

Summary of Registration Changes

The registration changes summarized below are effective September 1, 2017. Please thoroughly review the supporting information in the appendixes and share with your staff and council Scout executives.

- **General Use of the Official BSA Application** The official BSA application, paper or online, should be used for registering all youth and adult program participants unless the youth or adult program participant's registration is a council or third-party paid membership as authorized. (*See Section I of Appendix 1.*)
- **Council or Third-Party Paid Membership (Grants, Foundations, etc.)** In all cases, an effort to obtain an official BSA application and to notify parents must be made for every youth in every unit. If an application cannot be obtained in an individual case, an alternative may be used, but only with respect to council or third-party paid membership. (See appendix for details on alternative applications, roster registration, routing sheet requirements, and governance for council or third-party paid registration.) (*See Section II of Appendix 1.*)
- **Registration and Council Chartered Units** Registrars must be directed to not process any application missing the required signatures and data. In addition, a local council may charter a traditional unit only if it is serving two or more children of employees of the council and those employees serve as volunteer leaders, or if the unit serves a special purpose, such as a camp staff unit, involving year-round or off-season programming/community service for the council. (*See Section III of Appendix 1.*)

You should also be aware of the additional registration changes summarized below and review the supporting information in the appendixes.

- **Effective immediately the new member coordinator position** role is to not only ensure that new members join the unit but also engage youth and their families in the unit experience so that they feel welcomed and want to stay. (*See Appendix 4.*)
- **Youth Protection Training Requirement Changes**
 - **Effective September 1,** Youth Protection training is required for all leaders at the time of registration. Paper applications from new leaders must be accompanied by a Youth Protection training completion certificate, which must be filed with the application. Because completion of YPT is now required for all leaders at the time of registration, unit leaders must obtain copies of the completion certificates from leaders who register online before approving their application. Completion of YPT as part of the online registration system will be required in a future update.
 - **Effective September 1,** council registrars are prohibited from overriding the registration system to register any leader whose Youth Protection training is not current.
 - **Soon-to-be-released revised paper applications** will include the changes to YPT requirements and a single approval signature for adult leaders. In addition, changes to the criminal background check disclosure and authorization have been made to comply with federal and state requirements. (*See sample forms in Appendix 6.*)
- **Effective with December renewals, enhancements to Internet Rechartering** will improve the experience and make it easier by allowing for electronic authorization, online payment, and the collection of accident and sickness insurance fees. (*See Appendixes 2 and 2a.*)
- **Effective December 31, 2017, the Varsity Scout program will be retired.**
 - **LDS Transfer Registrant process,** to be completed by September 1, will move all youth under 18 years of age who are registered in Venturing or Varsity units chartered by the Church into corresponding LDS-chartered Boy Scout troops. (*See Appendixes 3 and 3a.*)
 - 17 additional council with non-LDS chartered Varsity teams, have been individually contacted and plans are underway to transition those teams into Venturing crews.
- **Effective for the 2018 BSA summer camp season,** any adult accompanying a Boy Scout troop to a residence camp or other Scouting activity lasting 72 hours or more must be registered as a leader, including completion of a CBC and YPT, even if they are the parent of a youth on the trip.

In addition, please see information on the **Scouts First Helpline**, a 24/7 helpline for local councils and individuals to report abuse and serious Youth Protection violations. (*See Appendix 5.*)

Youth Member and Adult Program Participant Registration Standards

Section I. General Use of the Official BSA Application

The official BSA application, paper or online, should be used for registering all youth and adult program participants *unless* the youth or adult program participant's registration is a council or third-party paid membership as authorized in Section II.

Official BSA application minimum completion requirements:

- Member name
- Parent or guardian and leader signatures
- Date of birth
- Gender
- Contact information (home address, parent or guardian name, and phone number at a minimum)
- Actual signature or written approval, such as email approval, must accompany the application. *Telephone or other confirmation of approval by notations on application are not acceptable.*

LDS Youth.

Registration of LDS youth should follow the general registration procedures for all first-time registered youth. Applications are required per BSA and Church policy. See the *Scouting Handbook for Church Units in the United States* (The Green Book), Section 8.2, "Any youth who joins the BSA for the first time must complete a BSA youth application." Previously registered youth may be reregistered from lists from the Church database (MLS), signed by the appropriate LDS ecclesiastical official, normally a member of the bishopric, and the unit leader. Actual signature or written approval, such as email approval, must accompany the application. *Telephone or other confirmation of approval by notations on application are not acceptable.*

Section II. Council or Third-Party Paid Membership (Grants, Foundations, etc.)

In all cases, an effort to obtain an official BSA application and to notify parents must be made for every youth in every unit. If an application cannot be obtained in an individual case, the following alternative may be used, but only with respect to council or third-party paid membership.

Alternate Applications.

If an individual's parent refuses to use the official BSA application, an official application may be completed and signed by the unit leader and processed by the council but only if accompanied by a signed statement or email acknowledgment of receipt and understanding from a parent or guardian containing the following language:

"I understand that my child is being registered in a program offered by the Boy Scouts of America. I give my consent to my child being registered and participating in the program."

The name, mailing address or email address, and phone number of the parent must be included with the written acknowledgment. *Telephone or other confirmation of approval by notations on the application are not acceptable.*

Roster Registration.

