## PeopleSoft User Group

June 14, 2017



## PeopleSoft User Group





## **User Group Agenda**

- IOI Pay Seasonal employees
- FOS Provision for Uncollectable
- SE Security Review
- nVision report review
- PII and PCI security issues
- Audit, IRS 990 Submission to National
- Journey to Excellence / Month End Close



Two Job-codes are available in IOI

8001 – Exempt – salary 8002 – Non-exempt – hourly Secondary status – Temporary (No authorization code required)



Two job-codes for seasonal / temporary staff Exempt employee

Code: 8001 – Please use for exempt seasonal employees Job Code Title: LC Seasonal – Exempt Employee Class: S FLSA Code – Exempt Pay Type - Salary



Two job-codes for seasonal / temporary staff Nonexempt employee

Code: 8002 – Please use for nonexempt seasonal employees Job Code Title: LC Seasonal – nonexempt Employee Class: S FLSA Code – Non-exempt Pay Type - Hourly



# Contact IOI Pay at: (888) 697-0021 for data entering questions

Contact BSA HR at:

officeof.humanresourcesadministration@scouting.org



# FOS Provision for Uncollectable Pledges



### FOS Provision for Uncollectable Pledges

In ScoutNet the FR software would calculate and give you projected amount for uncollectable based on information placed into the campaign setup.

In Blackbaud this process does not exist. You have to manually calculate and post this each month.

The actual percent of the pledges and donations raised to hold in provision is a management decision and will vary for each council. History is the best indicator to make that determination.



### FOS Provision for Uncollectable Pledges

В	С	D	E	F	G	Н	I	J	K	L
No.	legent i	iline)	e Council - #129						Boy Scouts	s of America
	Detailed Comparative Statement of Budgeted Operations									
				Peri	od Ending: M	ay 31, 2017				
Op	peratin	ng Fur	nd - Unrestricted		Current Period			Year to Date		Current Year
Ace	count P	roject	Project Name / Account Name	Budget	Actual	Last Year	Budget	Actual	Last Year	Budget
	8	01	FRIENDS OF SCOUTING	48,560	74,658	110,719	389,340	477,385	477,847	620,000
40	01		Contributions-FOS	48,560	74,658	110,719	389,340	477,385	477,847	620,000
	8	01	FRIENDS OF SCOUTING	-	-	-	-	-	5,227	-
40	02		Contributions-FOS-Prior Years	-	-	-	-	-	5,227	-
	8	01	FRIENDS OF SCOUTING	-	-	-	52,000	52,083	57,546	52,000
36	605		<b>Reclass-Friends of Scouting</b>	-	-	-	52,000	52,083	57,546	52,000
	8	01	FRIENDS OF SCOUTING	(6,833)	(4,779)	(7,712)	(34,167)	(31,996)	(33,346)	(41,000)
40	69		Provision for Uncollectable-FOS	(6,833)	(4,779)	(7,712)	(34,167)	(31,996)	(33,346)	(41,000)
То	tal Frier	nds of s	Scouting	41,727	69,879	103,007	407,173	497,472	507,274	631,000
	6	<u></u>								C 000



# PeopleSoft User Council Security Review Audit Period 1

## The Scout Executive's Role



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Favorites	Main Menu			
Personalize	Search Menu:	⊗		
	<ul> <li>BSA</li> <li>Vendors</li> <li>eProcurement</li> <li>Accounts Payable</li> <li>Asset Management</li> <li>Banking</li> </ul>	<ul> <li>ARN Reports</li> <li>Accounts Payable</li> <li>General Ledger</li> <li>Security</li> <li>Local Council Updates</li> </ul>	Council Security Review	
	🗀 General Ledger	<u>k</u>		



