



It starts with Scouts.

Tout commence avec les Scouts.

Registration Checklist

| Function/Action | completed | remarks |
|--|-----------|---------|
| Confirm Group Fees and date parameters for 2014-2015 year (including applicable early bird and half-year fee) | | |
| Add fees to the Group's Org Profile in MyScouts | | |
| If considering adding the online registration option for the first time, complete the Banking Information request | | |
| Confirm each Sections' meeting location, day and time | | |
| Confirm each Sections' current contact and details | | |
| Add sections' revised details to org (section) profile in MyScouts | | |
| Confirm each Sections' max. participant and volunteer numbers for the upcoming year and the following program year | | |
| Confirm each Section is listed in the Find a Group feature on Scouts.ca website | | |
| If planning a Group registration event, have preprinted registration forms [and other forms] available | | |
| Close current batch; start the new program year with a fresh batch | | |
| Transfer a participant between Groups [should the registrar do this at the end of the program year?] | | |