In exceptional circumstances in a few ScoutReach units where obtaining completed applications or parental signatures are not possible for a special group of members, then a roster may be used. This exception applies *only* to situations where privacy regulations or the safety of the youth or the youth's family preclude obtaining the information, e.g., where the youth is living in a protected environment such as an abuse shelter, group home, or detention facility. Or, a roster may be permitted when participants are enrolled in a school-based program provided to the students where the school does not want individual applications used. When this exception is utilized, the following minimum information must be obtained and used for registration:

- Name (first name and first initial of last name at a minimum when required)
- Contact information (the facility)
- Date of birth
- Gender

Additionally, when using the roster registration exception, the following requirements must also be met:

1. The program meets approved minimum requirements. In the Cub Scouting program, the national BSA Cub Scouts 1-2-3 program is to be used at a minimum. For Boy Scouting, Venturing, and Exploring, until minimum requirements are published by the BSA, the program must have a written curriculum reviewed and approved by your council ScoutReach committee on an annual basis.
2. The chartered organization representative or institutional head must sign the roster with the following statement on the roster or attached to it:

“Our organization is unable to (provide the information) or (permit the written applications to be completed by parents) required for the BSA registration. The attached roster accurately represents the youth enrolled and attending the Scouting program. Our organization has or will provide notice to the parents or guardians of the youth in our Scouting program that they are enrolled in and attending the (Cub Scouting, Boy Scouting, Venturing, or Exploring) program. Attendance will be taken by the unit leader at each meeting and provided to the council monthly.”

3. The area director must approve the use of the roster, and a copy of the roster with the statement of the chartered organization and the approval of the area director must be maintained in the unit file, along with copies of the attendance rosters for each meeting.
4. A new signed and up-to-date roster is required for each registration period and it must meet the requirements noted above each year.

Routing Sheets Required With Roster Registration and All Council or Other Paid Membership.

Routing sheets must be utilized whenever rosters are used for registration purposes and for all membership paid by the council or other entity. Routing sheets must include the signature and printed name of each of the following to confirm the validity of each application and that the registration fee is being paid by someone other than the member.

- The unit leader or program aide in charge of the unit
- The staff advisor
- The director of field service, and/or assistant/deputy Scout executive if applicable
- The Scout executive (after the other signatures have been obtained)

The routing sheet must contain a statement indicating that each signatory has reviewed the applications and confirmed their belief in the validity of the applications, and acknowledging that the council (or other third party) is paying part or all of the membership fee in accordance with an approved council plan. The acknowledgment should also include confirmation that these standards and any applicable national and local board membership validation requirements have been followed.

Adult Leaders Registered in Multiple Units.

When adult leaders are registered in multiple units, a completed application for each position must be obtained unless the units are chartered by the same organization. Where the units are chartered by the same organization, a photocopy of the application may be used in each unit file, so long as each copy used is individually signed and reflects the specific unit position that the adult leader is registered to hold in the unit.

Governance.

When the registration of members in a unit is paid by the council or a third party, the following is also required:

- There must be an annual charter agreement signed by the organization representative and by a commissioned professional or key council/district volunteer in its current unit file at the council office.
- There must be a written annual evaluation based upon an actual unit visit by a council volunteer stating that the unit is meeting and is receiving a Scouting program, and the youth present generally reflect the current unit roster.
- Meeting attendance is documented by the unit leader.
- The required membership validation procedures are followed, including that at one executive board meeting each year (but NOT at the council annual meeting), a summary sheet of specific assistance funds spent on registration detailing the units, the number of youth registered, and dollars spent must be in the consent agenda for approval or in the minutes as reported during the membership report. It must also be documented from this board meeting that the board has reviewed the curriculum established for all the ScoutReach units, ensured that it meets the BSA minimum program requirements, and approved these units and curriculum for the year.

Section III. Registration and Council Chartered Units

Registrar Handling Applications.

Registrars at the local council and with National Shared Services must be directed to not process any application missing the required signatures and data as set forth in these procedures.

Chartered Organizations – Local Council Chartering.

While not favored, a local council may charter a traditional unit only if it is serving two or more children of employees of the council and those employees serve as volunteer leaders, or if the unit serves a special purpose, such as a camp staff unit, involving year-round or off-season programming/community service for the council. Regular traditional units may not be chartered to the council if they do not meet either of the two exceptions above. The Scout executive must approve the charter application of any such unit chartered to the council. Districts cannot serve as chartered organizations.

Membership Audits.

SPECIAL NOTE: Falsifying or willfully altering required application data is grounds for disciplinary action leading up to and possibly including termination of employment and decommissioning.

Membership audits by the National Council may be conducted at any time, but evidence of any of the following may be cause for an immediate membership audit.

- Not following the Annual Membership Validation Procedures.
- Multiple use of identical contact information on applications.
- Not following the minimum requirements for applications as stated above.
- Reusing a previously used roster for registrations.
- Using photocopied registration forms.
- Failure to complete and maintain routing sheets. The Scout executive must sign off on all council or third-party paid applications; this cannot be delegated.
- The use of blanket roster registration for an entire school, organization, etc., when the special circumstances outlined in this document are not met.
- Youth being registered when the youth or their parent or guardian do not know they are registered in a Scouting program.
- Reregistering youth on a recharter who are no longer actively involved with Scouting, or reregistering youth on a recharter without the unit leader signature.
- Using unapproved alternative registration methods.

Enhancements to Improve the User Experience and Simplify Internet Rechartering

What is staying the same:

- Access codes will still be distributed by councils and will be used by units to log in.
- First Time Users must register to enter the Internet Rechartering system. After initial registration they will enter the system as a Returning User.
- Stages and steps remain the same with one new feature----electronic authorization and payment inserted before the final step.
- Council reports will not change.

