	Cell Number

#### Scouting Background

Are you currently a member of Scouts Canada, B.P. Guild or another National Scout Association?

Group	Area	Council
-------	------	---------

If you are a former member, please provide some background information on you experience

Group/Area/Council/Country	Positions Held	In What Year
----------------------------	----------------	--------------

Have your membership ever been terminated from Scouts Canada?

Has your membership ever been refused by Scouts Canada?

Based on the Police Record Check requirement, could you  
Become a member of Scouts Canada? *See Reverse Side of this form*

Please provide us the name and telephone number  
of the Area Commissioner (or equivalent) for Scouting  
for the Area in which you reside:

**This form is to be submitted to the event host with the application to attend the event. It is the responsibility of the event host to submit this form to the Southwestern Ontario Administrative Centre for further verification. This must be done no less than four weeks prior to event date.**

SWO Administrative Centre Use Only

Reviewed by:

Date:

Comments/Action

**Requirements of Membership with Scouts Canada  
From Scouts Canada's By-Laws, Policies and Procedures  
Section 3000**

**Police Record Checks (PRC's):**

PRC's are mandatory for all applicants; a vulnerable sector check must be part of this PRC process. Further, all applicants must present a clean PRC before they can assume a leadership position in the section. Police Record Checks must be renewed every three years. Scouts Canada reserves the right to conduct or request a Police Service Bureau Record Check for any volunteer at any time. A clean PRC means:

- (a) No criminal record as defined by the "Criminal Records Act";
- (b) No pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
- (c) No outstanding criminal charge(s);
- (d) no order(s) made in the interest of safety under the criminal code which would restrict the applicants access to, weapons, firearms, explosives or other Section 3000 5 January 8, 2009 prohibitions;
- (e) No contact, access or behavior restriction(s) with any person; or
- (f) No order(s) made under the child protection legislation which is intended to restrict the applicant/members access to children.

Please Note:

**Non-registered adults** attending in their capacity as Parent/Guardian or Volunteer Helper/Resource Person must provide an Individual Release and Hold Harmless Agreement, as more fully outlined in Scouts Canada's By-Laws, Policies and Procedure, Section 13025(l) – waivers.





It starts with Scouts.

Tout commence  
avec les Scouts.

**Scouts Canada  
Bureau national**

1345, chemin Baseline  
Ottawa (Ontario)  
K2C 0A7

helpcentre@scouts.ca  
scouts.ca

T 613.224.5131  
F 613.224.3571

**Scouts Canada  
National Office**

1345 Baseline Road  
Ottawa, ON  
K2C 0A7

helpcentre@scouts.ca  
scouts.ca

T 613.224.5131  
F 613.224.3571

## CODE OF CONDUCT

### STATEMENT OF POLICY

The primary responsibility of all volunteers and staff in the Scouting movement is the well-being and development of youth. As a Scouts Canada volunteer or staff, you are required to abide by the organization's policies and procedures and to ensure your conduct is in keeping with the organization's Mission and Principles.

This Code of Conduct applies to all Scouts Canada volunteers and staff, regardless of location, and in accepting an appointment; you undertake to discharge your duties and to regulate your conduct in line with the requirements of this Code. The Code is designed for your guidance and protection, although a breach may result in disciplinary action (including dismissal in some instances) and, in some cases, may lead to criminal prosecution.

### MISSION AND PRINCIPLES

#### MISSION:

The mission of Scouting is to contribute to the education of young people, through a value system based on the Scout Promise and Law, to help build a better world where people are self-fulfilled as individuals, and play a constructive role in society.

#### PRINCIPLES:

Scouting is based on three broad principles which represent its fundamental beliefs.

**Duty to God:** This is defined as “adherence to spiritual principles, loyalty to the religion that expresses them and acceptance of the duties resulting therefrom.”

**Duty to Others:** This is defined as “loyalty to one's country in harmony with the promotion of local, national and international peace, understanding and cooperation,” and “participation in the development of society, with recognition and respect for the dignity of one's fellow-being and for the integrity of the natural world.”

**Duty to Self:** This is defined as “responsibility for the development of oneself”. This is in harmony with the educational purpose of the Scout Movement whose aim is to assist young people in the full development of their potentials.

