

REGISTRATION POLICIES AND PROCEDURES

1. All youth members in BSA units must be registered with a national BSA-approved registration form signed by a parent (or guardian) and the unit leader (or designee).
2. Councils may not register individuals in BSA units from rosters or lists without obtaining completed and signed BSA registration forms.
3. Councils may not register youth members using permission slips or recruiting fliers, unless a completed BSA registration form is also received.
4. Councils may not register any individual upon verbal or written directions without obtaining a completed and signed registration form.
5. Faxes, emails, and scans are acceptable for the original signature if the council is not reasonably able to obtain a signature on an application.
6. Unit volunteers should be the only ones allowed to determine if an individual will be registered at rechartering.
7. Councils must not reregister any individual dropped by the unit because the registration fee has been prepaid.
8. If units turn in excess registration fees to the council office, the funds must be maintained in unit custodial accounts.
9. Registration funds may not be used for council expenditures.
10. Council employees are not allowed to access unit custodial accounts for registration fees without the specific, verifiable permission of a unit leader.
11. Unused membership fees should be refunded to either the unit or the individual.
12. The registrar and field staff should be advised that individuals dropped by the unit leadership cannot be reregistered without the unit's approval.
13. Councils should not engage in any activity that may allow individuals to be registered for any period without their knowledge.
14. Youth registered in traditional Scouting units should participate on an ongoing basis and not for a onetime event or activity.
15. Youth registered in traditional Scouting units should receive a program that offers at least a few, if not all, of the standard methods of Scouting.
16. Councils may not require, as a condition of registering, any payment in addition to the prorated amount due for the balance of the unit charter.
17. All BSA members and Exploring participants should be registered immediately after their applications are received by the council.
18. All unit charters should be posted by the council as soon as it is administratively possible.
19. Unit charters may not be held and remain unposted by a council for the purpose of not disclosing dropped membership or delaying payment.
20. Councils may not change unit rechartering dates for the purpose of using transfer fees to extend membership significantly beyond the original expiration date.

PARENTAL SIGNATURE EXCEPTIONS

1. Registrations subsidized by council funds or external sources

Units should make every effort to comply with standard membership policies. If all attempts to secure a parental signature on a BSA application are not successful, then only those units with membership fees paid or subsidized by council funds or external income may use the following alternative youth registration exemption:

- The unit leader must verify and attest that the youth member attends the unit on a regular basis and that several attempts at obtaining a completed registration form signed by a parent have failed. Attendance rosters and program logs must be kept on file in the unit's history file.
- Volunteer oversight and verification must be made, including a site visit while the unit is in operation.
- The parental approval on the application form must be signed by an official from the chartered organization.
- The use of this alternative registration procedure must be approved by the council executive board and recorded in board minutes.

A form to list members' names and secure approvals is attached. A copy of this form must be used each time this exception is used, and the form must be kept in the unit's current file attached to the application form for each member on the list.

2. Additional registrations

Wherever possible youth applications should be filled out, signed by a parent, and signed by a unit leader/official. In those rare situations (i.e., remote locations or institutional programs) where it is absolutely not possible or practical to receive a parental signature—with the unit leader's approval—an email, or fax from the parent authorizing their child to be registered with the BSA is acceptable. A copy of the email or fax must be attached to the application. A phone call authorization should only be accepted as a last resort. A phone call authorization must include a note indicating the date of the call and the names of both parties to the call and signed by the council representative making or receiving the call and attached to the youth application.