What features have been added:

- The new look is consistent with my.Scouting Tools so that it is **easier to read and navigate**.
- **Youth Protection training is required for all adults.**
 - The unit will get an error message if training is not current and will not be allowed to process the charter with those adults.
 - Registered adults will receive notifications that their YPT has expired or is about to expire before charter renewal.
 - Council registrars are prohibited from overriding the registration system to register any leader whose Youth Protection training is not current.
- **Electronic authorization** is available for the chartered organization representative. There will be no more signatures to obtain or rosters to turn in if the unit chooses this option.
- **Accident and sickness insurance fee will be included in the unit fee calculation if the council opts in.** You will be receiving an email from Pat Wellen asking for your fee information. If you do not respond by September 12, 2017, the National Service Center will be unable to collect the fee for your council.
- **Two payment options for non-LDS units:**
 - Online payment option: Units can elect to pay online by credit card. A payment confirmation will show for the unit in the council's Internet Rechartering Administration module. Registration fees collected by credit card will stay with the National Council and accident and sickness insurance fees will be remitted to your council. The National Council will be incurring the credit card administration fees.
 - Cash/check/unit account option: Units that elect this option will print the renewal application, which includes the fee summary showing the amount due to the council. The unit will turn this in as part of the charter renewal paperwork required by the council.

2017 Internet Rechartering Enhancements Frequently Asked Questions

- Q:** Will Internet Rechartering be different for 2017-18 unit renewal processing?
- A:** Internet Rechartering will be enhanced with a new look consistent with Online Registration and my.Scouting Tools applications. This fresh view offers navigation with more convenience and flexibility for unit renewal processors.
- Q:** Will volunteers who have used Internet Rechartering previously need to learn new processes to renew their unit?
- A:** The few changes will be intuitive and the basic navigation is unchanged, except that navigation will be easier in multiple device and browser formats.
- Q:** Does Internet Rechartering still use the access code and the same First Time User registration?
- A:** Yes. Use of the access code is required and each renewal processor will do registration as a First Time User. Thereafter they are a Returning User.
- Q:** Will Internet Rechartering Administration in MyBSA and the council reports that support unit renewal work the same as before?
- A:** Yes. Internet Rechartering Administration will be enhanced and council reports will not be changed.
- Q:** What new features are added to Internet Rechartering?
- A:** New features are the following: validation on Youth Protection training compliance using all three current YP courses; change of warning to error if Youth Protection training is not current; entry capability for YP completion if not in person record; addition of online payment option for unit renewals (does not apply to LDS-chartered units); addition of electronic authorization of renewal by the chartered organization representative; and addition of accident and sickness insurance fee calculation for councils that wish to use this feature. Please see the following additional question and answer for an explanation of some of these new features.
- Q:** What are the new features for Youth Protection training?
- A:** Validation on current Youth Protection will not be limited to the course associated with the unit program, such as Y01 – Youth Protection, taken by pack and troop adult leaders. This will be expanded to being current in one of three courses, including Y02 – Venturing Youth Protection and Y03 – Exploring Youth Protection. In addition, registrants in a YPT-required position must be current to be submitted in the renewal. If for some reason the completed course date is not in the person record, an update will be available in Maintain Member Data during renewal. An online FAQ will be provided.
- Q:** How will Online Payment work?
- A:** Each unit with fees to pay, with the exception of units chartered to the LDS Church, will have the option to pay online by credit card or other authorized means. If used, this requires the total amount due to be paid. Payment confirmation will be provided to the unit processor and the council in Internet Rechartering Administration. An online FAQ will be provided.

Q: If the unit used Online Payment, where are these funds collected?

A: The amount paid is remitted to the National Council. If there is an accident insurance amount due, this will be remitted later to each appropriate local council by the BSA.

Q: Is a renewing unit required to use Online Payment?

A: No. This is made available for the unit's convenience but is not required. Payment may be made to the council as usual.

Q: How will electronic authorization work?

A: Before final submittal of the unit renewal, the renewal processor will give the chartered organization representative (or institutional head) the opportunity to review and approve the renewal on behalf of the chartered organization. If this is done, the approval will appear on the Unit Renewal Application and for the council in Internet Rechartering Administration. Instructions will be provided in an online FAQ linked to Internet Rechartering.

Q: How will the accident and sickness insurance fee option be implemented?

A: A separate FAQ with detail is provided on this option. Councils are offered the opportunity to submit via an upcoming survey an amount for accident and sickness insurance that will be included in the unit renewal fee calculation based on the number of paid adult and youth registrants in the renewal. The amount for accident insurance will apply to all units, except those chartered to the LDS Church. If a council does not wish to participate, the survey should be returned with **0** (zero) as the fee calculation amount. If a council will participate, the council should submit the survey with an amount entered. The survey will be sent to Scout executives and the deadline for council response is September 12, 2017.

Q: Will the Unit Charter Renewal Report Package (full) and the two-page Renewal Report (E-Z) Summary continue to be available?

A: Yes. Councils must specify to units which report is requested (but not both) as appropriate to each council.

Q: When will Internet Rechartering be released with these enhancements?

A: Internet Rechartering will be available for councils with the access window that will open on October 1 (for units that expire on December 31, 2017) and thereafter.

Q: Where may we submit questions?

A: Please submit questions to the Member Care Contact Center at **972-580-2489**.

LDS Transfer Registrants Process

In May 2017, The Church of Jesus Christ of Latter-day Saints announced it will no longer utilize the Venturing and Varsity programs of the Boy Scouts of America, effective December 31, 2017. On June 20, 2017, the young men's general president of the Church approved the transfer of age-eligible young men from the Venturing and Varsity programs into LDS Boy Scout troops in their respective councils.

The LDS transfer registrant process will move all youth under 18 years of age who are registered in Venturing or Varsity units chartered by the Church into corresponding LDS-chartered Boy Scout troops.

