

Scout Leader's



Guide to Recruitment

#ADVENTUREON!



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Dear Scout Leaders,

Thank you for giving your time and talent to provide a fun and engaging program for youth that builds character, improves physical fitness, teaches practical skills, and develops a spirit of community service. The Scouting program provides opportunities for youth to gain experiences they may not otherwise have. Your support helps them develop life skills and learn citizenship so they can become the leaders of tomorrow. Every child deserves the chance to experience the Scouting program and it all starts with giving every child the opportunity to join.

This guide provides the tools needed to develop and implement a successful plan to invite all kids in your area to join your unit.

If you need assistance or have other questions about recruitment, please contact your district professional.

DISTRICT RESOURCES

Buffalo Trace Council consists of 3 Districts serving 15 Counties in Southwestern Indiana and Southeastern Illinois. Each district has a professional Scouter available to assist units with promoting Scouting within the community.

In addition, Recruitment Resources can be found at <https://www.buffalotracecouncil.org/recruitment>

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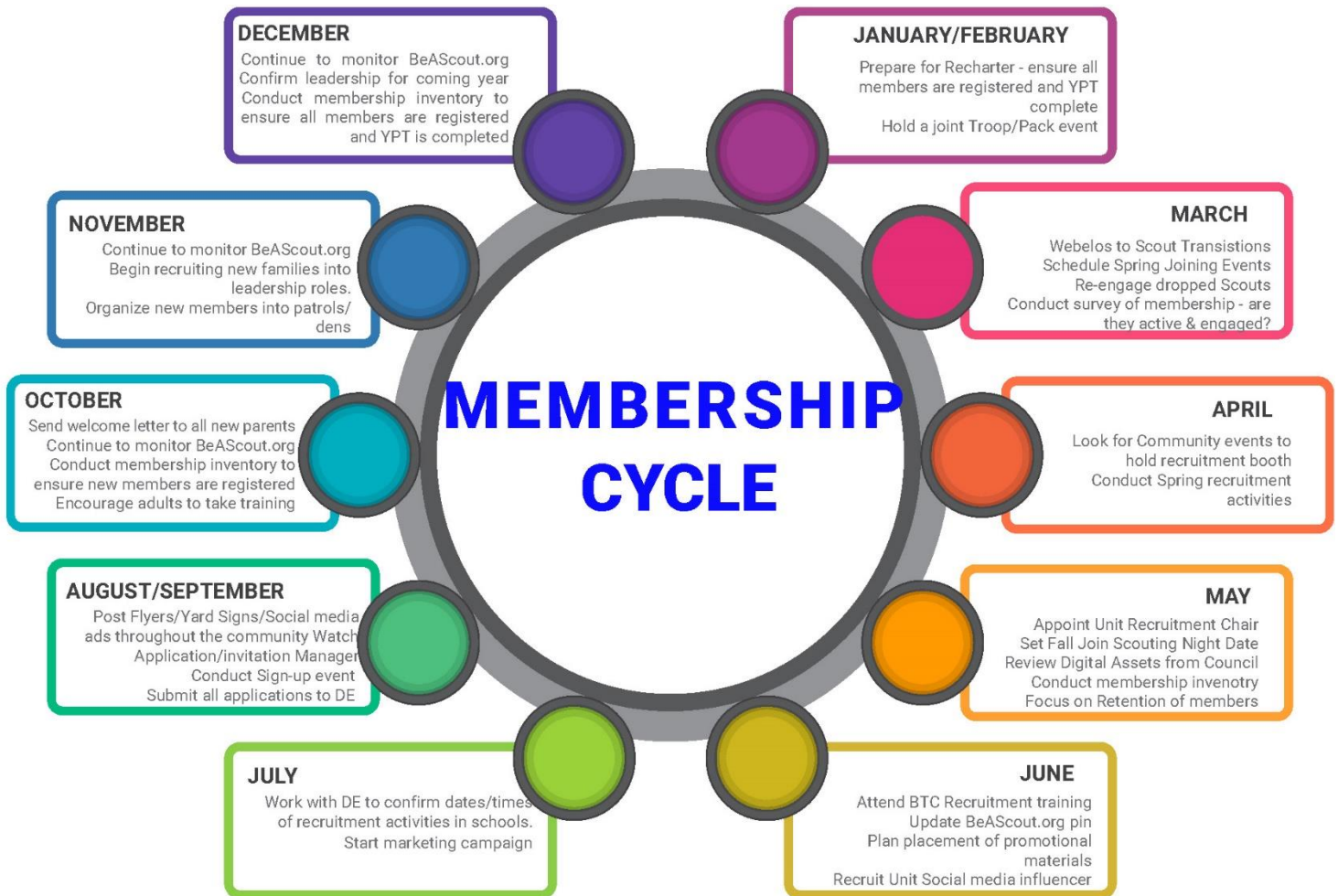
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THE MEMBERSHIP CYCLE