Business Unit: L				Create Report
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uncheck the box n Once you have co reviewed" button b changes are requi Member Care Cor	ext to the role. An em mpleted the user role below. You will receive a	ail will automatica security review, p an email notificat a new Local Cou	please check the "Certify" box t	e Contact Center for processing. hen click on the "submit as of the audit review. If any other
▼ Audit Details				
Audit Year: 2017 Review Deadline	Period:	Review Dates Review Statu	s: 01/01/2017 thru: 06/30 s: Incomplete	/2017
Council Users			Personalize   Find   View All	🗖   🎦 First 🕅 1-4 of 4 🎦 Last
User	Name	Туре	Last Reviewed	Change Needed
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	Un, Jessica			
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JEAR! Jeansall	F 01.09.10, .001.11			
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Favorites Main Menu > BSA > Security > Council Security Review Business Unit: LILL Internet Reads Create Report Information/Instructions Please review the list of security roles for the users listed below by clicking on each name. To remove a security role, uncheck the box next to the role. An email will automatically be sent to the Member Care Contact Center for processing. Once you have completed the user role security review, please check the "Certify" box then click on the "submit as reviewed" button below. You will receive an email notification confirming the completion of the audit review. If any other changes are required, please complete a new Local Council PeopleSoft Security Request form and submit it to the Member Care Contact Center. (22001.1). 👻 Audit Details Audit Year: 2017 Audit Period: 1 Review Dates: 01/01/2017 thru: 06/30/2017 Review Deadline: 06/30/2017 Review Status: Incomplete Personalize | Find | View All | 🗖 | 🛗 First 🏧 1.32 of 32 🍱 La Change User Name Туре Last Reviewed Needed Franker Artikler ALC: NOT Jacobson and Personal Street Jitasa Emp AGAIN, OR de l'anni 1916 Jitasa Emp COMP. C C Jitasa Emp A CONTRACTOR States Arrest Jitasa Emp ASIASONOL Substantian Statistican Jitasa Emp Cons Classeds Jitasa Emp Severate Camilian Jitasa Emp



User Rol	es
Valid	Role Name
✓	BSA LC AM Manager
✓	BSA LC AM Staff
✓	BSA LC AP Manager
✓	BSA LC AP Staff
•	BSA LC Banking 01
✓	BSA LC GL Design CF projects
✓	BSA LC GL Manager
✓	BSA LC GL Staff
•	BSA LC Peoplesoft User
✓	BSA LC TREE MANAGER
✓	BSA LC Vendors Maintenance



Business Unit: 📋		The factor		Create Repo
Information/Ins	tructions			
uncheck the box no Once you have co reviewed" button b changes are requi	ext to the role. An em mpleted the user role below. You will receive a	ail will autom security revie an email notif a new Local (	sted below by clicking on each nam atically be sent to the Member Care w, please check the "Certify" box t fication confirming the completion of Council PeopleSoft Security Reque	e Contact Center for processing. hen click on the "submit as of the audit review. If any other
- Audit Details				
Audit Year: 2017	Audit 1 Period	Review D	ates: 01/01/2017 thru: 06/30/	/2017
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Review Deadline: Council Users	1 will wan	Review St		🚨 🛔 🕌 First 🖸 1.4 of 4 🖸 Las
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Council Users Iser	06/30/2017		Personalize   Find   View All	
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Council Users	Name		Personalize   Find   View All	Change Needed



Information/I				Create Report	
uncheck the bo Once you have reviewed" butto changes are re	x next to the role. An completed the user ro n below. You will recei	email will auto ole security re ve an email n ete a new Loca	i listed below by clicking on each name matically be sent to the Member Care view, please check the "Certify" box th otification confirming the completion o al Council PeopleSoft Security Reques	Contact Center for processing. Ien click on the "submit as f the audit review. If any other	
🕶 Audit Details	· · · · · · · · · · · · · · · · · · ·				
Audit Year: 2017       Audit Period: Review Deadline: 06/30/2017       1       Review Dates: 01/01/2017 thru: 06/30/2017         Review Deadline: 06/30/2017       06/30/2017       Review Status: Complete         Council Users       Personalize   Find   View All   P   First S   1-2 of 2 D   Last					
User	Name	Туре	Last Reviewed	Change Needed	
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-		and an			
	CITERIAN, CREW		04/20/17 8:15AM		