- The National Council will initiate the transfers of age-eligible LDS youth with paid registrations in Venturing crews and Varsity teams to Boy Scout troops.
 - All registrations in the team will be expired upon transfer.
 - Registrations of crew members who are under 18 will be expired upon transfer; however, adult program participants (those 18 and over) are not age-eligible to transfer to a troop and will still be registered in the Venturing unit until the unit charter expires.
 - LDS-chartered Venturing crews and Varsity teams will not be renewed when their charter expires.
- Matching troops have already been identified.
- The transfers will be complete before August month-end close. The specific date and time for this process will be announced on ScoutNET FLASH.
- Adult leaders will not be transferred in this process. Councils will need to initiate any adult transfers using Transfer Registrant or during Internet Rechartering using the Promote Member process to add adults from related crews or teams to a troop.

LDS Transfer Registrant Process Frequently Asked Questions

Q: What is the reason for this process?

A: In May 2017, The Church of Jesus Christ of Latter-day Saints announced it will no longer utilize the Venturing and Varsity programs of the Boy Scouts of America, effective December 31, 2017. On June 20, 2017, the young men general president of the Church approved the transfer of age-eligible young men from the Venturing and Varsity programs into LDS Boy Scout troops in their respective councils.

Q: How will this transfer be accomplished?

A: For most LDS crews and LDS teams, matching was completed to LDS troops in the identical chartered organizations within each council that has LDS registrants. This analysis allows age-eligible youth to be transferred to the appropriate LDS Boy Scout troop. For some LDS crews and LDS teams, however, there was no matching LDS troop found and these councils were contacted for more information.

Q: Will LDS troops be able to use Internet Rechartering for renewal?

A: Yes. Internet Rechartering will be available when the access window opens for renewal. The troops will need the access code. LDS troops will determine those who will be renewed and may use Promote Member as appropriate during renewal.

Q: When will the automated Transfer Registrant process occur?

A: This is planned to occur before close of August membership, and the change in the council membership reports will be in effect for August 31 after membership month-end close. The ScoutNET FLASH will announce the specific timing for this process.

Q: What if our council is a **Registration Shared Service** council?

A: Registration Shared Service is aware of this process. Shared Service councils may discuss any questions with their Shared Service representative.

Q: Will our council's membership counts increase or decrease when LDS Transfer Registrants is completed?

A: You may find some variations. During the detailed analysis it was found that a few youth members in LDS crews and teams were counted as fee paid in more than one unit, usually both a crew and a troop. This process is designed to result in having all those who become LDS Boy Scouts to be paid youth in their new LDS troop and expired in their former LDS crew or LDS team.

Q: Will any “youth” members remain in an LDS crew or team?

A: LDS teams should have no paid registrants after the transfer process. LDS crews will have some paid registrants because these are individuals not age-eligible for LDS Boy Scout troops (age 18 or over). This will include those persons registered as Venturing participants (VP) in the crew (or ship).

Q: Does this automated transfer process apply to special needs members who are in LDS crews and LDS teams?

A: The LDS Transfer Registrants process moves only age-eligible youth to LDS troops. A special needs member may be older than other LDS Boy Scouts. The council must use Transfer Registrant in ScoutNET PAS Additional Enrollments to move these members to the appropriate LDS troops and to expire them in the previous units.

Q: What happens to the adult leaders who are in LDS crews and LDS teams?

A: Adult leaders are not transferred in this process. If the council needs to do this, Transfer Registrant should be used. During Internet Rechartering, the Promote Member process may be used to select an adult from the related crew or team, if necessary, to add as a troop adult.

Q: What will happen to the LDS crews and LDS teams after the Transfer Registrants process is done?

A: The LDS crews and teams will remain as chartered, active units and be counted on membership reports and dashboards. As these units will not be renewed, after natural expiration they will become lapsed units and then become separated units. Membership reports and dashboards will show this.

Q: Does anything need to be done regarding *Boys' Life* subscriptions and *Scouting* magazine?

A: There is no action to take. All magazine subscriptions will continue to be served until expired. The magazines may be renewed appropriate to the registration.

Q: Do LDS crews and teams process Venturing and Varsity awards in Internet Advancement?

A: LDS crews and teams may enter and submit awards for Venturers and Varsity Scouts until these youth are moved to LDS Boy Scout troops. Online submittal must be completed by **August 27**.

Q: If there are other questions or if there are incidents after the Transfer Registrants process completes, what should we do?

A: Please submit incidents and direct any questions to the Member Care Contact Center at **972-580-2489**. If there is a question on reporting or about a specific unit, please provide details.

New Member Coordinator Position

There's a new position in units to help the unit welcome new members and their parents, introduce them into the unit, and get them off to a great start in Scouting. The new position, called new member coordinator (position code NM), is for one or more leaders in every type of Scouting unit (Cub Scouts, Boy Scouts, Venturing, Sea Scouts, Exploring, etc.). This position is just right for parents with outgoing personalities. Its purpose is to help make the unit more of a family and optionally to have responsibility for recruiting into the unit.

A unit can have one or more new member coordinators. If there are two or more, they can split responsibilities—perhaps with one handling welcoming and another taking recruiting—or divide the responsibilities as their time allows. The team can decide who does what.

The position of new member coordinator replaces the positions of parent coordinator (position code PC) and unit membership chair (position code 126U). New registrations can no longer be made into those positions, and those positions will be deleted at the end of the year. All leaders currently in those positions will receive several communications to encourage them to become new member coordinators.

