

THE FACTS ABOUT APPLICATIONS

Each year, MISSING OR INCOMPLETE APPLICATIONS are a top cause of rejected recharter, diverting many hours of volunteer and Council employee time that could have been spent with the youth of our communities. Let's review the rules about applications so that we can all make the best use of Scouting's resources in the future!

It is the policy of the Boy Scouts of America that each local council must have a complete original application on file for every member – whether youth or adult – for every unit with which the member is affiliated. This assures each family in our program that the leadership of our program is in good hands. BSA audits councils for compliance with this rule.

For units, this means that every time a member joins the unit or an adult changes his or her leadership position, a new application must be submitted to show that the unit, the member, and, if a youth member, his or her parent/guardian have agreed to this membership. An application is needed even if the member is registered with another unit at the same chartered organization. A separate new application is needed to hold a council or district position such as Merit Badge Counselor or Unit Commissioner.

The unit should submit all applications promptly because BSA, the council and districts use the personal data on the application to provide the member with information appropriate to his or her role in each unit and to track the member's participation in Scouting. For instance, this helps us inform youth of activities, record advancements, inform adult leaders of training appropriate for their positions, allows Boys Life to be mailed, and activates certain applications on the MyScouting website.

There are separate applications for youth and adult members (pictured above). Boy Scouts and Venturers who are too old to be a youth member must apply again as an adult to remain a member.

Units reorganizing adult leadership at recharter time may change the position of registered leader on its roster without an application. Note that Tiger Cub Adult Partners, Scout Parents, and Executive Officers are NOT registered leaders.

The youth application, 524-406 (English) or 524-423 (Spanish), is used for all youth members. On the Local Council Copy, complete the personal data fields and obtain SIGNATURES IN INK of the parent/guardian, unit leader (Cubmaster, Scoutmaster, Varsity Scout Coach, Venturing Advisor, or Skipper), and, if a Venturer, the youth applicant. Additional pages in the application are for the youth and parent and for file copies for the unit and chartered organization.



The adult application, 524-501 (English) or 524-502 (Spanish), is used for all adult members. A complete application consists of two pages. On the Local Council Copy, complete all spaces including Social Security Number, references, and answers to all six questions. Obtain SIGNATURES IN INK by the applicant, the unit Committee Chair, and chartered organization (Executive Officer or Chartered Organization Representative). On the Criminal Background Check Authorization, complete all spaces; applicant signs in ink. Applications which do not include the authorization form will not be processed. BSA requires the SSN to facilitate the background check. If the applicant does not have a SSN, contact your District Executive for instructions. Note that BSA policy forbids units to keep copies of the Local Council Copy and Authorization to protect the applicant's SSN.

If an adult holds more than one position in the units of same the chartered organization, you may use the following procedure. Complete one original Local Council Copy and Authorization EXCEPT FOR THE SIGNATURES. Photocopy each page so enough times to have a set for each position in each unit. Change the photocopies to show correct unit and/or position. Obtain SIGNATURES IN INK on each page. The council will attach a note to each photocopy indicating where the original application is filed.

All adults must complete the appropriate Youth Protection Training within 30 days of submitting a new application. If the applicant does not complete training by the deadline, the applicant's membership will be terminated.

