

# HOW A CONTINGENT FROM A MICHIGAN CROSSROADS COUNCIL TROOP OR CREW 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

This document explains how a contingent from one or more Michigan Crossroads Council troops or crews can meet these Scouts Canada requirements.

## Meeting Requirements #1 and #2

- 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.**

To meet Requirement 1, the contingent leader must complete and submit a BSA Event Verification Request following these steps:

(a) 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 application forms. The top rectangle is the International Letter of Introduction application. The bottom rectangle is the Event Verification Request. **You need to complete only the Event Verification Request in the bottom rectangle to obtain both an International Letter of Introduction and Event Verification.**

Instructions for completing the Event Verification Request:

- 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 "Michigan Crossroads" 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.
- Comply with the statement on the Event Verification Request: "*Must attach an official roster from Scoutbook or My.Scouting with event participant names noted for verification.*"
- To meet Requirement #2, you also "*Must attach an official adult roster from Scoutbook or My.Scouting showing youth protection training records with event participant names noted for verification.*" .

It is important that that all new members who are planning to participate in the trip, including youth and adults transferring from Cub Scout packs, are registered in the troop and are on the rosters.

(b) Once your Event Verification Request is completed, you should print it, scan it, and email it and both rosters as attachments to [international@michiganscouting.org](mailto:international@michiganscouting.org). (This email address is only for Michigan Crossroads Council troops and crews.)

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

The Staff Advisor to the MCC International Committee will verify that all the members of the contingent are currently registered with BSA and all the adults are currently certified in BSA Youth Protection Training and sign the 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." They will then email the signed Event Verification Request and approved rosters to the BSA International Committee using the same subject line "VERIFICATION REQUEST FOR A SCOUTS CANADA EVENT" and copy the person who submitted your unit's request with that message and its attachments. It is recommended that you forward that copy and attachments to the organizers of the Scouts Canada event you plan to participate in so they will receive the information as soon as possible.

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

The Scouts Canada Code of Conduct Standards are explained at <https://www.scouts.ca/resources/bpp/policies/scouts-canada-codes-of-conduct-standard.html> There is a pdf file with the Adult Code of Conduct on the first page and the Youth Code of Conduct on the second page 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.

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

The Michigan Crossroads Council has provided a certificate of insurance to Scouts Canada that covers the period from March 1, 2022, to March 1, 2023, and will be renewed each year. Once a BSA council provides a certificate of insurance to Scouts Canada, that certificate covers all participants from that council at Scouts Canada camps and events during the period the certificate is in effect. To satisfy this requirement, you simply inform the event organizers that your contingent is from the Michigan Crossroads Council and Scouts Canada already has a certificate of insurance from your council.