

MEMBERSHIP

YOUTH

1. Remember to put the Unit Number in the space provided at the top of the application.
2. **Must have Full Name, Birth Date, and address with zip code and parents signature as well as signature of Cubmaster or the application will be rejected.**
3. Only original applications will be accepted – no copies or faxes accepted (except on authority of the Asst. Scout Executive – mark the original as a file copy and mail to the Council Office).
4. **Clearly mark both the box for *Boys' Life* and the fee amount**
5. It is easiest to use a Unit account to pay for Registrations and *Boys' Life* because of the pro-rated fees, **remember to give written permission to take funds from the account.** If your unit has restricted account permission must be given by someone with the authority to access the account.
6. **A transfer must fill out a new youth application** (be sure to have the unit # the youth is transferring from, if from out of council we need the council name or number, city and unit number).
7. **A youth may not multiple from one unit to another except from Boy Scouts to Venturing and vice versa. If a youth wants to be in two units a registration fee must be paid in each.**
8. The office only needs the top copy of an application – please remove your copy prior to mailing, etc.
9. When mailing applications to the office please include a note that states the number of applications included, and clearly mark WHO is to receive *Boys' Life* magazine.
10. Please use ink because it is easier to read and doesn't smear.
11. **Only Original applications will be accepted** – no copies or faxes allowed (except on authority of Asst. Scout Executive – mark the original as a file copy and mail to Council Office).
12. ***If in doubt CALL: your District Professional, your Unit Commissioner, the Scout Office!!!!***

ADULTS

1. All information should be completed and checked by the unit prior to turning the application into the office. Fees must accompany the application or permission to take needed money from the unit account. At least two references must be provided.

2. Remember to put the Unit Number in the space provided at the top of the application

3. You must include month/day/year for the birth date.

4. Do not use abbreviations that are not easily understood in street names, etc.

5. It is the responsibility of the Unit (at this time) to check references, etc. this is not done by the council office.

6. Each adult application must be approved by the Committee Chairman and the Institutional Head / Charter Representative as well as the District Professional.

7. Please use ink because it is easier to read and doesn't smear.

8. The office only needs the top copy of an application – please remove your copy prior to mailing, etc.

9. If the adult has a paid registration with another pack/troop please indicate if this position is to be a "multiple" (non-paid) position and where the paid registration is held.

10. Whenever an adult application is turned into the Scout Office the entire application must be completed – it is not acceptable to complete just the blue portion for position changes. When a person is moving into a position where only one is allowed per unit as in changing the Committee Chair or Cubmaster/Scoutmaster an application should be completed for the ingoing CC as well as the individual who is stepping down from the position (if they are going to stay involved in Scouting in the same unit or a different unit). EX: This means that Bob Smith who is the outgoing CC (moving to a MC) should submit a completed application as well as John Doe who is going to be the new CC. If the individual leaving the CC position is not going to stay involved in scouting no application will be required but they should be aware they will be removed from the unit and from scouting if the office does not have an application to change their position at the same time as the application for the new CC is received.

We apologize for any inconvenience but this is necessary because of the Criminal Background Check procedures. A CBC may be triggered any time there is a change of position so the outgoing CC cannot be made a MC without an application giving permission to do a CBC.

REMEMBER THAT SOCIAL SECURITY #'S ARE NOW REQUIRED – PLEASE CHECK TO BE SURE THE NUMBER IS LEGIBLE !

13. Only Original applications will be accepted – no copies or faxes allowed (except on authority of Asst. Scout Executive – mark the original as a file copy and mail to Council Office).

14. A transfer must fill out a new adult application (be sure to have the unit # the youth is transferring from, if from out of council we need the council name or number, city and unit number). There is a \$1.00 fee to transfer (this includes transferring from youth to adult.)

15. If in doubt CALL: your District Professional, your Unit Commissioner, the Scout Office!!!!