## **Comparative Statement of Operations With Schedules**



Favorites Main Menu >	Reporting Tools > PS/nVision > Defin	e Report Request 🔯			
nVision Report Reques	Advanced Options Query Prom	ipts			
Business Unit:	Report ID: CSOPS1	Copy to Another Business Unit / Clone			
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Report Title:	Comp St of Opris P1 w Schedules	Transfer to Report Books			
41	LC CSOP F1 SCHEDULES	Process Monitor			
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		Share This Report Request			
Report Date Select					
*As Of Reporting Date	e: Specify V	05/31/2017			
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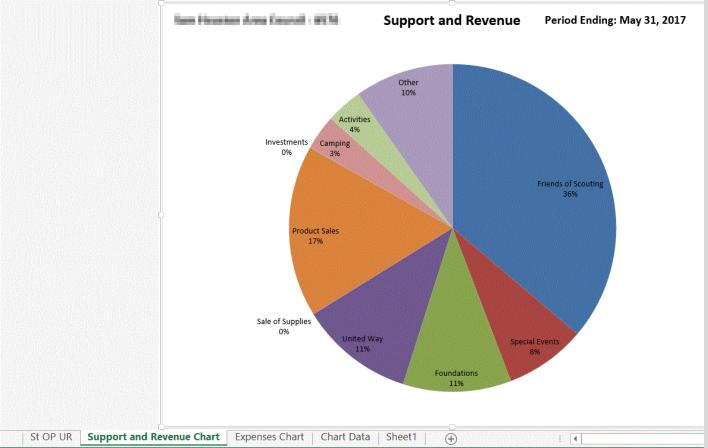


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2	2	fare Heatler	dens found - MPA						Boy Scou	ts of America	
3	3			Comparative Sta	tement of Bud	lgeted Operat	ions - Unrestri	cted			
4	4				Period Ending	g: May 31, 201	7				
Ę	5	Operati	ng Fund		Current Period			Year to Date		Current Year	
6	6			Budget	Actual	Last Year	Budget	Actual	Last Year	Budget	
7	7	Support and Re	venue								
8	8	Direct Suppor	t								
9	9	Net Di	rect Mail								
· 1	0	Friends of	Scouting								
· 1	1	FOS Cont	ributions	306,500	289,703	306,039	1,452,028	1,401,913	1,326,090	2,135,028	
· 1	2	Net Asset	s Released FOS	-	-	-	514,972	514,972	562,522	514,972	
· 1	3	Provision	Uncoll FOS	(19,071)	(30,390)	(26,646)	(109,924)	(136,200)	(127,452)	(165,540)	
1-	4	Net Fr	iends of Scouting	287,429	259,313	279,393	1,857,076	1,780,685	1,761,160	2,484,460	
1	5	Net Pr	oject Sales								
· 1	6	Special Ev	vents								
· 1	7	Special Ev	ent Contributions	324,250	342,482	-	425,250	430,992	-	1,810,495	
· 1	8	Net Asset	s Release Spec Events	75,750	75,750	-	99,950	99,950	-	125,205	

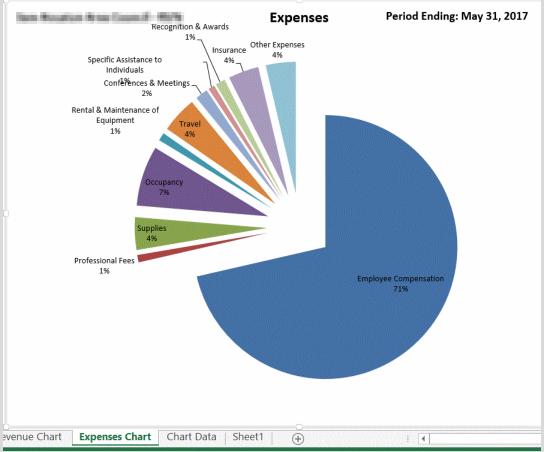


103	Transfers between Funds	-	-	-	-
104	Change in Unrestricted Net Assets	507,712	765,269	242,873	<mark>(297,999)</mark>
105	Unrestricted Net Assets - End of Period				
106			End of State	ement	
107					
108	Schedules				
109	Schedule 1: United Way				
110	Allocations	105,092	106,560	108,138	525,462
111	Donor Designations	-	-	-	-
112	United Way (Net)	105,092	106,560	108,138	525,462
113	Schedule 2: Camping (Class Code 21)				
114	Camping Revenue	19,552	7,492	55,402	198,802
115	Direct Camping Expenses	(77,379)	(67,502)	(148,817)	(474,890)
116	Camping Surplus (Deficit)	(57,827)	(60,011)	(93,414)	(276,088)
117	Schedule 3: Activities (Class Code 20)				
118	Activity Revenue	55,596	22,005	46,601	223,663
119	Direct Activity Expenses	(53,922)	(51,002)	(34,187)	(225,705)
120	Activity Surplus (Deficit)	1,673	(28,997)	12,414	(2,042)
121	Schedule 4: Other Revenue				
122	Advertising Revenue	-	-	-	-
123	Income from Rents	51,500	53,841	51,631	168,200
	St OP UR Support and Revenue Char	t Expenses Chart	Chart Data   She	et1 (+)	:











