



Girl Guides of Manitoba

June 2010

How to submit Safe Guide forms in Manitoba

All Safe Guide forms for Yellow and Red activity assessment should come to the provincial office to be forwarded to the assessor. Forms can be sent to Monika Theissen, Provincial Safe Guide Assessor Coordinator, at either mtheissen@girlguides.mb.ca or by fax to (204) 774-9271.

Manitoba's various Safe Guide Assessment Teams are made up of dedicated volunteers, many of whom are Unit Guiders just like you. If you have any questions for about the process, please forward them to Monika.

Please review the following reminders to help make our assessment process more efficient and less time consuming for you.

1. **Please respect the submission deadlines.** A minimum of 14 days in advance of yellow activities and a minimum of 21 days for red activities. Your activity will be refused if you do not submit on time. If your forms are ready early, please feel free to send them earlier.
2. Staff will accept your forms and monitor the progress and do provide great support to members and the Safe Guide Assessment team, however, **staff cannot act as Assessors and must forward your paperwork and questions to a member of the Assessment Team for response.** Staff do not have any influence over decisions made with regard to Safe Guide approvals/authorizations.
3. **Safe Guide Assessors do not have access to iMIS and therefore cannot look up qualifications.** If necessary, please forward copies of qualifications to the assessors. It is a Guider's responsibility to ensure that qualifications, trainings, etc are entered into iMIS.
4. **Please ensure you are using the correct spelling of Guiders and non-members names**—as you can imagine there are thousands of Guiders listed in iMIS. If a name is spelled incorrectly this may cause a delay in getting your forms to the assessors.
5. **Safe Guide forms must include iMIS numbers.** This helps the staff process your applications more efficiently.
6. **Use only the current forms.** The latest revision is July 2009. As of June 15, 2010 only the current forms will be accepted, all others will be refused as they do not provide the correct information to assessors.
7. **If you are contacted by your Safe Guide assessor, please follow up with her immediately.** The assessors may contact you for questions and additional information and prompt replies will help complete the assessment of your activity.
8. **Remember, it is the Guider's responsibility to ensure that province has received your forms.** This is particularly true if you faxed or e-mailed them. Verify that the province has received your forms by contacting Monika.
9. **If you have not heard from an assessor within one week of submitting your forms, contact Monika immediately.** Do not wait until the day before an event to confirm that your forms were received!
10. **Any water activity will require that the Water Forms are completed and sent to the Water Assessor.** Have these forms filled out with the rest of your application to ensure efficiency.

Safe Guide in Manitoba (continued)

Safe Guide FAQs

Below are answers to some of the most common questions we have received this year regarding the Safe Guide approval process. If you have any additional questions, please send them to Monika.

Q; I want to send my camp forms to parents right away. Do I have to wait for Safe Guide approval?

A: No, go ahead and give the information to your parents. However, if you are denied approval or have to change details remember it is your responsibility to update parents.

Q: I am not sure that the facility will be available, do I have to wait for confirmation before sending my Safe Guide forms?

A: As above, you can go ahead and inform your parents but must be sure to update parents of any changes.

Q: I like to save my forms on my computer, is that okay?

A: While we all like to save steps, many Guiders have been sending in outdated forms and are delaying their approval by missing important details. For example, if Guiders completed the new SG.3 in particular, they would know that they needed an SGL (Substitute Group Leader) and a First Aid person. Using the most up to date form each time (available on Member Zone) would alleviate delays in receiving approval and lessen the workload of the Safe Guide Assessors.

Q: What if it is raining/storming when I am supposed to be camping?

A: If you need to change locations on short notice the following steps must be taken:

- Responsible Guiders need to e-mail the details of any changes to their assessor; new location, any changes to supervision, issues with males (if they are moving to a house), etc. As long as the activity is not changing from a yellow to a red, this should be sufficient
- Parents must be notified of the change, Responsible Guiders should do a new SG1 with the details and have parents sign the new SG1 – a copy should be forwarded to the assessor

Police Records Checks—IMPORTANT

Please take note of the following information, as this situation has come up a number of times in recent months.

In order for a member or non-member to use an existing Police Records Check (PRC) the PRC must have been completed within the last 6 months.

For example, if you have a non-member who has joined in order to camp in May 2010, but has a PRC that is dated September 2009, this cannot be accepted.

We have had an increase in the number of outdated PRCs that have been submitted to support adult non-members who have been listed as supervisors for spring camps. Please be sure you are checking the PRCs that are being supplied to you by new members or non-members—no exceptions will be made for outdated PRCs as per national guidelines.

Trouble ordering from the online store?

We have been notified that a number of Guiders are having difficulty accessing the online store (<https://thegirlguidestore.ca/>) because they do not have an e-mail address listed in iMIS.

Please check your profile on Member Zone and be sure to add an e-mail address (<https://memberzone.girlguides.ca/eSeries/Document%20Library/e-Series-Profile.pdf>). This should alleviate any issues you have with placing orders because of no e-mail in iMIS.

