

South-Western Ontario Camp Facilities

Attawandaron	near Grand Bend
Bel	near Dorchester
Bryson Centre	London
Cataraqui	near Ridgetown
Cedarwin	south of Essex
Dayhondalaquah	Port Colborne
Jackson	Northern Ontario
Impeesa	near Drumbo
Nemo	near Burlington
Ragged Falls	south of Algonquin Park
Shegardaynou	near Princeton
Sylvan	east of Thedford
Timken	near Iona
Wadiscoca	northwest of Wallaceburg
Wetaskiwin	In St. Catharines

Book your Camp on-line at:

www.swoscouts.on.ca/campbookings1

or call: 1-866-568-7472
519-432-2646



Southwestern Ontario Admin Centre
Serving the Battlefields & Tri-Shores Councils

Helping Groups Helping Youth Grow

Council
Resources & Contacts
Admin Office 519-432-2646 or 1-866-568-7472
Fax 519-432-1677

Revised: July 2008

SOUTHWESTERN ONTARIO ADMIN CENTRE

531 Windermere Rd
London, ON N5X 2T1
Ph (519) 432-2646 Fax (519) 432-1677
1-866-568-7472
Hrs Monday to Friday 8:30am 4:30pm

Michelle Taylor mtaylor@scouts.ca – bookkeeping
Debbie Maw dmaw@scouts.ca – Honours & Awards, Personnel,
Tour Permits & Insurance Certificates, Volunteer
Screening

For Camp Bookings – swocamps@scouts.ca

For Registrars – sworegistrar@scouts.ca

For Donations – swofindev@scouts.ca

Essex Scout Centre (volunteer attended) edscouts@windsor.igs.net
22-A Centre St ph (519) 776-6233
Essex, ON N8M 2Y2 fax (519) 776-6233

Hamilton Scout Centre (volunteer attended) scouts@interlynx.net
375 James St. S. ph (905) 528-5711
Hamilton, ON L8P 3B9 fax (905)528-7919
Help desk: Tues/Wed 10-4pm; Thurs 1-7pm
Fri 1-4pm; Sat 10-1pm

SCOUT SHOPS

toll free 1-866-535-6556

Hamilton 375 James St. S.
Hamilton, ON L8P 3B9
(905) 528-4662 <http://www.hwscouting.ca>
Please call for shop hours

London 531 Windermere Rd
London, ON N5X 2T1
(519) 432-8202
Please call for shop hours

Windsor 3085 Marentette Ave
Windsor, ON N8X 4G1
(519) 966-0480
Please call for shop hours

St. Catharines 32 Cherry St 905-685-8600
Open Sat 9am – 1pm.

Camping & Outdoor Activity Application Forms

These forms are to be completed by a section in advance of a camping or outdoor activity and the activity must be approved by the Group Committee **before** the activity takes place. This process serves as a check and balance to help ensure that proper planning, preparation and communication has taken place to ensure the safest possible activity for our youth.

Once the activity has been completed, the signed application form is to be sent to the Southwestern Ontario Admin Centre where they must be retained for record purposes.

Police Record Checks (PRC's)

Every Adult Volunteer must provide a current, clean PRC. It is to be renewed every three years and must not contain any past or pending criminal convictions, pardoned sexual offenses or restraining orders. **No adult is to serve in any role without completing the Volunteer Screening Process – interview, 3 reference checks, PRC and approved by the Executive Director.**

WHAT'S ON THE WEB?

Check us regularly!

Southwestern Ontario – www.swoscouts.on.ca

Tri-Shores Council - www.swoscouts.on.ca/trishores

Battlefields Council - <http://scouting.niagara.com/battlefields/>

- risk management
- forms
- events & camps
- award applications
- training
- Camp Bookings
- and much more!

Scouts Canada - www.scouts.ca

- Duty of Care
- Camping & Outdoor Activity Guide
- Program Standards
- Youth & Adult application forms
- Forms
- Training & Development Guidelines
- and much more!

If you don't have web access, contact us and we will send you the information you need.

Recognition

Service Pins and Warrants of Appointment

- these are requested by the Area Deputy for Recognition or the Group Committee (check with your area for local process)
- 1, 2, 3 & 4 year pins can be purchased
- pins for 5 or more years service are provided by the Council and must be submitted on an Application for Long Service.

Service Awards and Medals

- these are generally applied for by the Area Deputy for Recognition (check with your area for local process)
- Award Applications are by a local Council team, which determines the level of Award. Depending on the level, the application may also be reviewed by a National team.
- Please allow for up to 45 days for award applications

Woodbadge Part I & II

- All adult leaders are expected to participate in a Part 1 course in the first year.
- Many courses are offered in the year and check with your Area for more information.

Accreditation

- Level I (a recognition card), Level II (a card and 3rd bead) and Level III (a card and 4th bead) accreditation recognizes servicing and or training competencies
- The appointed coach submits an application letter and the accreditation skills chart (both found on the Council web-site)

Charitable tax receipts If a company or individual wishes to make a donation to a group and receive a charitable tax receipt, then this can be done through the Southwestern Ontario Admin Centre. To do so, the donation (made payable to 'Scouts Canada') must come into the Admin Centre where it will be deposited to the Council Account (this meets Revenue Canada requirements). A cheque will then be issued to the Group and charitable tax receipt to the individual or company. If the donation is for items, please contact the Admin Centre for details on how this can be processed. Tax receipts cannot be issued for membership fees, camp fees etc. where the individual receives a benefit for the monies paid.