BSA's 844-Scouts1st Helpline

The protection of youth is the primary obligation of every individual involved in the Boy Scouts of America — including leaders, parents, members and professionals. The BSA has been and will continue to be vigilant in its efforts to create barriers that help prevent abuse and to recognize and report child abuse regardless of where it occurs.

As part of the BSA's "Scouts First" approach to the protection and safety of youth, the BSA has established "844-Scouts1st", (844-726-8871), a dedicated 24-hour helpline to receive reports of known or suspected abuse or behavior that might put a youth at risk. (The call may be answered by a person who gathers initial information and escalates the report for further handling based upon the nature of the situation.)

The helpline's goal is to provide immediate assistance to ensure that the victim, unit, and council are fully supported and the actions taken are properly documented. Minor, non-recurring infractions with no indication youth are at risk can still be addressed at the unit or council level.

Nationwide, the BSA requires everyone involved with Scouting to report any known or suspected abuse to local authorities.

Responding to Abuse: When information regarding known or suspected abuse or behavior that might put a youth at risk is first discovered, the following steps should immediately be taken:

- Get the victim medical treatment, if required, and to a place of safety if needed
- Ensure the victim(s) parents are notified as soon as possible
- Notify law enforcement and/or child protective services
- Call the 844-Scouts1st Helpline

Reporting Abuse or behavior that might put a youth at risk: Accurate information is critical to an appropriate response; however, a lack of specific information is not a reason to delay a report. At a minimum, every effort should be made to have the following information available when reporting to the 844-Scouts1st Helpline:

- The name, age, council, and unit of the alleged victim(s)
- The name and phone number of the victim's parent(s)
- The name, age, council, and unit of any other known or suspected victim(s) and their parents contact information
- The name, position, council, and unit of alleged perpetrator(s)
- The name and phone number of the law enforcement or protective service agency to which the incident was reported
- The name, unit, and council of any known witnesses
- The name and phone number of the reporter
- Details of the incident: who, what, where, and when

The BSA also offers assistance with counseling to any Scout, former Scout, or family member of any Scout who suffered abuse during their time in Scouting. Individuals can email scouthelp@scouting.org or call toll free at 855-295-1531 to discuss these sensitive matters.

Questions regarding the 844-Scouts1st Helpline should be directed to BSA Membership Standards at 972-580-2365 or 972-580-2007.

Sample Forms

Routing Sheet - ***DRAFT***

Adult Application - ***DRAFT***

Sample 1

Sample 2

Youth Application – *Final Immediately available for ordering*

Sample 3

ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

Your participation in the BSA can help youth become better citizens.

Adult leaders serve as important role models for youth in the BSA and this application aids the chartered organization in selecting qualified adult volunteer leaders.

Youth Protection Training

All adult applicants are required to take this training in order to complete the adult application process. Go to my.Scouting.org to create an account and take the training online or contact your local council for classroom training. Include a copy of your completion certificate with this application.

Mission

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Excerpt from the Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

Criminal Background Check*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

Nondiscrimination

The BSA is open to all who meet the requirements. Scouting units are open to all and leaders are selected without regard to race, ethnic background, sexual orientation, or sexual identity, and is based on individual merit.

****The four different background check forms must be torn off and each separately give to the applicant.***



Leader Requirements

Adult leaders must possess the moral, educational, and emotional qualities that the BSA deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and the Scouter Code of Conduct. The Scouter Code of Conduct can be found at http://www.scouting.org/Resource/Health/Safety/Scouter_Code_of_Conduct.pdf
- Subscribe to the precepts of the Declaration of Religious Principles.
- Reside within the USA or a US territory, or be a US citizen residing outside the USA.
- Respected and obey the laws of the United States of America.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Youth Protection training (YPT) before application is processed and renew training as required.
- Review the disclosure information related to the BSA's background check process and complete and sign a Background Check Authorization form.
- Take leader position-specific training.
- Hold only one position within the same unit. The Chartered Organization Representative may multiple as the committee chairman, or committee member.

APPROVAL REQUIRED—UNIT ADULTS

Chartered organization head or chartered organization representative. The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative.

APPROVAL REQUIRED—COUNCIL and DISTRICT ADULTS

Scout executive or designee must accept and approve all council and district leaders.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

The adult leader application process will not be complete until Youth Protection training has been completed and a criminal background check has been obtained.

Health information. You should inform your unit leadership of any condition that might limit your participation.

Before participating in activities with your unit, please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and provide it to your unit leadership.

Scouting magazine. This magazine is sent to all registered, paid adults.

Boys' Life. Registered adults get a special rate. For a subscription to a great magazine and up-to-date information on Scouting, just fill in the Boys' Life circle on the application and pay the subscription price.

The annual national registration fee is nonrefundable.

BSA Privacy Policy

The BSA protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. BSA and its affinity groups may use registration information to notify registrants of benefit opportunities.

What is the BSA Program?

The BSA program is outlined in the official publications of the BSA. Activities that are not in these BSA publications are not a part of the Scouting program. Leaders must not allow youth members or program participants to engage in any unauthorized or prohibited activities.

Training for New Leaders

The BSA is committed to your success as a volunteer while serving young people. To help you be successful there are training materials designed for you. Training resources are available through your local council or at my.scouting.org.

What Makes a Trained Leader?

You are considered a trained leader when you have completed Leader Position Specific training for your position.

Youth Protection Begins With You™. Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The BSA is committed to providing a safe environment for young people. BSA provides parents and adult leaders with numerous online and printed resources on youth protection. All adult leaders must complete Youth Protection training, as part of the registration process and renew their training as required. Parents who participate in Scouting activities are also highly recommended to complete YPT. BSA's publications and other media also provide strategies for personal safety awareness for Scouts and their parents. To learn more about BSA's Youth Protection resources and to find age-appropriate programs and DVD materials, go to www.scouting.org/training/youthprotection.