Personally Identifiable Information & Payment Card Industry Security



## **PII and PCI Security**

Reso	urces					
Home	Membership	Program	Funding	ScoutNET	Knowledge Base	
inance Resources		?↑	BSA Resourc	es		
Council Fiscal Managem inance Training foundation Center Wave Research Instructions Wealth Engine uman Resources / 9 Authorization/Position C PDS (Performance and ISA Benefits Center / 8 United Healthcare idelity Investments ISA Corporate PCI Polic IR Gateway	72-580-2489 Jode Request Form Development System) 00-444-4416	?!1	Boy Scout Pro BSA Brand Id BSA Info BSA Legal We BSA Magazim BSA Report R BSA Report R BSA Stock Ph Council Letter Council Letter Council Ileater Council Planm Cub Scout Pro Directory of N	entity Guide <u>eb Site</u> <u>epository</u> <u>otos &amp; Logos</u> roval and Signing Aut head, Logos, and OF or by ZIP Code <u>et Analysis Reports</u> <u>ing Data</u> <u>ogram</u> latl Council Web Site	thority Policy Codes	
Records & Information Filing Alphabetically Recommendation from Record Retention Policy Records Management M Records Management R Records Management R What is a Record?	BSA Legal Counsel for Local & National C lission Statement etention Sheet Instruc	tions	Guide to Safe     Health and S:     Internet Rech     Learning for I     Local Council     Membership     Mosaic Segm     National Cour     National Cour     National Cour     National Cour     National Cour     National Safe     Order Supply     Philmont Trai     Risk Manager	afety Team lartering Signup ife Index Resources ent Highlights noil Travel and Busine Index tof Honor hasing Contracts ty Council Defensive Catalog Items ning Center nent nent Notebook ns		<u>ocedures</u>



## PII and PCI Security

#### Corporate Payment Card Industry (PCI) Policy

#### September 22, 201

#### **Unacceptable E-mail and Communications Activities**

- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, forging, misrepresenting, or replacing a user identity on any electronic communication to mislead the recipient about the sender.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
- Use of unsolicited email originating from within the BSA's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the BSA or connected via the BSA's network.

#### Emailing card Holder Data (cross ref. PCI DSS 4.2)

Never request or send unencrypted PANs (Primary Account Number) by end-user messaging technologies (for example, e-mail, instant messaging, chat, etc.). Ensure that strong cryptography is used whenever cardholder data is sent via end-user messaging technologies.