Executive Staff Support

Voice mail messages may be left for any of the staff at the Southwestern Ontario Admin Centre (extension number beside email)

Council Executive Director

Grant Ferron gferron@scouts.ca 519-432-2646 x 32

- Support to Council Team - Personnel - Risk Management
- Volunteer Screening & Police Record Checks - Budget

Council Operations Manager

John Galloway jgalloway@scouts.ca 519-432-2646 x 65

- Administrative support - Insurance - Financial operations - Popcorn

Properties Manager

Brian Moore bmoore@scouts.ca 1-416-490-6364 x 230

- Property support - Compliance - long range planning

Revenue Development Manager

Lorne Ellis lellis@scouts.ca 519-432-2646 1-866-568-7472

- Revenue Development

Council Field Executives

Providing Direct Service to Area Commissioners & their teams for:

- Membership development - Training - Program standards
- Support for servicing of groups - ScoutsAbout & Extreme Adventure
- Registration

Fran Carriere fcariere@scouts.ca 905-380-4314

(serving Merritt Trail, Niagara & St. Catharines, Haldimand, Lynn Valley)

Elizabeth Barrow ebarrow@scouts.ca 905-741-4078

(serving Hamilton, South Waterloo & Fruitbelt)

David Stokes dstokes@scouts.ca 519-777-6554

(serving Bluewater, Elgin, Frontier & Sydenham)

Amy Pinsonneault apinsonneault@scouts.ca 519-819-2217

(serving Windsor, Essex, Chatham/Kent)

Sarah Ransome sransome@scouts.ca 519-777-3454

(serving London, Mindaamin & Brant)

Community Development Workers

Working with Field Executives on special Council Projects:

- Membership development & recruitment
- Identify growth potential - School visits and parent nights
- Marketing & publicity - ScoutsAbout & Extreme Adventure

Cheryl Fitcyk cfitcyk@scouts.ca (serving St. Catharines) 519-432-2646 x 68

Kim McLaughlin kmclaughlin@scouts.ca (serving Windsor and Essex County) 519-562-3116.

Insurance coverage and Incident Report Forms

Scouts Canada, through membership, provides both liability and indemnity (medical) insurance coverage. Liability coverage protects members and Scouts Canada in the event of a law suit. Indemnity coverage provides medical coverage (above the Provincial Medical plan), dental coverage and covers some out of pocket expenses for medical treatment.

Should an incident or accident take place that could lead to a claim against the insurance coverage, the Scouter responsible for the member of the activity needs to immediately report the accident by calling 1(800) 339-6643 and then following up by completing an incident report form (available on the Scouts Canada or Council websites). Failure to submit the completed incident report in a timely fashion may void coverage. Incident Reports should be faxed to: 1(613) 224-3571 and a hard copy forwarded to the Southwestern Ontario Admin Centre. Do not hold up sending the incident report while waiting for medical receipts. These can be sent in at a later date for reimbursement.

Certificates of Insurance

On occasion, a group or area using another organization's property (ie. a mall, school etc.) will be asked for 'proof of insurance'. The Southwestern Ontario Admin Centre can provide a 'generic' copy of insurance. If the property owner wishes to be named as 'co-insured' that can be provided as well. This we request from the National Office and we need to have the following information on the event/activity: name or type of event/activity, date, location address, name of location owner(s), location contact person and fax number. Please allow 1-2 weeks to obtain the certificate of insurance.

Fundraising Support

POPCORN – Council Popcorn Coordinator(s)

Tri-Shores - Cathy Plinke cathyplinke@sympatico.ca

Battlefields – Jim Bryce jim.bryce@mountaincable.net & Harvey

Bailey hbailey@primus.ca

SCOUTREES – Scoutrees Kits are ordered in December from the Southwestern Ontario Admin Centre by the Area Scoutrees Coordinator (or by participating groups where there is no Area Coordinator). Scoutrees report forms and funds are due by June 30. The funds (15% of pledges raised) are forwarded to the Canadian Scout Brotherhood Fund, in support of community development projects in developing countries.

Area Event Procedures

An Area Event is approved by the Area Deputy for Program for both program and budget. The budget for an event must contain an amount equal to 10% of the revenue for contingency purposes. In most cases, events are financially administered through a hosting group. An advance can be provided by the Council and can be requested by the Deputy for Program.

At the end of the event, a financial statement is provided to the Deputy for Program. Included with the statement will be a cheque for any deposit received and any event surplus. Should the event have a loss, the Council will issue a cheque to the hosting group for that amount.

Any surpluses from Area Events will be retained by the Council to offset any losses from events.

Tour Permits

Groups who are planning to travel outside of the country for more than 12 hours or more than 250 km one way, are required to complete the tour permit application and submit it to the Southwestern Ontario Admin Centre more than 4 weeks prior to the trip. The Camping and Outdoor Activity application form (approved and signed by the Group Committee) must accompany the application. The group must also obtain out-of-country medical and travel insurance (ie. blue cross) for all members on the trip.