All persons involved in Scouting must immediately report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Additionally, any Scouting related abuse or serious youth protection policy violations must be reported to your local Scout executive or to the Scouts First helpline (844-Scouts1 or 844-726-8871).

Youth Protection Policies

The BSA Youth Protection policies help to protect youth, and adult volunteers as well. These and other key policies are addressed in the training.

- Two registered adults or one registered adult and a parent, one of whom must be 21 years of age or older, are required on all trips and outings. If trips and outings are coeducational, adults of both genders must be present. Venturing requires both adults to be 21 or older.
- One-on-one contact between youth members and adults is prohibited at any time and location, except for situations involving transportation of a child with the prior authorization of the parent/guardian. Even personal Scout Center events must be conducted in plain view of others.
- Corporal punishment, hazing, and bullying are not permitted in Scouting. Only constructive discipline is acceptable. Parents and unit leaders must work together to solve discipline problems.
- Separate accommodations for adults and Scout (males and females and Scouts of disparate ages) are required.
- Youth privacy is respected.
- Leaders are responsible to enforce Youth Protection policies and report any abuse or policy violations.

BSA ADULT APPLICATION

First name (No initials or nicknames): _____ Middle name: _____ Last name: _____ Suffix: _____

Prefixed/Nickname: _____

Country: _____ Mailing address: _____ City: _____ State: _____ Zip code: _____

Home phone: _____ Business phone: _____ Cell phone: _____

Date of birth (mm/dd/yyyy): _____ Ethnic background: _____ Driver's license No.: _____ State: _____

Gender: M F Social Security No. (required): _____ Occupation: _____ Employer: _____

Country: _____ Business address: _____ City: _____ State: _____ Zip code: _____

Position Code: _____ Scouting position (description): _____ Are you an Eagle Scout? Date earned (mm/dd/yyyy): _____

Email address: Work Home Home @ Boys' Life subscription

I hereby certify that:

1. I have read and affirm that I accept the Declaration of Regional Principles. I agree to comply with the rules and regulations of the BSA and the local council, including the Scoutmaster Code of Conduct.

2. I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

To be completed by unit

APPLICANT (OR UNIT ADULTS) have reviewed this application and her responses to any questions presented "Yes," and have made any false or untrue statements necessary to be satisfied that this applicant possesses the moral, educational, and emotional qualities to be an adult leader in the BSA.

Signature of chartered organization head or representative: _____ Date: _____

Signature of Scout executive or designee: _____ Date: _____

*Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.

Unit Type: Pack Troop Team Crew Ship Site Venture

Unit No.: _____ District name: _____ Transfer from council number: _____ Unit type: Pack Troop Team Crew Ship Site

OR

Unit No.: _____ TERM: _____ MONTHS: _____ Registration fee \$ _____ Boys' Life fee \$ _____

All questions MUST be answered. Write NONE if applicable.

1. Scouting background: Council _____ Year _____ Position _____

2. Experience working with youth in other organizations. Please provide contact information: _____

3. Previous residences (for last ten years):
City _____ State _____

4. Current memberships (religious, community, business, labor or professional organizations): _____

5. References. Please list those who are familiar with your character. References may be checked:
Name _____ Telephone _____
Name _____ Telephone _____
Name _____ Telephone _____
Address information: _____ (Mark each answer.)

a. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Explain: _____ Yes No

b. Do you use illegal drugs or alcohol? Explain: _____ Yes No

c. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Explain: _____ Yes No

d. Has your driver's license ever been suspended or revoked? Explain: _____ Yes No

e. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Explain: _____ Yes No

f. Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people? Yes No

Tear off the following pages and provide to applicant separately.

**BACKGROUND CHECK
DISCLOSURE**

A consumer report is a background check in which information (which may include, but is not limited to, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you is gathered and communicated by a consumer reporting agency ("CRA") to Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company").

Company may obtain a consumer report on you to be used for employment purposes as defined by applicable law (in your case this means for the purpose of evaluating you as a new or existing volunteer).

ADDITIONAL DISCLOSURES

Minnesota individuals only: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, **VERIFY ADDRESS AND UPDATE ON APPLICATION, 800-888-5773.**

New York individuals only: Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with the Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to the Company at Boy Scouts of America, Membership Standards Team 5201, 4325 West Walnut Hill Lane, P.O. Box 152079, Irving, Texas 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org.

City and County of San Francisco individuals only:

Employers with 20+ Employees Must Post This Notice for Applicants and Employees

CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE, MAYOR

OFFICIAL NOTICE TO JOB APPLICANTS AND EMPLOYEES

Fair Chance Ordinance

Police Code, Article 49

Starting August 13, 2014, the Fair Chance Ordinance (San Francisco Police Code, Article 49) requires employers to follow strict rules regarding the use of arrest and conviction records in hiring and employment decisions. The ordinance covers job applicants and employees who would be or are performing work in whole, or in substantial part, in San Francisco and applies to employers who have 20 or more employees (regardless of the employees' locations).

Certain matters are off-limits. An employer may *never* ask about, require disclosure of, or consider an arrest not leading to a conviction (other than an unresolved arrest that is still undergoing criminal investigation or trial); participation in a diversion or deferral of judgment program; a conviction that has been expunged or made inoperative; any determination in the juvenile justice system; a conviction more than 7 years old; and a criminal offense other than a felony/misdemeanor. Matters that are off-limits cannot be used by the employer for any reason at any stage of the hiring process.