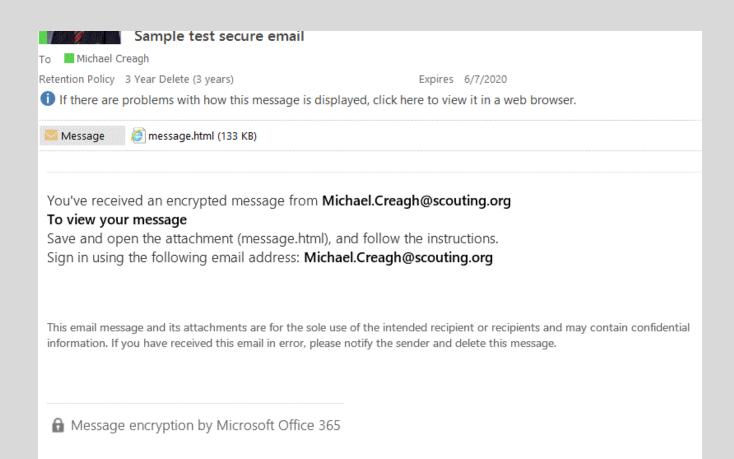
#### Enforcement



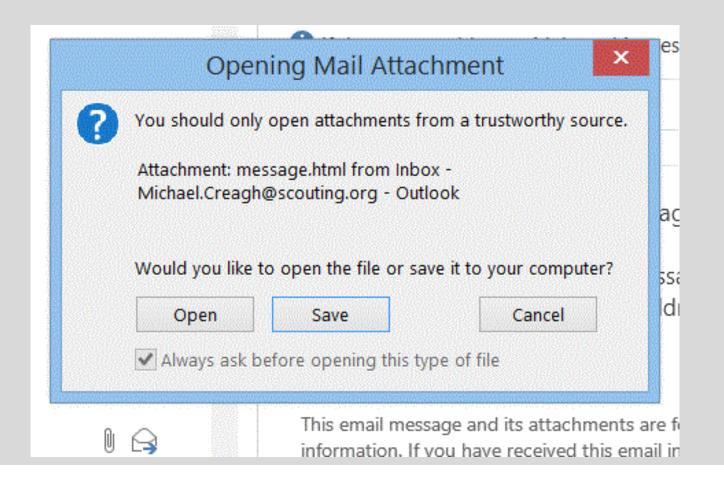
## **BSA Secure Email**

## "BSA-Secure-Email-Activate"











#### Encrypted message

From Michael.Creagh@scouting.org

To Michael.Creagh@scouting.org

To view the message, sign in with a Microsoft account, your work or school account, or use a one-time passcode.

Sign in
 Use a one-time passcode

Message encryption by Microsoft Office 365



Which account would you like to sign in with to view your encrypted message?



#### Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



#### Work or school account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

Don't want to sign in? Use a one-time passcode to view the message.



0 46 5 6 6	
Enter password	
Enter the password for Michael.Creagh@scouting.org	
••••••	
Keep me signed in	
Sign in	
Forgot my password	
Terms of Use Privacy & Cookies	
Microsoft	



#### Encrypted Message

#### Sample test secure email



Michael Creagh <Michael.Creagh@scouting.org> Today, 1:27 PM Michael Creagh <Michael.Creagh@scouting.org> ≥

#### "BSA-Secure-Email-Activate"

Michael M. Creagh, CFRE Member Applications Specialist

BOY SCOUTS OF AMERICA Information Technology Group



1325 West Walnut Hill Lane P.O. Box 152079 Irving, TX 75015-2079 michael.creagh@scouting.org

P: 972.580.2490 C: 618.980.2884 F: 972.580.2331





# Audit Support and Due Dates



## **Council Fiscal Management**

Council Fiscal Management	Council Fund Development Training FID e-Letter Back Office Solutions					
COUNCIL FISCAL MANAGEMENT	■    Finance Impact > Council Fiscal Management > PeopleSoft Documents > Year End Year End					
5-Year Financial Planning						
5-Year_Financial_Plan_w- Membership_Tracking	Accounts Payable Accounts Payable Year-End 2016 🎉					
Budget Building Materials	get Building Materials Accounts Payable Year-End Presentation					
Fiscal Documents						
Payroll / Personnel	Instructions to process IRS Forms 1099 in PeopleSoft 🔑					
Sample Policies	Fundraising					
Sphere (Kintera) Help	Fundraising					
PeopleSoft Documents						
Accounts Payable	General Ledger					
Asset Management	General Ledger Year-End Procedures 2016 🔑					
Audit Adjustments	PeopleSoft Closing the Year 📙					
Bank Reconciliation						
Budget Tools	Membership					
Communications	Membership Year-End Close Procedures 2016 📙					
General Ledger	Payroll					
Month End	Accountable Plan Compliance-Expense Reimbursements and Allowances					
Point Of Sale	Fringe Benefits- Employer-Provided Vehicles and Group-Term Life Insurance					
PeopleSoft User Group						
PeopleSoft BSA User Guide	SellWise					
Webinars	SellWise Year-End Procedures 2016 🔑					
Year End						
SellWise Support						
Document Library						
User Group Information						



## Audit and Tool Kit Guides posted

http://www.scouting.org/FinanceImpact/Council Fiscal Management/Document Library.aspx