Membership growth is a year-long cycle. It's important for unit leaders to understand that it isn't just about recruiting. It is as much about retaining your current members as it is about recruiting. While a unit will not grow without new members, your entire focus should not be on recruitment. Retention of your current members is critical to unit growth. Periodically throughout the year, a unit leader should conduct a membership inventory to see where their current members are, reach out to Scouts who have been missing meetings/activities, and survey members on how to keep them engaged.



The single most important tool at your unit's disposal is the unit pin on BeAScout.org. It is important that the information is kept up to date. The information you use during your recruitment campaign should be a match to the information on your pin. The unit pin generates interest contacts, so it is equally important that someone in your unit regularly monitors and responds to the invitation/application manager on my.scouting.org. These contacts can be generated at any time during the year, not just during the fall recruitment.

TIMELINE FOR SUCCESS

Membership growth takes planning and time. Early planning and a team effort ensures a successful recruitment campaign. Get your leadership and parents involved. Allow enough time to reach your audience and repeat your message as much and in as many different ways as possible to get their interest. Research shows that people need to be invited an average of 12 times before they are likely to act. The Council offers a variety of prepared materials to assist in this effort.

May	<ul style="list-style-type: none">○ Conduct a unit membership inventory to ensure all members are registered correctly. Update any adult registrations for those who have changed roles. Ensure YPT is up to date. Reach out to youth who have been "missing" to invite them back and re-engage them.○ Spend some time focusing on retention of current members. Poll your members to learn what can be done to keep them active.○ Hold a unit/parent committee meeting to discuss your unit's fall recruitment campaign. Create a recruitment team by assigning responsibilities to parents and leaders. Recruit one of your parents to act as your unit's Social Media Influencer.
June/ July	<ul style="list-style-type: none">○ Attend Council Membership Training to learn how to market your unit and about fall recruitment.○ Coordinate additional promotion efforts to ensure every youth receives at least 12 invitations to join Scouting. Follow through. See list of possible methods on page 7. Council will provide Social Media posts.○ Work with your DE to contact the school(s) your unit serves to reserve a room for the Join Scouting Night. Arrange to have an information booth at your school's open house night, student supply drop off, or other parent information meeting to promote your pack. Follow-up with an email in early August.
August/Early September	<ul style="list-style-type: none">○ Attend August Roundtable in your district and receive your unit's 2024 Scout Join Scouting Night kit.○ Conduct the Join Scouting Night! See instructions on pages 9-11.○ Submit join night report envelope (including rosters, applications, and fees) to your district turn-in site.○ Within 24-48 hours of Join Scouting Night email or call each new family to welcome them into your unit and answer any questions.○ Hold an orientation for new families within one week of Join Scouting Night. A sample agenda can be found on page 10.
September	<ul style="list-style-type: none">○ Be sure each new adult leader completes youth protection training and basic training for their position (available online at my.scouting.org).○ Submit new leader applications. See page 16 for adult registration process.
October	<ul style="list-style-type: none">○ Ensure all dens are meeting regularly if you are a Cub Scout Pack.○ Distribute flyers at school to reach any youth who may have missed your Join Scouting Night. Flyers should read "It's not too late to join Scouting!" and invite them to your October pack/troop meeting or other activity. Be sure flyers are distributed one week before the meeting.○ Be prepared at the October meeting to enroll new youth into your unit and assign them to the appropriate dens/patrols if applicable.



12 STEP MEMBERSHIP PLAN

Previously we said you have to ask 12 times to get someone to join you. In order to reach your audience, your unit will need to develop a 12-point membership plan. A 12-point membership plan utilizes 12 different methods of communicating with the audience in order to invite them to join you. Use this worksheet to create your 12-point membership plan.

COORDINATOR INFO

The point of contact for your unit plan

NAME _____

PHONE _____

EMAIL _____

LEAD CONTACT

The individual managing BeAScout Pin, leads, and contact person on flyers.

NAME _____

PHONE _____

EMAIL _____

JOIN SCOUTING NIGHT PLAN

Fill out the section below based off the list of recruitment efforts to the right.