3. LDS registration procedures

Effective January 1, 2014, the Church of Jesus Christ of Latter-day Saints (LDS) will be making direct payment to the National Council for the registration of the adults and members of their chartered units nationwide. Councils will process registrations normally and will continue to collect fees for any *Boys' Life* magazine subscriptions from the youth and adults in these units, but no registration fees will be assessed. Lists from the LDS Church database, signed by the unit leader and an appropriate LDS ecclesiastical leader (stake president, stake Young Men's president, bishop, or counselor of the bishopric), can be used to register LDS youth in LDS units. By conveying the names and information of LDS Church youth to the BSA for registration, the Church represents that: the parent or guardian of each youth is aware of and agrees to their child's membership in the BSA; the youth subscribes to the oath or promise of the program they're joining; the parent or guardian agrees to support the child's participation; the parent or guardian understands that the chartered organization is to provide a safe and adequate meeting place and capable adult leadership; and all those involved in the unit's operation must adhere to the policies of the BSA.

Parental Signature Exception Form

This form must be completed, including the required signatures, and kept in the unit file each time the parental signature exception is applied.

Attach the applications for the youth members on the list to this form.

The following youth members are being registered without parental signatures in:

Unit No. _____	Chartered to _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I attest that the above youth members attend this unit on a regular basis and that I/we have made several attempts to obtain a parent's signature on a completed BSA membership application.

I/we have kept attendance rosters and program logs which are in the unit's file at the Scout service center to verify the youths' participation.

Signed _____ Date _____ Position _____
Volunteer Unit Leader or Scoutreach Committee Member

Print name

I have made a site visit while this unit is in operation and verify that this is a functioning unit with youth receiving a Scouting program.

Signed _____ Date _____ Position _____
District/Council Volunteer

Print name

On behalf of the chartered organization, I approve the registration of the above youth members in our Scouting program.

Signed _____ Date _____ Position _____
Volunteer Chartered Organization Official

Print name

This alternative to obtaining parental signatures on completed membership applications has been approved by the council executive board, on (date) _____, and I approve the registration of the above youth in this unit.

Signed _____ Date _____ Position _____
Scout executive

EXPLORING

Exploring is a worksite-based program. It is part of Learning for Life's career education program for young men and women who are 14 (and have completed the eighth grade) through 20 years old.

Exploring's purpose is to provide experiences that help young people to mature and to prepare them to become responsible and caring adults. Explorers are ready to investigate the meaning of interdependence in their personal relationships and communities.

PARTICIPATING ORGANIZATION

- The physical location, not the mailing address, of the organization must be within your council's geographical area. In addition, the physical location of the organization, not the mailing address, must reside within your district's geographic area.
- All participating organizations in Exploring are required to pay a Unit Liability Insurance Fee of \$40. This fee is submitted with the post's application and helps defray expenses of the general liability insurance program. This form is retained in the local council.
- New Explorer posts must complete the Exploring Application for Participation (No. 524-565), the Exploring Memorandum of Understanding, and applications for youth and adult Exploring participants.
- The full name of the participating organization and organization code should be on the Exploring Application for Participation.
- The Learning for Life Exploring application forms for youth and adults are required; **NO** rosters may be used.
- The participating organization must be identified clearly; initials or abbreviations cannot be accepted. It is necessary to have the head of the organization or executive officer of the organization listed, along with the full physical address, email address, and correct zip code.
- Most Explorer posts' participating organizations are businesses, community groups, or schools.
- Explorer post numbers are assigned to the participating organization.

REGISTERING POSTS

- Explorer posts may have any month of renewal and may register for six to 18 months.
- *Boys' Life* can be ordered for the cost of \$12 for both youth and adult participants.
 - ⇒ Subscriptions for youth must be submitted on a *Boys' Life* Subscription Order form (No. 28-804)
- Transfers are allowed for either youth or adult participants.
- There must be at least **FIVE** paid youth. It is possible to register a post with fewer, if special circumstances exist. The Scout executive may give permission to allow a post to register with as few as two paid youth members. No post can register with fewer than **TWO** paid youth members.
- A career interest code identifies the type of career specialty that the post program will emphasize.
- A Certificate of Exploring Participation is issued to each organization conducting the Exploring program. Use form No. 524-571.
- Exploring participation cards are issued for each youth and adult participant. Use form No. 524-572.
- Adult and youth participants may not multiple participate between Learning for Life and Boy Scouts of America programs.