

# HOW A CONTINGENT FROM A TROOP OR CREW FROM A BSA COUNCIL OTHER THAN THE MICHIGAN CROSSROADS COUNCIL CAN MEET SCOUTS CANADA REQUIREMENTS TO PARTICIPATE IN THEIR EVENTS

International Committee, Michigan Crossroads Council BSA

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## Introduction

Scouts Canada recently adopted these 4 requirements that contingents from BSA troops and crews must meet to participate in a Scouts Canada camporee or jamboree or stay at a Scouts Canada camp.

1. Verification that everyone in the contingent is a member in good standing of the BSA
2. Verification that, at the time of the event, everyone 18 or older is currently certified in BSA Youth Protection Training
3. A signed Scouts Canada Adult Code of Conduct from everyone in the contingent 18 or older
4. Proof that the contingent is covered by general liability insurance in North America

The most common situation in which a BSA troop or crew will need to meet these requirements is when you are planning to participate in a Scouts Canada weekend camporee. These requirements do not apply to backpacking, canoeing, and other high adventure activities in Canada that do not involve Scouts Canada properties or interacting with members of Scouts Canada.

This document explains how a contingent from one or more BSA troops or crews from a council other than the Michigan Crossroads Council (MCC) can meet these Scouts Canada requirements. It is one of four related documents that can be found in the International Scouting section of the MCC website at <https://michiganscouting.org/international-scouting/> The other three are:

OPPORTUNITIES FOR BSA TROOPS AND CREWS TO CAMP WITH CANADIAN SCOUTS

DOCUMENTS AND PROCEDURES FOR BSA CONTINGENTS DRIVING TO AND FROM ACTIVITIES IN CANADA

HOW A CONTINGENT FROM A MICHIGAN CROSSROADS COUNCIL TROOP OR CREW CAN MEET SCOUTS CANADA REQUIREMENTS TO PARTICIPATE IN THEIR EVENTS

This is an adaption of the third document on that list to fit non-MCC troops and crews. The first two documents on the list are also important in planning a troop or crew trip to a Scouts Canada event. Please check the website to confirm that you have the most recent revision of each document.

## PREPARATION

Scouts Canada requires both BSA membership verification and YPT verification. You will use the BSA Event Verification Request, which is the form in the bottom half of the second page at

<https://pdscouting.wpenginepowered.com/wp-content/uploads/2019/02/ILI-Form-2019-v2.pdf>

The last line to be completed at the bottom of the Event Verification Request is "Council Approval\*."

That line is to be signed by the "Scout Executive OR Designee with Title/Position." The asterisk at the end of "Council Approval\*" leads to this statement:

*"By signing, I recognize that the individual(s) included in this request: 1) will be participating in an international Scouting event on behalf of the local council 2) are approved by the council for participation."*

You need to find out who is the "Scout Executive or Designee" who approves Event Verification Requests for your council and make sure that person has a copy of these instructions.

## **MEETING THE SCOUTS CANADA REQUIREMENTS TO PARTICIPATE IN THEIR EVENTS**

### **Meeting Requirement #4. Proof of general liability insurance in North America**

The Michigan Crossroads Council provided a certificate of insurance to Scouts Canada that covered the period from March 1, 2022, to March 1, 2023, and is renewed each year. The Scouts Canada International Team has accepted that certificate as proof of general liability insurance for all BSA contingents, so no action is required by BSA contingents from other councils to meet this requirement.

**Meeting Requirements #1. Verification that everyone in the contingent is a member in good standing of the BSA and Requirement #2. Verification that at the time of the event everyone 18 or older is currently certified in BSA Youth Protection Training.**

To meet both these requirements, you need to submit a **VERIFICATION REQUEST FOR A SCOUTS CANADA EVENT** by following these steps:

#### **Step 1. Complete a BSA Event Verification Request.**

Go to <https://www.scouting.org/wp-content/uploads/2019/02/ILI-Form-2019-v2.pdf> You will reach a two-page document. The second page of the document contains two forms. **The form you need to complete is the Event Verification Request form in the bottom rectangle.** On that form:

- The "Event Name" is the camporee or jamboree you will be participating in or the camp(s) where you will be staying.
- On the "Unit Type + Number" line, enter the name of your council in the 1<sup>st</sup> blank, either "Troop" or "Crew" in the 2<sup>nd</sup> blank, and your troop or crew number in the 3<sup>rd</sup> blank.
- The "Arrival Date" is the date you plan to cross the border into Canada, and the "Departure Date" is the date you plan to cross the border back into the USA.