WHAT	WHO	WHEN
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____
6 _____	_____	_____
7 _____	_____	_____
8 _____	_____	_____
9 _____	_____	_____
10 _____	_____	_____
11 _____	_____	_____
12 _____	_____	_____

Don't forget to measure your success. Find out what worked by collecting surveys from those who attend your Join Scouting Night.

RECRUITMENT EFFORTS

Utilize the list below to build your unit's 12-step membership plan. Some actions are more effective than others; however, all will help you to grow your unit.

- 1 School intercom announcement (ask your principal)
- 2 Invite-a-friend campaign—utilize buddy cards and invite to Join Scouting Night.
- 3 Customized invitations to families (utilize class rosters, school directories, etc.) Troops make Personal phone calls/email invites to 5TH Graders (utilize class rosters, school directories)
- 4 Two-week School Flyer
- 5 Geofence your Join Scouting Night
- 6 Community marquee-board—contact a church or business to place your joining info on their electronic info board.
- 7 Open house attendance—collect leads—required if your school permits you to attend
- 8 Packs Assemble Lion /Tiger packets. Troops assemble 5TH grade packets/Webelos packets
- 9 4th of July parade—march in the parade & hand out info with www.BeAScout.org.
- 10 Promotion of Scouting at area after school care facilities
- 11 Flyers distributed at area churches (target churches with large family populations)
- 12 Parent-to-parent campaign: encourage parents to contact one/two of their friends with kids and invite them to join.
- 13 Flyers and posters distributed to businesses.
- 14 Community event/festival attendance—gather leads (farmers market, summer festival, sporting events, etc.)
- 15 School newsletter article (ask your principal or PTO)
- 16 Display case/bulletin board in your school.
- 17 Teacher email reminder/announcement—have parents ask their Scouts' teacher to send an email home to their class—provide a draft email.
- 18 Attend your school's carnival or festival—gather leads (this is in addition to your school's open house).
- 19 School automated phone system announcement (ask your principal).
- 20 Place a few posters at the School in the lunchroom or hallways
- 21 Parent social media campaign - encourage parents/leaders to post info and testimonial in various locations: NextDoor App, neighborhood Facebook pages, school/parent Facebook group, community "Chatter" FB pages, community garage sale pages, official school/PTO social media pages, tag community agencies on twitter (Parks Dept., Fire Dept., Police Dept., etc)
- 22 Utilize Join Scouting promotional items for lunchroom talks or provide to community business/organization to place on products.
- 23 Scout Talk
- 24 Create a customized unit promotional video and distribute through social media, school announcement/communication, or place on unit website.
- 25 Yard signs
- 26 Webelos open house or activity
- 27 Other: _____
- 28
- 29
- 30

COUNCIL RECRUITING TOOLKIT

Buffalo Trace Council will provide your unit with the tools you need to have a successful Membership drive. This “toolkit” will consist of a variety of resources from digital media to physical signs. Visit <https://www.buffalotracecouncil.org/recruitment> to find tips on how to create/use QR codes to promote your unit, how to utilize Social Media for your membership campaign, and more recruitment tools. Sample flyers, peer-to-peer invitations, and an orientation sheet sample are also available there.

In addition to the tools available on the website, Council will have the following available to units:

Facebook Events and Geofencing and Boosting Posts

We encourage every unit to set up an event on Facebook to feature a “Join Scouting” night. Geofencing is a method of geographically targeting a specific audience using Facebook. You will put a “geofence” around the neighborhood area to reach prospective families, serving as a social media ad. Target with zip code and number of miles. Council will boost your event! Information is needed 4 weeks prior to successfully boost the event.

Yard Signs

Get the word out in the community by placing yard signs in high-traffic areas and in front of school. In large block letters, clearly write the date, time, and location of your JSN on the yard sign. Add QR Code directing parents to your JSN event information. Tip: place yard signs only at high traffic stop areas so each car that stops will be able to see it. Drivers will not be able to read yard signs while driving. For a small fee, your unit can purchase a flyer box to post with your yard sign.

Back to School Flyers

Send an invitation home with every youth at school to be sure parents are aware of your JSN. If your schools do not allow flyers, perhaps a postcard can be mailed directly to students. Contact your district professional to coordinate this.

School Talk with Flyers/Promotion Items

A great way to ask students to join Scouting is by visiting their school and generating excitement about all the fun activities and events your unit participates in. School talk day is a great day for all current Scouts to wear their uniform to school. Contact your district professional to coordinate flyers and school talks.

