

**LINK MEMBERS  
Nova Scotia Registration Process**

Members 19 – 30 years of age:

- a) Returning Link members
- b) Former Youth Member in Guiding with a break in service of less than 2 years
- c) New Members or former Members who've been away from Guiding for more than 2 years

Since Nova Scotia's age of majority is 19 the Link Members under the age of 19 are considered youth and therefore have a different registration process from those Link Members 19 – 30 years of age.

Link Details:

- Must complete Safe Guide within six months of signing the A1
- Submit Provincial Link Information Form to Provincial Office
- If Member has been away from Guiding for more than 2 years or is new to Guiding she is considered a potential member and must be screened according to GGC criteria (including two references and an interview).
- If Member has a lapse of two years or less, she will need to complete an A1 and submit a current PRC (if one is not already on file) – does not need references or Orientation to Guiding.

<b>a) Link Member Only</b>
<ul style="list-style-type: none"> <li>• Member submits Link form via, on line, to Link Adviser or directly to the office.</li> <li>• Submit Membership Fee to the Provincial Office.</li> </ul>

<b>b) Former Youth / Adult Member in Guiding with a BREAK IN SERVICE OF LESS THAN 2 YEARS</b>	
Former Youth (was a youth member now returning as an adult)	Adult Member (19 – 30 years of age)
<ul style="list-style-type: none"> <li>• Completes an A1 process.</li> </ul>	<ul style="list-style-type: none"> <li>• Adult notifies Link Adviser, District / Area of intent to return.</li> </ul>
<ul style="list-style-type: none"> <li>• For both categories above:               <ul style="list-style-type: none"> <li>○ Forward membership fee to the Provincial Office.</li> <li>○ Submit Provincial Link Information Form to Link Adviser or Provincial Office</li> <li>○ Follows backcheck process for PRC.</li> </ul> </li> </ul>	

<b>c) New Members and Former Members AWAY from Guiding for MORE THAN 2 YEARS</b>
<ul style="list-style-type: none"> <li>• Follows adult screening process.</li> <li>• Forward membership fee to the Provincial Office.</li> <li>• Submit Provincial Link Information Form to Link Advisor or Provincial Office.</li> <li>• Participate in screening process (District or Link Adviser level).</li> </ul>

**Provincial Office Process**

Forms are received by Customer Service Rep (CSR), date stamped and given to Accounting Clerk.	
<b>Accounting Clerk:</b>	
<p>If Registration money is included:</p> <ul style="list-style-type: none"> <li>• Accounting Clerk:           <ul style="list-style-type: none"> <li>○ Marks paid on forms</li> <li>○ Forwards A1 &amp; Link Info Form to IMIS Coordinator</li> <li>○ Notes (LK) by member name when updating accounting system for</li> </ul> </li> </ul>	<p>If no Registration Money included: Please note: a member (19-30) can be a Link member and an active member in a unit. If they are an active member in a Unit then their "IMIS Home" will be at the District / Area Level.</p> <ul style="list-style-type: none"> <li>• Accounting Clerk           <ul style="list-style-type: none"> <li>○ Verify "IMIS Home" on Link info form.</li> <li>○ Indicates paid / not paid on forms if</li> </ul> </li> </ul>

deposit.	Provincially Registered Member. <ul style="list-style-type: none"> <li>○ Forwards A1 &amp; Link Info Form to IMIS Coordinator noting issue(s) if any.</li> </ul>
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<b>IMIS Coordinator:</b>
<ul style="list-style-type: none"> <li>• Link Registration forms received at office are forwarded to Link Adviser.</li> </ul>

<b>Link Adviser</b>
<ul style="list-style-type: none"> <li>• Screening for Provincial Link Members as appropriate and submits forms to IMIS coord for data entry.</li> <li>• Follow ups with members as needed.</li> </ul>

<b>Area / District Commissioner</b>
<ul style="list-style-type: none"> <li>• Screening (Orientation, Safe Guide Training, Interview, Reference Checks, etc) for Link members registered within the District / Area as appropriate and submits paperwork to IMIS coord. for data entry.</li> <li>• Ensures Training for Safe Guide</li> </ul>