Council Fiscal Management	Council Fund Development	Training	FID e-Letter	Back Office Solutions
COUNCIL FISCAL MANAGEMENT	Finance Impact > Council Fiscal Management > Fiscal Documents  Fiscal Documents			
5-Year Financial Planning	1 IStar Document			
5-Year_Financial_Plan_w- Membership_Tracking	Fiscal Management Documents			
Budget Building Materials	Accountable Plan Template			
Fiscal Documents				
Payroll / Personnel	Audit—Audit Committee Matrix—Slides and teaching notes Audit—Audit Committee Matrix—Slides and teaching notes Audit—Audit Referral Program M—MEW			
Sample Policies				
Sphere (Kintera) Help	Audit—Local Council Guide to the 2016 Audit — new on January 3, 2017			
PeopleSoft Documents Accounts Payable	Audit—Local Council Audit Toolkit 2016 🔎 Audit—Local Council Guide to the 2015 Audit 🖉—updated May 2016 for audit submittal date			
Asset Management	Audit—Local Council Audit Toolkit 2015 — updated February 2016 for audit submittal date			
Audit Adjustments	Audit—2012 Sample Notes to Financial Statements  —Miscrosoft Word Format Council Office Procedures  Council Stewardship Policies			
Bank Reconciliation				
Budget Tools	Executive Board Self-Assessment P—Revised March 2014 (This does not qualify for JTE. To find the Board Assessment for			
Communications	ITE contest Class Million CT \			

#### 2016 BSA Audit Tool Kit

Includes: Local Council Audit Self-Review Form





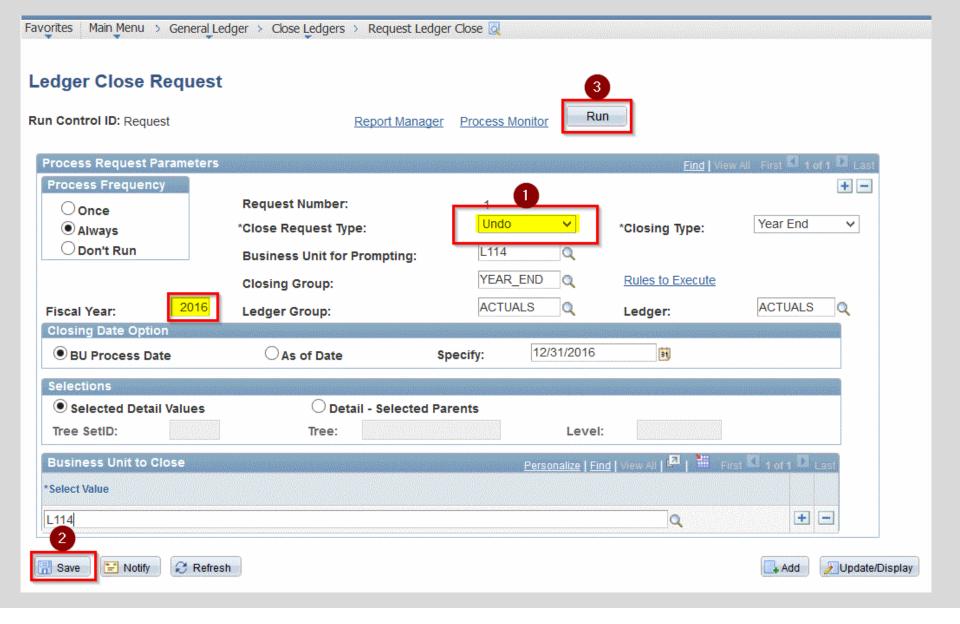
# **Audit/Council Adjustments**



## Audit/Council Adjustments

- 1. Adjustments after Year End Close
- Undo the Year End Close (User Guide Section 7.5.3.1) – Page 7-8







Council Adjustments (CA) after Year End Close

- 1. Re-Open December 2016 (Period 12)
- Make adjusting journal entries using source code CA
- 3. Post journal entries December 2016 accounting date.



Council Adjustments after Year End Close

- 4. Run December Allocations (if applicable)
- 5. Generate Year End Reports
- 6. Run Year End Close Process (User Guide Section 7.3 Page 7-4)
- 7. Submit JTE Data



# Audit Adjustments (AA) after Year End Close

- 1. For Auditor Proposed and Accepted Journal Entries
- 2. Use same process except use source code **AA** for the journal entries.
- 3. Reclose all periods affected to correct all months



#### 2016 Audit Due Date

#### July 31, 2017 – But you can send earlier

o One copy of the audited financial statements o One copy of the *Communicating Internal Control Related Matters Identified in an Audit* (AU-C Section 265 previously termed an SAS 115/management letter) o One copy of IRS Form 990



#### 2016 Audit Due Date July 31, 2017 – But you can send earlier

#### Page 9 of the Audit Guide

audited intancial statements to ensure they match.