If you are having any issues with placing an order, please contact the online store customer service (https://thegirlguidestore.ca/contact_us.aspx), staff at the provincial office cannot assist with problem solving and troubleshooting with the online store. Happy shopping!

BackCheck—IMPORTANT

In the past few months policy changes have been made by the CPIC (Canadian Police Information Centre) which have impacted and continue to impact how BackCheck, our third party screening company, operates. Due to these changes BackCheck is required to be much more diligent with the information they are receiving and BackCheck Online is no longer available.

What this means for Girl Guides is that we are seeing a great deal more BackCheck applications that cannot be processed and are being sent back to us.

Specific issues that need attention are:

1. **All fields must be filled in.** The provincial office has created a color coded form to use which outlines who must fill out what. Any fields left blank will result in a PRC application that cannot be processed. For example, we have had a number of applications denied in past weeks due to someone not filling in their position, their gender or their birth date. Any missing information needs to be resubmitted, and that holds up the process.
2. **Copies of identification are not clear.** When you are making copies of the identification to send in, try to enlarge it if you can. Color copies fax better than black and white copies. Scanned and e-mailed applications are ideal if you are set up for that. If the copy you are submitting looks difficult to read for you, you should try to make another copy that is more clear for BackCheck.
3. **Two pieces of identification must be sent where the applicant is the sole person listed.** One must be a government issued photo ID, the second can be any form of ID where the applicant is the sole person listed. We have had a few applications denied because Manitoba Health cards were submitted that had the entire family listed.

The latest update from BackCheck indicates that the following pieces of ID are suitable provided the applicant is the sole person listed:

Photo ID

- Driver's License/Foreign Drivers License
- Canadian Passports
- Foreign Passports
- Canadian Citizenship Card
- Canadian Permanent Resident Card
- Certificate of Indian Status
- International Student Identity Card
- Firearms Acquisition Certificate
- Canadian National Institute of the Blind Identification Card
- Military Family Identification Card
- University/College Student Card

Other ID

- Social Insurance Card
 - Birth Certificate
 - Medical Card
4. **The "Faxed By" field must be filled in.** If and when BackCheck denies an application, they contact the provincial office; if we do not know who sent the application, we cannot follow up with it.
 5. **The Hiring Manager Signature must be given at the bottom of the second page.** The hiring manager is whomever is verifying the original copies of the identification.

Any of these issues will suspend the application and that will delay the results; please be sure you are filling everything in properly and if you have any questions please call Elaine or Monika at the provincial office.

Thank you from Winnipeg Harvest

Dear Friends of Harvest,

We here at Winnipeg Harvest want to thank **The Girl Guides of Canada** for your support of helping those less fortunate in our community. During your event on May 1st **670** pounds of baby food was collected for the food bank.

Your donations will go into hampers that will help Winnipeg Harvest feed more than 49,000 people each month, half of those being children. On behalf of the entire team at Winnipeg Harvest, thank you for helping us fight hunger and feed hope in Manitoba.

Volunteer of the Month

Congratulations to the volunteers of the month for May and June:

May: Jackie Naphin—Prairie Valley Area

June: Connie Sawatzky—Pine Ridge Area

PJSA 2010 Peace Out! Youth Summit

Guiders, please pass this exciting information on to your eligible girls.

This two day summit will be held in Winnipeg in October. This opportunity is ideal for students in late high school to early undergrad studies who are interested in peace studies, social justice issues, and human rights initiatives, want to meet like-minded students from around North America. Registration for this exciting opportunity is only \$15, and can be done online via the PJSA Conference Registration page at <http://www.peacejusticestudies.org/conference/registration.php>. For more information please visit <http://pjsapeaceoutsummit.blogspot.com/>

Awards Committee Update

The awards committee has been active over the past 2 months, reviewing and approving award applications as well as organizing the upcoming Girls' Awards Day set for June 19, 2010.

This year we approved the following awards:

- 5 AC/ACL awards
- 6 Letters of Commendation which included a gentleman from Dauphin who received one for all of his contributions over the years to Guiding
- 1 Forks Senior Branch Award
- 3 Team Awards (one 'surprise' approved by Manitoba Council for members involved with Keystone Quest)
- 10 Bronze Merit Awards
- 5 Silver Merit Awards
- 6 Gold Merit Awards
- 4 Medals of Merit
- 1 Red River Cart Award

A full listing of all awards and award recipients will be published in the fall 2010 edition of the 'The Buffalo'. Congratulations to all award recipients as well as to all those who nominated and wrote letters of support for their fellow Guiders & helpers.

Provincial office summer hours

The provincial office will be closed for all of July and will be open on Tuesday to Thursday, from 9:00 am to 4:00 pm for most of August.

The provincial office will resume regular office hours of Monday to Friday, 9:00 am to 4:00 pm on Monday August 30, 2010. Enjoy your summer!