### CODE OF CONDUCT - STANDARDS

As a volunteer or staff of Scouts Canada, you are expected to:

- 1. Ensure the safety, health and well-being of all Scouts Canada members, especially children and youth.**
  - I will adhere to all legal and organizational health and safety requirements.
  - I will comply with all screening guidelines and be pro-active in informing my Commissioner or staff or reporting through 1-888-726-8876 or [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca), any necessary changes or breaches to such guidelines.
  - I will behave in such a way as to avoid any unnecessary risk to the safety, health and well-being of myself and others.
  - I will consider risk management implications in all Scouting activities.
  
- 2. Ensure that my personal conduct is, and is seen to be, of the highest standards and in keeping with Scouts Canada's Mission and Principles.**
  - I will treat all people fairly and with respect and dignity.
  - I will comply with the drug and alcohol policy for all Scouting related activities.
  - I will not use vulgar or inappropriate language in front of youth.
  - I will only touch a youth on the hands, arms, shoulders or head, except when a medical or activity safety circumstances warrant, and always with permission of the youth member, and always in sight of others.
  - I will respect the right to personal privacy at all times with special consideration to separate sleeping accommodations and washing facilities for co-ed sections that are also different from adult ones.
  - I will not smoke in front of youth.
  - I will never be alone with a child or youth unless safety dictates otherwise.
  - If a child/youth wants to speak privately with me, I will ensure that the discussion is not out of sight from others, just out of hearing.
  - I will not use my role in Scouting to have contact with youth participants outside of Scouting.
  - I will follow the Scouts guidelines for connecting with youth participants using technology and social media.
  
- 3. Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of Scouts Canada.**
  - I will contribute to combating all forms of illegal activities against children and youth.
  - I will notify Scouts Canada of any unspent criminal convictions or charges prior to registering.
  - I will also notify the organization if I face any new criminal charges during my time as a volunteer or staff.
  - I will not engage in sexual behavior of any kind with children or youth; this includes sexual jokes, language, names, touching, pornography, and exploitation.
  - I will not use technology or social media to engage youth in disrespectful and exploitative behavior.
  - I will not abuse or exploit children or youth in any way and will report any such behaviour of others to my local Commissioner or staff immediately as per the Complaint Procedure.
  
- 4. Refrain from any form of bullying, harassment, discrimination, physical or verbal abuse, neglect, intimidation or exploitation.**

- I will fully abide with the requirements of Scouts Canada’s Child and Youth Protection, Diversity and Bullying/Harassment policies and will intervene and report whenever witnessing or being told of an incident as per the Complaint Procedure.
- I will never engage in any exploitative, abusive or corrupt relationships, acting always as a kind and judicious parent and/or volunteer.
- I will use positive teaching behaviour as a means to discipline and will refrain from any use of physical contact or emotional rejection and put-downs.

**APPLICATION OF THE CODE OF CONDUCT**

The Code of Conduct is intended to serve as a guide for all Scouts Canada volunteers and staff in making decisions. By following this Code of Conduct, which forms part of the terms and conditions of membership, it is intended that all volunteers and staff will contribute to strengthening the impact of what we deliver.

1. All volunteers and staff will be given a copy of this Code of Conduct during Orientation and be required to familiarize themselves with its requirements, by reading and understanding the Code.
2. All volunteers will be required to confirm this by signing their agreement to the Code of Conduct each year they register.
3. All members have a responsibility to ensure that all volunteers and staff, including those newly involved, are provided with and sign a copy of the Code of Conduct and understand its provisions clearly.
4. All members also have a particular responsibility to uphold the standards of conduct and to set an example.
5. In the recruitment and selection of volunteers and staff, all members should seek to ensure that candidates selected support the Mission and Principles of Scouts Canada and do not have a history that contravenes the requirements of this Code.
6. Any volunteer or staff who has concerns about the behavior of another volunteer or staff should raise these with the local Commissioner or staff or report to 1-888-726-8876 or [helpcentre@scouts.ca](mailto:helpcentre@scouts.ca). Any concerns will be treated with urgency, consideration and discretion.
7. Any breaches to the requirements of this Code of Conduct will be subject to follow-up and investigation and possible disciplinary action as per our Complaint Procedure (<http://www.scouts.ca/ca/youth-safety>).