Other Items Available to Borrow

Is your unit setting up a table at a community event? You can borrow a Buffalo Trace Council Pop-up sunshade and tablecloth. Also available are portable firepits with pie-irons and a bag of charcoal. Just add a loaf of bread and pie filling to make sweet treats to share at your event. We also have parade banners, wristbands, and pre-printed flyers for distribution.



PLANNING YOUR MEMBERSHIP CAMPAIGN

The key to a great membership campaign is preparation. The checklist below shows the ideal timing to execute your unit's Membership campaign.

Prepare in advance:

- Meet with your Pack and set the calendar for 2024-2025
- Make sure your BeAScout pin and unit online registration is updated and ready. For assistance with this, contact your District Professional.
- Find out open house and kindergarten orientation dates. Work with your District professional to arrange for a representative from your Pack to be there to host a table.
- Work with your District professional to contact your school to make sure they have your Join Scouting Night on the calendar and are prepared to have a door open for you on your assigned day. (Arrive early to set up your table)
- If the school allows, encourage your current Scouts to wear their uniform to school the day before or day of your Join Scouting Night.
- Plan to have at least two-unit representatives attend each of your recruitment sites. Arrange for all Den Leaders and committee members to help with orientation.
- Schedule New Parent Orientation for the week after your Join Scouting Night.

Prepare for night of the event:

- Make sure you bring your **Pack calendar to the Join Scouting Night**. Have copies for all new families. **Highlight your NEXT MEETING**.
- Make sure you bring copies of your **contact list** of all Pack leadership for new families, so they know who to call with questions, how to sign up for the unit Facebook page, website, etc.
- Have blank applications for Youth and Adults to sign up and plenty of ink pens.
- Bring CHANGE to your Sign-Up night** (recommended \$50 in \$5 bills and \$20-\$25 in \$1 bills)
- Have your Treasurer present with Pack checkbook or have a signed Pack check**. (Families will write checks/pay cash to the unit. The unit can write one check to the Council for all fees, or may choose to write one for registration and Scouts' Life)

SCHOOL TALKS

A Cub Scout school talk is a three-to-five-minute presentation to kids during the school day to generate excitement about Scouting and tell them how they can join. School talks improve attendance at join nights dramatically. *Do not miss this important step in the fall recruitment plan! A school talk is usually conducted by your district professional*, but it's always better to have a local leader at the school to talk about all the specific fun things that your Pack does. Contact your district professional to talk about accompanying them to the school talk. **You can also provide a poster board with pictures about your unit's yearly events.**

Pack Leaders Helping with School Talks: Step by Step

Ideally, flyers will have been sent home with kids already and your visit will serve as a reminder of your Join Scouting Night.

1. Coordinate to arrive with your district professional about 15 minutes before the school talk.
2. Stop at the school office to introduce yourself to the secretary and principal about 10 minutes prior to the time you have scheduled.
3. The actual presentation to the students will be led by your District Professional, but should be prepared to offer:
 - A brief description of the fun activities the youth can do in Scouts in your Pack.
 - Repeat the date, time, and location of Join Scouting Night multiple times, and remind them that a parent needs to attend as well.
 - Help your District Professional make sure each child receives a flyer and/or promotional item. Ask them to show the flyers/promotional items to a parent as soon as they get home.

JOIN NIGHT CHECKLIST

Below are key items to plan for to ensure a successful Join Scouting Night.

Before Join Scouting Night

- **Choose A Location**
Your unit's Join Scouting Night should be held at your local school(s) if possible. People want to feel comfortable and new families are usually unfamiliar with Scouting - give them the advantage of a familiar location. They are more apt to know where the library at school is than the Scout House or VFW Hall.
- **Select A Format**
Decide how your Join Scouting Night will be structured. It is recommended that units utilize the five-station format (see page 10 for more details). Regardless of your structure, the evening needs to be organized and flow nicely for families, without too much information to overwhelm them.
- **Coordinate Uniforms**
To make parents feel more comfortable, it is recommended that leaders wear a unit t-shirt with a name tag that identifies you as a "parent volunteer" The BSA field uniform is always appropriate, but it can sometimes be intimidating to a new parent.

An attendance sheet template with a grid for recording names and a column for tracking paperwork and fees. A red arrow points from the 'Take Attendance' section to the top of the sheet.