An employer cannot ask about an individual's conviction history or unresolved arrests at the start of the hiring process. This includes through a job application form, informal conversation, or otherwise.

A mandatory interactive process for matters not off-limits. Only after a live interview has been conducted, or a conditional offer of employment made, is the employer allowed to ask about an individual's conviction history (except as to matters that are off-limits) and unresolved arrests. Only those convictions and unresolved arrests that directly relate to the individual's ability to do the job may be considered in making an employment decision.

Before the employer may take an adverse action such as failing/refusing to hire, discharging, or not promoting an individual based on a conviction history or unresolved arrest, the employer must give the individual an opportunity to present evidence that the information is inaccurate, the individual has been rehabilitated, or other mitigating factors. The individual has seven days to respond, or which point the employer must delay any adverse action for a reasonable time and reconsider the adverse action. The employer must notify the individual of any final adverse action.

Evidence of rehabilitation includes satisfying parole/probation; receiving education/training; participating in alcohol/drug treatment programs; letters of recommendation; and age at which the individual was convicted. Mitigating factors include coercion, physical or emotional abuse, and untreated substance abuse/mental illness that contributed to the conviction.

Preemption. Where federal or state law imposes a criminal history requirement that conflicts with a requirement of the Fair Chance Ordinance, the federal or state law will apply.

No Retaliation. An employer may not take an adverse action against an applicant or employee for asserting their rights under the ordinance or cooperating with the Office of Labor Standards Enforcement (OLSE). If you need more information, or wish to report an employer that you believe has violated this ordinance, please contact the OLSE at 415-354-3192 or email PCR@sf.gov.

Employers must post this notice in English, Spanish, Chinese, and any language spoken by at least 5% of the employees at the workplace, job site, or other location at which it is posted. For copies of this notice in Spanish, Chinese, Filipino, Vietnamese, and Russian visit www.sfgov.org/olse/fcn or call (415) 354-3192.

Los empleadores están obligados a publicar esta aviso en inglés, español, chino, y todo idioma hablado por más del 5% de los empleados en el lugar de trabajo, sitio de trabajo u otro lugar donde se publique. Para obtener copias de esta notificación en español, chino, filipino, vietnamita, y ruso visite www.sfgov.org/olse/fcn o llame al 415-354-3192.

如果招聘要求中包含或者要求应聘者填写与上述条例相关的内容，请拨打电话 415-354-3192 或者发送邮件于 PCR@sf.gov 联系 OLSE。

Kang halagang sa mga ng hindi sa implemantasyon, o pati mag-alar ng employer sa sa pagkaka-alam ng karamihan sa empleyadong iba, magkakaing karamihan ang OLSE sa 415-354-3192, o email PCR@sf.gov.

Các chủ nhân phải niêm yết thông báo này bằng tiếng Anh, tiếng Tây Ban Nha, Tiếng Quốc, và bất cứ ngôn ngữ nào được nói bởi ít nhất là 5% người lao động tại nơi làm việc, cũng như ở các địa điểm mà khác mà có được niêm yết. Để có bản in của thông báo này bằng tiếng Tây Ban Nha, Tiếng Quốc, Philippines, Tagalog, Nam và Nga, xin truy cập vào www.sfgov.org/olse/fcn hoặc gọi số 415-354-3192.

Работодатели обязаны вывешивать это уведомление на рабочих местах или других местах размещения потенциальной информации о трудоустройстве, занятости, увольнении и местах, где будет найден персонал. Также необходимо вывешивать 5% уведомление на рабочих местах, филиалах, подразделениях, предприятиях и других местах, где будет найден персонал. Для получения более информации на русском, китайском, филиппинском, вьетнамском и японском языках посетите сайт по адресу www.sfgov.org/olse/fcn или позвоните по номеру 415-354-3192.

OFFICE OF LABOR STANDARDS ENFORCEMENT

City Hall, Room 430

1 Dr. Carlton B. Goodlett Place

San Francisco CA 94102-6002

Tel. (415) 354-6226

Fax (415) 354-4794

CALIFORNIA
STATE LAW DISCLOSURES
(Non-Credit)

For California individuals only: Under California law, an "investigative consumer report" is a consumer report in which information on a consumer's character, general reputation, personal characteristics, or mode of living is obtained through any lawful means. In connection with your application to be a volunteer and/or continued engagement as a volunteer (i.e., for employment purposes under California law) with Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company"), Company may obtain an investigative consumer report (as defined under California law). With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), Company may investigate the information contained in your volunteer application and other background information about you, including but not limited to obtaining a criminal record report, obtaining information about your character, general reputation, personal characteristics and mode of living, verifying references, work history, your social security number, licensure, certifications, driving records, and other information about you, including interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making volunteer placement/staffing decisions. The source of any investigative consumer report (as this term is defined under California law and as explained more fully above) will be First Advantage, VERIFY ADDRESS AND UPDATE ON APPLICATION, 800-888-5773. Information regarding First Advantage's privacy practices can be found at www.fadv.com.

Under California Civil Code section 1786.22, you are entitled to a visual inspection of files maintained on you by an ICRA, as follows:

- (1) In person, if you appear in person and furnish proper identification, during normal business hours and on reasonable notice. A copy of your file shall also be available to you for a fee not to exceed the actual costs of duplication services provided;
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. An ICRA complying with requests for certified mailings under the California Code shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA;
- (3) A summary of all information contained in your files and required to be provided by the California Code shall be provided to you by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charges, if any, for the telephone call are prepaid by you or charged directly to you.

