

PMBR Membership Process: Including Staff Communications

Adult Membership Process

Complete these seven easy steps:

- 1) [Complete our online application form](#). After receiving your application, the Membership team will lead you through the rest of the steps. Watch for an email in the following 24-48 hours with next steps.
- 2) Read [ORIENTATION TO GUIDING](#)
- 3) Schedule a phone INTERVIEW
- 4) Provide three REFERENCES
- 5) Provide a valid PRC (You will be sent a link to apply for a PRC at no cost to you if you do not already have one that meets Girl Guides of Canada standards)
- 6) Discuss your VOLUNTEER PLACEMENT with the Community Planning Coordinator or pay the National registration fee.
- 7) If you are working with girls complete mandatory SAFE GUIDE TRAINING within 6 months of submitting your application

Please see below for the communications for each stage of the application process (note number 4 and 5 are explained as a pairing):

- 1) Complete Online Application Form
 - a. Next day triggered email
 - i. Outlines how to book an interview, timeline for PRC and References, Welcome Meeting (see [Appendix A](#))
 - b. 1st Monday after application received, triggered email
 - i. Training and Resources email (see [Appendix B](#))
- 2) Read Orientation to Guiding
 - a. Welcome email recommending Orientation to Guiding be completed prior to phone interview (see [Appendix A](#))
 - b. If all pieces of screening except Orientation to Guiding completed, weekly triggered email reminder set up (see [Appendix C](#)).
- 3) Schedule a Phone Interview
 - a. Weekly emails sent by Screening Coordinator to remind Potential Members to book their interviews (see [Appendix A](#) and [Appendix D](#))
 - b. During phone interview, summary of upcoming steps provided (see [Appendix E](#))
- 4) Provide 3 References
- 5) Provide a valid PRC
 - a. Daily BackCheck invitations sent to individuals who have completed interview day before
 - b. If no action taken five days after invitation sent, BackCheck sends reminder; after 10 days, 20 days and 30 days, email sent to PMBR (see [Appendix F](#))
 - c. If PRC invitation is accepted but references are not completed, weekly email sent to PMBR to encourage references to respond ([Appendix G](#))
- 6) Discussing Volunteer Placement
 - a. When screening is completed and PMBR becomes a Member, triggered email from Provincial Commissioner sent on the following day (see [Appendix H](#))
 - b. Brief discussion of this step included during phone interview (see [Appendix E](#))
- 7) Safe Guide Training

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- a. Information on training formats available in Training and Resources email (see [Appendix B](#))
- b. Discussion about training and timeline requirements during phone interview (see [Appendix E](#))

Final Note: During the phone interview ([Appendix E](#)), we do outline that the screening process needs to be completed within 4 months. If not, PMBR is cancelled and receives a final communication from the Provincial Commissioner, a cancellation letter (see [Appendix I](#)).

If all above screening is complete within required timelines, PMBR is flipped to MBR overnight, and sent an email from their Community Planning Coordinator (see [Appendix J](#)). The member process outlined below is then followed.