During Join Scouting Night

- **Take Attendance**
Make sure every family signs in on the attendance sheet when they arrive. At the end of the night, mark the appropriate columns to indicate paperwork and fees submitted. Turn the top copy in your Join Scouting Night report envelope, and the other copies are for the pack and den to keep.
- **Share Information**
Every family should receive a pack calendar that includes leader contact information. Your recruitment kit also contains helpful handouts and materials that should be distributed to each new family.
- **Help With Paperwork**
Help families complete and submit their application(s) to join that night. Most applications that go home with parents usually get lost. If possible, arrange to have computers with Wi-Fi/hotspot available for online registrations.
- **Collect Fees**
Checks should be made out to your pack. At the end of the night, your unit treasurer will write one check to BTC BSA to cover fees.

A template for a Join Scouting Night report envelope, featuring a large rectangular area for pasting the attendance sheet and a space for a return address. A red arrow points from the 'Submit Paperwork' section to this area.

After Join Scouting Night

- **Submit Paperwork**
Place all paperwork and a check made out to Buffalo Trace Council in your Join Scouting night Report Envelope. Submit it at your District turn in location.
- **Conduct a New Family Orientation Meeting**
Within one week of your Join Scouting Night, invite all new families to attend an orientation meeting. Go over Training requirements, Uniform policy, Unit Fundraising, volunteer opportunities, and behavioral expectations.
- **Connect with Every Family**
Thank them for attending and share upcoming event dates by email, text, or phone

JOIN SCOUTING NIGHT FORMAT

It is recommended that units structure their Join Scouting Night as an open registration meeting. This type of sign-up night allows parents to arrive throughout a scheduled block of time (6:30 to 7:30 PM) and flow through stations to get important information, register their child, and leave.

Five Station Format

An open registration meeting that utilizes stations is designed to be:

- Faster for parents. Families should complete the process in 15-20 minutes.
- Less stressful for unit leaders (no group presentation!)
- Informative and organized: important information is given in an efficient manner.

Each station has a dedicated function, and depending upon anticipated turnout and available volunteers, units may combine stations as needed. Make an effort to have as many leaders on hand as possible to give families a chance to get to know them.

An important aspect of this format is follow-up with new families. Contact new families within 24 hours of sign-up night by phone and/or email to remind them about the upcoming new family orientation meeting as well as unit meetings.

Join Scouting Night Stations

- = Item is included in your recruitment kit
- = Item supplied by unit.

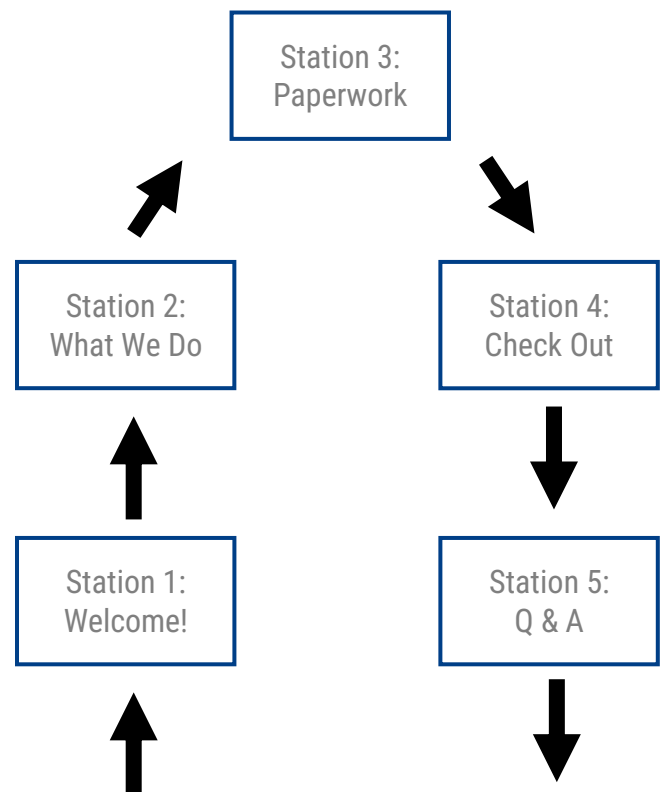
Station 1: Welcome!

Leaders at this station will:

- Greet every family and ask them to sign in.
- Tell parents they will visit five stations to learn about the unit and complete the signup process, and it will take about 15-20 minutes.
- Provide every family with the orientation guide for new Cub Scout families.

Materials:

- Station 1 sign
- New Cub Scout family orientation guides
- Join Scouting Night attendance roster.