"Proper Identification" means information generally deemed sufficient to identify you, which includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

BACKGROUND CHECK AUTHORIZATION

(Please Print)

Name: First _____ Middle _____ Last _____ Suffix _____

List any other names used (nickname, maiden/married last names): _____

Date of Birth _____

To the extent permitted by applicable law, I hereby consent to and authorize Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company"), to procure consumer report(s), which may include criminal background check(s) and/or investigative consumer report(s) (as defined by applicable California state law), on my background from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA"), as described in the **Background Check Disclosure**, the **Additional Disclosures**, and the **California State Law Disclosures (Non-Credit)** (all of which I have received separately from the Company). I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure**, the **Additional Disclosures**, and the **California State Law Disclosures (Non-Credit)**, as well as this **Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree Company can procure additional consumer report(s), which may include criminal background check(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with Company's current or prospective clients, customers, others with a need to know, and/or their agents for business reasons (e.g., to place me in certain positions, positions, work sites, etc.).

I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

For California, Minnesota, or Oklahoma individuals only: If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that Company may procure, please check this box.

Signature _____

Date _____

YOUTH APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.



Cub Scouting

Lion Tiger Wolf
Bear Webeelos Scout



Boy Scouting



Venturing/Sea Scouting

Scout Oath or Promise

On my honor I will do my best
to do my duty to God and my country
and to obey the Scout Law;
to help other people at all times;
to keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal,
helpful, friendly, courteous, kind,
obedient, cheerful, thrifty, brave,
clean, and reverent.



Welcome to the BSA!

The BSA makes Scouting available to our nation's youth by chartering community organizations to operate Cub Scout packs, Boy Scout troops, Venturing crews, and Sea Scout ships.

The chartered organization provides an adequate and safe meeting place as well as capable adult leadership, and requires adherence to the principles and policies of the BSA. The BSA local and national council provide training, program, outdoor facilities, literature, professional guidance, and liability insurance protection.

Your Role in Scouting

Scouting uses a fun program to promote character development, citizenship, leadership, and personal fitness. You can help by encouraging attendance, assisting with your child's advancement, attending meetings for parents, and assisting the unit when called upon to help. The unit cannot provide a quality program without your help.

Youth Protection Begins With You™. Child abuse is a serious problem in our society and unfortunately, it can occur anywhere, even in Scouting. Youth safety is of paramount importance to Scouting. For that reason, the BSA continues to create and consistently improve its barriers to abuse.

The BSA is committed to providing a safe environment for young people. To maintain a safe environment, the BSA provides parents and adult leaders with numerous online and printed resources and adult leaders must complete Youth Protection Training (YPT) and renew their training as required. Parents who participate in Scouting activities are highly recommended to complete YPT.

All persons involved in Scouting must immediately report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Additionally, any Scouting-related abuse or serious Youth Protection policy violation must also be reported to the local Scout executive or the Scouts First helpline (844-Scouts1 or 844-726-8871).

All parents must review the How to Protect Your Children From Child Abuse: A Parent's Guide booklet in the Cub Scout or Boy Scout handbook or at www.scouting.org/training/youthprotection.

Youth Protection Policies

- Two registered adults or one registered adult and a parent, one of whom must be 21 years of age or older, are required on all trips and outings. If trips and outings are coeducational, adults of both genders must be present. Venturing requires both adults to be age 21 or older.
- One-on-one contact between youth members and adults is never permitted. Even personal Scout conferences must be conducted in plain view of others.
- Corporal punishment, hazing, and bullying are not permitted in Scouting. Only constructive discipline is acceptable. Parents and unit leaders must work together to solve discipline problems.
- Separate accommodations for adults and Scouts on trips and outings are required.
- Privacy of youth is respected.
- Units are responsible to enforce Youth Protection policies.

Excerpt from the Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of membership.

Policy of Nondiscrimination

The BSA is open to all who meet the requirements. Scouting units are open to all youth without regard to race, ethnic background, sexual orientation, or sexual identity and are based on individual merit.



BOYS' LIFE MAGAZINE

For a subscription to a great magazine that will help your child grow in the Scouting program, just fill in the *Boys' Life* circle on the application and pay the subscription price.

- Parent Agreement** I have read the Scout Oath and Scout Law and I want my child to join Scouting. I will assist them in abiding by the policies of the BSA and the chartered organization. I will:
- *Serve as an adult partner while my child is a Lion or Tiger.*
 - *Help my Scout grow through completion of advancements.*
 - *Help the unit with activities and assist as needed.*

Joining Requirements

Cub Scout Pack

Pack membership is open to youth in kindergarten through fifth grade.

- ***Lion**—Year before first grade **Bear**—Third grade
- ***Tiger**—First grade **Webeles Scout**—Fourth and fifth grade
- Wolf**—Second grade

**Lions and Tigers must have an adult partner. If the parent is not serving as the adult partner, the parental signature on the application indicates their approval of the adult partner. In addition, if the adult partner does not live at the same address as the Lion or Tiger, an adult application is required.*

Boy Scout Troop

Children can be Scouts if they have completed the fifth grade and are at least 10 years old, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not reached age 18.

Venturing Crew/Sea Scout Ship

Venturing and Sea Scouting are for young men and women at least 13 years old who have completed the eighth grade, or youth age 14 and not yet 21. **Applicants age 18 and older must complete a BSA adult application.**

Venturers and Sea Scouts registered in a crew or ship prior to their 21st birthday may continue as members after their 21st birthday until the crew or ship renews its charter or until they reach their 22nd birthday, whichever comes first.

The annual national registration fee is nonrefundable.

Health Information. You should inform your unit leader of any condition that might limit your child's participation. Please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and give it to the unit leader.