The Event Verification Request form states "*Must attach an official roster from Scoutbook or My.Scouting with event participant names noted for verification.*" It is recommended that to meet this requirement you generate a roster from Scoutbook following these instructions:

1. Open your Unit.
2. Select Troop (or Crew, etc.) Reports.
3. Select Roster Builder Manager.
4. Select Roster.
5. Select All Adults.
6. Select All Scouts.
7. In Settings, select "Show Age Range" in Adult Options and "Show Date of Birth" in Scout Options.
8. Select the run button.

Canadian camporees held in early May take place not long after BSA crossovers. You should make sure that all youth and adults transferring from packs to a troop and planning to participate in Canadian camporees with their new troop appear on the roster you have generated from Scoutbook. If they do not appear on the roster, make sure that their transfer of membership to the troop has been submitted to the council and entered by the council in the troop records.

Once you have an accurate roster, you can download it as either a PDF file or a CSV file. It is recommended that you create a CSV file. That will allow you to create a spreadsheet and delete the rows showing the youth and adults who will definitely not be participating in the event, so you are left with a roster of likely event participants that you can submit with the Event Verification Request. The final list of event participants you provide to the event organizers should come from this roster.

**Step 2. Generate a spreadsheet showing Youth Protection Certification for all contingent members who will be 18 or older at the time of the event.**

Important - Before generating this spreadsheet, confirm that all contingent members who will be 18 or older at the time of the event have BSA Youth Protection certification that will be valid during the event.

While Scoutbook is used to create a roster that shows youth and adults, you need to use My.Scouting to generate an adult roster that shows Youth Protection certification. Go to My.Scouting and complete these steps:

1. Open Menu.
2. Open Unit.
3. Select YPT Reports.
4. Download the report as a CSV file and create a spreadsheet.
5. Delete the rows showing individuals who will definitely not be participating in the event.
6. Once that is completed, confirm that
  - Every adult who is a likely participant in the event and will be 18 or older at the time of the event appears on the report.
  - Everyone in the report has a YES in the column showing that BSA Youth Protection Training has been completed, and a YPT expiration date that is after the end of the event.

**Step 3. Submit the Event Verification Request, the roster and the YPT report:**

**Deadline - All documents should be submitted at least 3 weeks prior to the first day of the event.**

Once your Event Verification Request is completed and you have generated and checked your roster and YPT Report, you should print the Event Verification Request and scan it. You should then email it, the roster, and the YPT Report as attachments to your council's "Scout Executive or Designee" with the subject line "VERIFICATION REQUEST FOR A SCOUTS CANADA EVENT." They will verify the information and sign and scan the form, then email the signed Event Verification Request and approved rosters to [international@scouting.org](mailto:international@scouting.org) using the same subject line "VERIFICATION REQUEST FOR A SCOUTS CANADA EVENT." It is recommended that you ask the Scout Executive or Designee to copy you with that email message and attachments and, when you receive that copy, that you forward it to the organizers of the Scouts Canada event you plan to participate in in so they will receive the information as soon as possible.

**Meeting Requirement #3. A signed Scouts Canada Adult Code of Conduct for everyone in the contingent 18 or older**

The Scouts Canada Adult Code of Conduct is at <https://scoutsca.s3.amazonaws.com/2019/02/code-of-conduct.pdf> To satisfy this requirement, a copy of the Adult Code of Conduct form for each person planning to participate in the trip who will be 18 or older while on the trip should be printed, signed, and scanned. Those scanned copies should then be emailed to the organizers of the Scouts Canada event the contingent is planning to participate in.