Entrance

See you at the
1st meeting!

Station 2: What We Do

Leaders at this station will:

- Talk about what makes your unit special. Consider speaking to several families at once.
- Give every family your Pack/Troop calendar and let them know you would like them to attend as many functions as possible, but they are not required to make every event.
- Explain which uniform parts are required, provided, and optional. Help families fill out the uniform essentials flyer (or have completed forms ready to hand out).
- Talk about the popcorn sale and other money-earning activities your unit participates in throughout the year.

Materials:

- Station 2 sign
- Popcorn sale flyers
- Uniform essentials flyers
- Fall District/Council event flyers.
- Unit displays, pictures, etc.
- Unit calendar
- Leader information sheet
- Example uniform

Station 3: Paperwork

Leaders at this station will:

- Explain the youth registration form and be prepared to answer any questions.
- Help parents complete the form or register online. See page 15 for more information.
- Tell families about Scouts' Life magazine (*only \$1.25 per month*)

Materials:

- Station 3 sign
- Laptops and Wi-fi/hotspot
- BSA youth applications
- Parent information sheets
- Financial Assistance forms

Station 4: Checkout

Leaders at this station will:

- Collect Completed youth applications (*if not completed online*).
- Be prepared to answer questions about fees, payment plans, and financial assistance options. In addition to any assistance your unit may provide, Buffalo Trace Council offers need-based assistance to cover registration, uniforms, or other expenses. An application for financial assistance can be found at buffalotracecouncil.org/resources

Materials:

- Station 4 sign
- Registration and Scouts' Life fee sign
- Calculator
- Money to make change.
- Join Scouting Night report envelope.

Station 5: Q&A

Leaders at this station will:

- Make sure parents know when and where the new family orientation meeting is and answer any other questions parents may have.
- For Cub Scout Packs, explain that the first award any Cub Scout earns is the Bobcat, and explain the requirements for different grades.
- For Scouts BSA Troops, explain the Trail to Eagle:
<https://www.eaglescout.org/path/EagleTrail.html>

Materials:

- Station 5 sign
- Answer all questions
- Refer/ defer to other sources when necessary
- Family Talent Survey

ORIENTATION FOR NEW FAMILIES

An orientation meeting for new families should be held no more than one week after the Join Scouting Night (JSN). All parents and leaders should attend.

Suggested Meeting Agenda

1. Welcome & Introductions

2. Unit Program

- Explain the difference between: unit meetings, den meetings (if applicable), and parent committee meetings
- Review unit calendar and highlight upcoming activities
- Handout & review requirements for Bobcat by grade. Set a goal as a pack to present each new youth their Bobcat belt loop no later than the October pack meeting.

3. The Pack Committee

- Explain that the Scouting program is an all-volunteer organization. Your unit is successful because each parent volunteers in some way during the year to help out. Some people run the meetings. Some people take a “behind the scenes” role on the committee and help with planning, paperwork or other administrative type duties. Some parents are not available to help every month, so they volunteer for short term projects such as the pinewood derby, court of honors, etc.
- Talk about key unit leadership needs. It may be helpful to have a large poster showing the organization and current positions that are needed.
- Ask parents to complete the parent information sheet if they have not already done so.

4. Leader Training

- Explain that youth protection training is required for all registered leaders and is strongly recommended for all parents. Direct all leaders to the www.scouting.org website for youth protection training.
- Direct new leaders to the appropriate basic leader training courses offered online.

5. Den Program *(Separate into Dens if you are a Cub Scout Pack)*

- Dens that already have a den leader:
 - Den leader discusses den-meeting dates, times and locations and recruits parents to assist with den meetings or serve on the pack committee.
- Newly formed dens without a den leader:
 - Another pack leader will need to guide the discussion with parents. Explain that it may take a few meetings to identify a parent to lead the den and ask for their cooperation and patience.
 - Discuss possible meeting dates, times and locations.

6. Closing

- This meeting should not be conducted at the join night or a regular unit meeting.
- This is a chance for your unit to establish expectations, communicate the program plan, and answer any questions before the first official meeting.
- Arrange to have a few experienced parents run an activity for any youth and siblings who attend so you will have the full attention of the parents without distractions.
- This meeting should last no more than one hour, but plan to stay late to answer additional questions.
 - Think back to your first Cub Scout meeting - what do you wish you had been told?

OCTOBER RECRUITMENT PLAN

The Join Scouting Night (JSN) is no doubt the single most productive recruiting event of the year for units. However, even when the promotion plan is executed perfectly some families miss the opportunity to join Scouting.

