

## Instructions for Commissioners/Advisers on Forms Retention

New guidelines from our national office will help us better protect the personal information of girl and adult Members. Most forms that are completed by Members for whom you are responsible must be sent to your iMIS home (Saskatoon Area office, Regina Area office, or Provincial office), where screened staff members will manage them in accordance with provincial and federal privacy legislation.

Why is this system being put in place? In order to comply with privacy legislation and to protect the privacy and safety of our girl and adult Members, Saskatchewan Council decided the safest place for personal information is in the province's three iMIS homes. The envelopes will not be opened by anyone who has not undergone the same screening as you did to become a Guider. The confidentiality of the forms will continue to be protected by the staff members.

Please refer to the "Instructions for Unit Guiders on Forms Retention" for information on submitting forms relating to Units or other events/activities.

### For Commissioners:

The following Adult Membership forms should be submitted to your iMIS home as follows:

Form	Description	Other Notes
A.1	Membership Application	As the volunteer signs up.
A.7	Non-Member Volunteer	Immediately upon completion.
IR.1	Image Release Form	Each renewal must be submitted and is kept indefinitely by the province.
PRC	Criminal/Police Record Check	
R.3	Application for Recognition of Adult Services	Once application and approval is completed.
S.1	Screening Checklist	Upon registration.
S.2	Interview Form	
	Code of Conduct for All Adult Members	Upon completion.
	Conflict of Interest Protocol	Upon completion.
	Pledge of Confidentiality and Assignment of Copyright	Upon completion.

*Financial records and minutes* are to be kept by your Council if your Council created them. Minutes of meetings must be kept indefinitely; financial statements must be kept for a period of seven (7) years, as per legislation.

### **For Camping Advisers:**

All Safe Guide forms should be submitted to the iMIS home directly by the Unit immediately following the event/activity.

### **For Training Advisers:**

The following Training forms should be submitted to the **Provincial office** as follows:

<b>Form</b>	<b>Description</b>	<b>Other Notes</b>
TR.1	Training Equivalency Form	Submit to the Provincial office at the end of each Guiding year in a manila envelope with this table affixed to the front of the envelope indicating which forms are contained inside the envelope.
TR.2	Trainer Interest Form	
TR.3	Trainer Candidate Application Form	
TR.4	Annual Trainer Report	
TR.5	Trainer Self-Evaluation Form	
TR.6	Trainer Observation Form	
TR.7	Leave Resignation Form	

The TR. 8 Participant Evaluation Form should be destroyed by the Trainer.  
The TR.9 Training Module Tracking Form is retained by the individual Guider.

### **For International Advisers:**

All International Trip forms (except IT.1 International group trip planning guidelines) should be submitted to your iMIS home directly by the Unit immediately following the event/activity.