**KEY RELATED DOCUMENTS**

Bullying/Harassment Policy  
 Child Protection Policy  
 Drug and Alcohol Policy  
 Screening Policy  
 Complaint Procedure  
*\*Approved by the BOG (May 2012)*  
*Revised July 15, 2012*

Name-\_\_\_\_\_

Signed-\_\_\_\_\_

E-Mail-\_\_\_\_\_

# SCOUTS CANADA

## INDIVIDUAL RELEASE AND HOLD HARMLESS AGREEMENT

I understand that participation in the Dorchester International Brotherhood Camporee which is sponsored by the 1<sup>st</sup> Dorchester Group Committee, Scouts Canada and is to be held on May 6-7-8, 2016,

involves a certain degree of risk that could result in injury, death or loss or damage to person or property. After carefully considering the risk involved, and in view of the fact that Scouts Canada is a not-for-profit organization, I hereby release, hold-harmless and waive all claims associated with this activity which I may have against Scouts Canada, its employees, officers, directors, agents, volunteers and members.

Name of Participant (please print): \_\_\_\_\_

Signature (if 18 or over): \_\_\_\_\_ Date: \_\_\_\_\_

*If participant is under 18 years of age, this release must be signed by a parent or guardian.*

Name of Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Please bring completed copies of this form to DIBC or mail in with registration.



Appendix C  
Scouts Canada

(REVISED JULY 2002)

## Physical Fitness Certificate

**NOTE:** This form is to be filled out by the parent/guardian at the beginning of each Scouting year and kept by the leader. It is the parent's/guardian's responsibility to update the leader of any changes in the medical condition of their child/ward throughout the Scouting year. (This form should be filled out for adults as well.)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  Male  Female  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Physician's Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Scout Group Name: \_\_\_\_\_  
\*Provincial Medical Plan: \_\_\_\_\_ Insurance Coverage Held: \_\_\_\_\_

### Emergency Medical Information:

Does the applicant have any allergies? Yes  No  If yes, please indicate below.

- |                                   |                                       |                                 |                               |                                |
|-----------------------------------|---------------------------------------|---------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Insect Bites | <input type="checkbox"/> Toxins | <input type="checkbox"/> Food | <input type="checkbox"/> Smoke |
| <input type="checkbox"/> Plants   | <input type="checkbox"/> Animals      | <input type="checkbox"/> Other  |                               |                                |

Details: \_\_\_\_\_

### Has had, please check (x)

- |  |  |  |                                  |   |
|--|--|--|----------------------------------|---|
| <input type="checkbox"/> Appendicitis    | <input type="checkbox"/> Mumps         | <input type="checkbox"/> Chicken Pox     | <input type="checkbox"/> Measles | <input type="checkbox"/> Kidney disease |
| <input type="checkbox"/> Rheumatic Fever | <input type="checkbox"/> Scarlet Fever | <input type="checkbox"/> Heart condition | <input type="checkbox"/> Other   |   |

Is subject to any of the following, check (x) and give details:

- |  |   |                                      |  |   |
|--|---|--------------------------------------|--|---|
| <input type="checkbox"/> Asthma          | <input type="checkbox"/> Contact Lenses | <input type="checkbox"/> Headaches   | <input type="checkbox"/> Fainting spells | <input type="checkbox"/> Bleeding disorders |
| <input type="checkbox"/> HIV             | <input type="checkbox"/> Ear problems   | <input type="checkbox"/> Diabetes    | <input type="checkbox"/> Hernia          | <input type="checkbox"/> Back problems      |
| <input type="checkbox"/> Motion sickness | <input type="checkbox"/> Cramps         | <input type="checkbox"/> Convulsions | <input type="checkbox"/> Sleepwalking    | <input type="checkbox"/> Nightmares         |
| <input type="checkbox"/> Bed wetting     | <input type="checkbox"/> Other _____    |                                      |  |   |

Details: \_\_\_\_\_

If female, has youth participant menstruated?  Yes  No

If no, has she had menstruation explained to her?  Yes  No

Yes  No

Yes  No

Pregnant?

Does the participant require special care, medication or diet?  Yes  No

Details: \_\_\_\_\_

Date of most recent physical examination (Month and Year): \_\_\_\_\_

Date of last tetanus shot (Month and Year): \_\_\_\_\_

Swimming abilities:  Non Swimmer  Swimmer (Highest Level Achieved): \_\_\_\_\_

Has it ever been necessary to restrict the applicant's activities for medical reasons?  Yes  No

Details: \_\_\_\_\_

Signed, Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Updated, Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Updated, Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*Voluntary in some provinces

July 2002