October unit meetings are the perfect opportunity to invite youth and their families to join your pack or troop that may have missed, or been unaware of, the JSN night. With very little additional effort, units across the council will bring hundreds of youth into Scouting this October that otherwise missed the opportunity to join in September.

There are only a few additional steps each unit needs to take in October to maximize the success of their fall recruitment.

October Recruitment Checklist

- Send a note to the school principal immediately after the Join Scouting Night (JSN) to thank them for their support of your unit's successful recruitment event.
- As a Pack, plan your October follow-up date. Select location, date, time, volunteers to help and create a meeting agenda. Emphasize the importance of reaching out to families that may have missed the join night. Make sure to clearly communicate these plans with your District Professional at least 3 weeks before your date.
- If possible, your District Professional will deliver flyers to the school for distribution at least one week prior to your October meeting. The flyers must be ordered by contacting your District Professional. Alternatively, flyers may be distributed electronically through Peachjar.
- Be ready at your October meeting to welcome new families. Give new parents the information packet you used at your Join Scouting Night. Ask them to stay after the meeting for about 20 minutes so they can complete the paperwork and meet their den leaders (if applicable).
- Follow-up with all new families. Be sure they are aware of the meeting dates, unit activities, the popcorn sale, etc.
- Turn in paperwork and fees collected to register the new youth with your unit within 24-48 hours.

YOUTH APPLICATION REQUIREMENTS

Ensure that youth applications are completed fully by parents before they leave the Join Scouting Night.

BSA YOUTH MEMBER APPLICATION

YOUTH INFORMATION

First name (No initials or nicknames)
 Middle name
 Last name
 Suffix
 Preferred nickname

Country
 Mailing address
 City
 State
 Zip code

Home phone
 Date of birth (mm/dd/yyyy)
 Grade
 Ethnic background:
 Gender:

Black/African American
 Native American
 Alaska Native
 Male
 Female

Caucasian/White
 Pacific Islander
 Asian

Hispanic/Latino
 Other
 Boys' Life subscription

PARENT/GUARDIAN INFORMATION

Mark here if address is same as above.
 Mark here if you are the Lion or Tiger adult partner.
 Mark here if the Lion or Tiger adult partner is not living at the same address and complete and attach an adult application.

Select relationship:
 Parent
 Guardian
 Grandparent
 Other (specify)

First name (No initials or nicknames)
 Middle name
 Last name
 Suffix
 Preferred nickname

Country
 Mailing address
 City
 State
 Zip code

Home phone
 Date of birth (mm/dd/yyyy)
 Occupation
 Employer
 Gender:

Male
 Female

Cell phone
 Business phone
 Ext.
 Previous Scouting experience

I have read the attached information for parents and approve the application. I affirm that I have or will review "How to Protect Your Children From Child Abuse: A Parent's Guide."

Signature of parent/guardian
 Date
 Parent/guardian email address

To be completed by unit

Signature of unit leader (or designee)
 Date
 If applicant has unexpired membership certificate, registration may be accomplished at no charge by transferring the registration.

Lone Cub Scout
 Lone Boy Scout
 Transfer application
 Enter membership number from unexpired certificate:

Cub Scout Pack
 Boy Scout Troop
 Venturing Crew
 Sea Scout Ship
 Transfer from council number:
 Unit type:
 Pack
 Troop
 Crew
 Ship
 Unit No.:

Lion
 Tiger
 Wolf
 Bear
 Webelos

Registration fee \$
 Boys' Life fee \$

524-406

LOCAL COUNCIL COPY

YELLOW highlighted fields need to be completed by a parent/guardian.
GREEN highlighted fields need to be completed by a unit leader.

ADULT LEADER REGISTRATION

There are two pages of the adult application that need to be completed and turned in to the Council, along with verification of youth training, in order for an adult registration to be processed.

1. Applicant must fill out the adult application entirely:

- **YELLOW** highlighted fields are required.
- The authorization form must be signed.
- The **GREEN** highlighted portions require the signature of the unit Committee Chair and Chartered Organization Representative.

2. Applicant must take BSA Youth Protection Training and submit a certificate of completion.

To take training online:

- Go to www.my.scouting.org
- Click on "Create an Account" and follow the on screen instructions to register as a new member.
- After registering and logging in, click on "BSA Learn Center" located along the right margin.
- Take Youth Protection Training. After completing all the modules and passing the test, a certificate will be issued by the system (it may take up to 48 hours for the certificate to be available). Once the certificate is available, print out a copy to attach to your adult application.
- This *must* be completed *prior* to any meetings.

