



BSA Applications
Points to Check to Avoid Defects
115 (Jan 2015) Application Version

Adult application

- Unit adult volunteers are approved at the unit level by the COR and CC. The DE will later sign the application for audit purposes, but the unit approves the volunteer. Thus, it is the unit who checks references as needed
- A disclosure/authorization form is always required with an application and it must be signed by the applicant
- Check the unit number – officially all unit numbers are 4 digits with zeros preceding the number if needed, but any number of digits is ok. The DE's coversheet will have 4 digits
- All questions on the right must be answered. Put NA if appropriate
- The adult app now has a radio button to indicate a Venturer (age 18-21)
- Do not use initials or nicknames
- Add a current BSA ID if the volunteer is already a member
- Check for Driver's license number
- Check for SSN
- Check for Position Code and Description – If in a functional role so indicate, e.g., MC – Advancement Chair, which may allow more access to my.Scouting Tools
- Check for Initials by applicant
- Check for 4 signatures on the adult app – 3 on the app: Applicant, CC, COR and another applicant signature on the disclosure form
- If the volunteer is changing positions, indicate: Position Change. Every member who changes position code should complete a new application
- If the volunteer is in multiple positions and will not be charged for this application, indicate: Multiple, Paid in X Unit.
- Check that YPT Certificate is attached
- For Cub Scouts – The Pack Trainer (PT) can be a multiple (pays in another position). Tiger and Lion Partners do not pay membership fees but pay insurance. Current or past Tiger or Lion Partners who volunteer for a Pack position, e.g. Den Leader or MC, must complete an application and pay in that position. (Add their Tiger Partner BSA ID on the application).

Youth application

- Check for unit number
- For Cub Scouts, check either Tiger, Cub Scout, or Webelos. Write in "LION"
- Check for Arrow of Light earned for Crossovers. Packs must enter AOL in Internet Advancement before a Troop submits a Boy Scout app or AOL will not be in the Youth's record
- Check for BSA ID for Transfers and Crossovers. UC's can see a Crossover's BSA ID in my.Scouting Member Manager
- Check for Grade – Compare Grade to Date of Birth for reasonableness
- Check for School

- Check for Boy's Life – Ask Parent or ask if all youth in the unit get BL (recommended for retention)
- Check all radio buttons
- Check for parent's birthdate
- Check for parent's email address
- Check for 2 signatures: Unit Leader and Parent

BeAScout on-line applications

- Should be used for new members who are not registered in any BSA program
- A BeAScout application always generates a new BSA ID number. If someone with a current registration uses the BeAScout on line application, they will have multiple profiles and training records
- UC should ask your unit to email the UC and ADC whenever a BeAScout application is initiated. Ask the unit to give the UC the member's name and tracking number. Then, UC can help with follow up
- If UC is registered in the unit, e.g., as a multiple such as an MC, UC can see the status of BeAScout applications. Click on BeAScout, click Unit Pin Management
- One reason for problems with on-line applications is that the approval people do not respond to the BeAScout notification email and approve (unit leader for youth; CC and COR for adults)
- Another reason for problems is the unit does not print the voucher and send it to the District Executive. UC should ask the unit to also send it to the UC & ADC so UC can follow up

Submitting Applications

- Units should submit all applications immediately. Youth or adults should not participate without being registered.
- Units should not hold applications to submit with the Charter Renewal because it significantly complicates the unit's renewal process.
- A best practice is for units to submit all applications to the UC. UC reviews and quickly resolves any potential issues with the unit processor
- UC gives applications to the District Commissioner or Deputy District Commissioner for review.
- The District Commissioner or Deputy checks for adequate funds and gives reviewed applications to the District Executive.
- The DE obtains a receipt from the Council Finance office after the application and Boy's Life fees are collected. The DE prepares a coversheet and sends the application, disclosure form, YPT, and receipt to the Council Registration office which is now Membership Services at the National Service Center in Texas.
- Member Services normally processes applications within 72 hours and the new members are then registered and listed in the unit's my.Scouting Tools.
- Both the DE and District Commissioner get a notification email for any defective applications and can contact Membership Services in Texas as needed.
- Units should regularly compare their unit rosters with my.Scouting Member Manager to identify unregistered individuals or members in incorrect positions. A membership inventory is particularly important in September before Internet Rechartering begins.