Each local council's audited financial statements must be sent to the National Council by July 31 of each year. In planning the engagement, please keep this deadline in mind. Audited financial statements must be presented to the local council's executive board and accepted before being sent to the National Council.

There are several items that are due to the National Council by July 31, 2017:

- One copy of the audited financial statements
- One copy of the Communicating Internal Control Related Matters Identified in an Audit (AU-C Section 265 previously termed an SAS 115/management letter)
- One copy of IRS Form 990 (by July 31 or upon timely filing)

In an effort to reduce costs and help support the BSA Sustainability Project, all of the above documents can be submitted to the National Council at Audit Upload Site



#### 2016 Audit Due Date

#### July 31, 2017 – But you can send earlier

BOY SCOUTS OF AMERICA FINANCIAL AUDITS & IRS 990						
2016 Local Council Audit and 990 Submission Form						
Each local council's audited financial statements and IRS Form 990 must						
be submitted no later than July 31 of each year.						
Audited financial statements must be presented to the local council's executive board and accepted before submitting on the site.						
All forms except your IRS 990 must be submitted together. To <b>SUBMIT YOUR IRS 990 FORM,</b> please enter the Scout executive's last name and email address you used and click "continue" below.						
Scout executive's last name Scout executive's email address						
NOTE: Your 2016 Financial Audit Sumbission is not valid until you have successfully completed the entire process and received a printable confirmation page and an email confirmation. Continue						
Email Submission Assistance						



#### 2016 Audit Due Date July 31, 2017 – But you can send earlier

BOY SCOUTS OF AMERICA
FINANCIAL AUDITS & IRS 990
* denotes field is required.
Scout executive first name *
Scout executive last name *
Scout executive's email address *
Submitted by *
Region * 🔻
Area * 🔻
Council Number * 🛛 🔻
Council Name * 🔹
Forms MUST be submitted as PDF files. Preferred file name format below:
2016 Audited Financial Statements
Choose File No file chosen
(CNCL ### 2016 Audit Financial Statements.pdf)
Management Letter Communicating Internal Control Related Matters Identified in an Audit (AUC Section 265 previously termed an SAS 115/Management Letter) Choose File No file chosen
(CNCL ### 2016 Management Lettespdf)
IRS Form 990 Choose File No file chosen
(CNCL ### 2016 IRS 990.pdf)
IRS Form 990 (additional)
Choose File No file chosen
Continue





### JTE Pull Dates

"If a user enters data into PeopleSoft and transmits it before 6:00 a.m. central time on 8th, 16th, and 28th of month, the data will be included in the dashboard update on those days."



- Submitting JTE
- Populate the Finance Facts database
- This is not an automatic process
- Part of the month-end process
- After making Audit Adjustments



avorites Main Menu > BSA	> Local Council Update	es > LC Mor	nth-end GL Transmittal 🗟		
GL Period Balances Run Control II Languag	D: J_T_E Je:English ∨		Report Manager	Process Monitor	4 Run
Report Request Parameters Business Unit:					
Fiscal Year	1 2016 Q	Period			
R Save Notify				Add 🖉	Update/Display



 This process is successful even if you get an "Error" in the process monitor. If this happens a notice is sent to Member Care and the error is fixed but your council is still registered as closed for the month.



## **Future Scheduled Webinar**

# September 13, 2017

#### 10:00AM & 2:00PM

Central



### **2017 Training Opportunities** www.scouting.org/FinanceImpact/Training

#### Accounting Specialist Training

– \$700.00 four courses in 2017 at ScoutingU
 Westlake, TX – next course August 15 - 17

#### Fiscal Management I

 \$200.00 five courses in 2017 at various Council offices around the country – next course August 20 - 22

#### Fiscal Management II

- \$275.00 Two courses in 2017 - September 12 -13



## Member Care Contact Center

 For assistance, please contact the Member Care Contact Center through the online Support Center site in MyBSA or at (855) 707-2644



# **Feedback Time**

- Questions
- Best practices
- Needs
- Requests for future user group topics email michael.creagh@scouting.org