3. Submit the three pages (pictured here) to the Council office for processing.

The image shows a BSA Adult Application form. Key features include:

- Yellow highlights:** First name, middle name, last name, suffix, home address, business address, phone numbers, date of birth, gender, social security number, occupation, employer, country, business address, position code, email address, and registration fee.
- Green highlights:** Signature of unit committee chair and signature of chartered organization representative.
- Other sections:** "To be completed by unit" section, "Background Check Authorization" section, and "Boys Life Subscription" section.

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 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, 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 _____









2024 BSA National Membership Fees

ANNUAL MEMBERSHIP FEE

EFFECTIVE

MAY 1, 2024 FOR ALL NEW MEMBERS

\$85/YR	Participants in kindergarten through age 20 
\$50/YR	 Participants age 10-20
\$65/YR	 All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).
\$25/YR	 Merit Badge Counselors (New Fee applies only for Merit Badge Counselors not already registered in unit and non-unit positions).

Additional fees might be charged by local councils and units.

CHARTER FEE

\$100/YR

For all new and rechartering units

SCOUT LIFE MAGAZINE FEE

\$15/YR



Membership Renewal

All registration are for 12 months. Your renewed membership will start on the day after your current expiration date.

An email notification and renewal link will be sent 60 days before your membership expires to you and your unit leadership. You will also get a notification when you log into my.scouting.

Family/Self-Pay

- The link in the renewal email will direct you to a renewal form on my.scouting.
- If you are registered in multiple positions, select the position you want to be listed as your primary position.
- You will then pay your membership fees with a credit card and submit your membership renewal.
- The unit will have to approve your submission.
 - A Key 3 Member will need to go into Organization Manager to the roster and select Membership Renewal Orders to approve renewals that have been processed through family/self-pay.

Unit Pay

- **IF THE UNIT IS PLANNING ON PAYING THEIR MEMBER'S RENEWAL FEES**, they have to go to Organization Manager on my.scouting and select the Unit Pay option.
- Once that option is selected...
 - The Key 3 will be notified each month about who is due to renew.
 - They can then go to the roster and select which members they are renewing.
 - After selecting who they want to renew, they can pay with a credit card or establish an ACH and submit the renewal.



2025 Recharter Training

Recharter is going to be a completely different process as of 2025, making this training **EXTRA** important this year! Make plans now to attend this evening Zoom training!

Want to dive in and learn more about the world of membership and rechartering?

Have questions?

Reach out to Council Registrar, Ashlee Ryan, at ashlee.ryan@scouting.org



ADDITIONAL RESOURCES

Membership Applications

Youth Application:

English: <https://filestore.scouting.org/filestore/pdf/524-406.pdf> and

Spanish: <https://filestore.scouting.org/filestore/pdf/524-423.pdf>

Adult Application:

English: <https://filestore.scouting.org/filestore/pdf/524-501.pdf>

Annual Health and Medical Record

For all Scouting Activities (Parts A/B):

https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_AB.pdf

For events 72 hours or more(PartsA/B/C):

https://filestore.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf.

Cub Scout Family Talent Survey

<https://filestore.scouting.org/filestore/cubscoutmeetingguide/pdf/appendix/34362.pdf>

Journey to Excellence

<https://www.scouting.org/awards/journey-to-excellence/>

Adult Training

Youth Protection Training:

Youth Protection training is required for all BSA registered volunteers and is a joining requirement.

Youth Protection training must be taken every two years.

<https://www.scouting.org/training/youth-protection/>

Scouting's Barriers to Abuse: <https://www.scouting.org/health-and-safety/gss/gss01/>

What makes a Trained Leader?

https://filestore.scouting.org/filestore/training/pdf/TrainedLeader_Requirements.pdf

Scoutbook Training (YouTube): <https://youtu.be/XmWUk9mA1y0>

Youth Training

Cub Scout Protect Yourself Rules Adventure and supporting materials:

<https://www.scouting.org/training/youth-protection/cub-scout/>

Scouts BSA Personal Safety Awareness Modules and supporting materials:

<https://www.scouting.org/training/youth-protection/scouts-bsa/>

Cyber Chip: <https://www.scouting.org/training/youth-protection/cyber-chip/>

Leadership Skills for Youth: <https://www.scouting.org/training/youth/>

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