

# Membership Applications Changes

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## **New Applications Available**

The revised youth (28-406C) and adult (28-501F) BSA membership applications are now available for ordering. Spanish versions of the youth (28-423C) and adult (28-502T) applications are also available and reflect the same changes as the English versions.

To order these new applications, use form #28-950, Local Council Order Form, and make sure you order the applications by quantity and not by box. E-mail orders to [correspondence@netbsa.org](mailto:correspondence@netbsa.org) or fax to 972-580-2416.

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## **Revisions on Youth Application: ScoutParent Options**

- A new radio button (circle to fill in) in the Parent/Guardian section includes this wording for the new National Parent Initiative: "I commit to be an active ScoutParent." A ScoutParent is an optional, non-registered position similar to Tiger Cub Partner.
- The new application will now read, "Mark here if the adult partner/ScoutParent is not living at the same address..." Tiger Cub Partners and/or ScoutParents who are not living at the same address as the youth must complete a BSA adult application (28-501) and attach to the youth application.

### **Commitment as a ScoutParent**

All parents should be involved with their Scout in the unit's program. There are a number of ways to do this:

- Performing an occasional task to assist the unit's program
  - Participating directly with your Scout
  - Going to and observing Scout meetings
  - Assisting with outings
  - Supporting the program financially
  - Coaching your Scout's advancement and the earning of recognitions
  - Influencing your Scout's continued participation
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## Membership Applications Changes, Continued

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**Revisions on  
Adult  
Application:  
Disclosure  
Statement**

A new Disclosure /Authorization form is now part of the adult application. This page contains the latest version of the language we must present to volunteers concerning the criminal background check process. This page **must** be signed by the adult applicant. The language meets the requirements of the Fair Credit Reporting Act. This is federal law that covers not only credit reports, but criminal background checks for volunteer position.

**Note: The BSA will conduct criminal history searches through Choicepoint and not credit or financial checks or reports.**

This form will have the same three-year (current year plus past two years) retention policy as adult applications. We recommend that you keep the disclosure/authorization form with the adult application. The disclosure/authorization form should not be scanned.

**Policy Revision:** A BSA adult application will be considered complete when it includes both the disclosure/authorization form as well as the application form, completed with all necessary signatures.

Councils using previous versions of the BSA adult application **must** print the new Disclosure/Authorization Form **and** include it with the application. Older applications do not have the updated language as required by the Fair Credit Reporting Act.

The Disclosure /Authorization Form can be downloaded from BSAInfo from the Registration Service link.

**Note:** For LFL committee and Exploring adults, the Disclosure/Authorization Form is also required and is now part of the forms that can be downloaded from BSAInfo.

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## Membership Applications Changes, Continued

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**Revisions on  
Adult  
Application:  
ScoutParents  
Unit  
Coordinator**

The new position code (PC) for ScoutParents Unit Coordinator is now an option on the adult application. This is an optional, registered position for packs, troops, teams, crews and ships.

**Role of the ScoutParents Unit Coordinator**

Units may appoint at least one ScoutParents Unit Coordinator, who will serve as a registered member of the unit's committee. The coordinator will complete the adult volunteer application and pay the annual \$10.00 registration fee. Coordinators will go through the regular adult background check just like all other registered members of the unit's leadership.

The ScoutParents Unit Coordinator will welcome all parents to the unit and keep them informed by:

- Assigning parents to help with at least one specific small task, assignment, or project annually
- Providing an orientation for all parents in understanding how the unit works and the benefits to their family
- Keeping parents updated on the unit's program and their child's involvement

This position will help to involve more adults with the unit's program and to create a better informed group of parents who will be connected to their child's Scouting experience. The utmost support and commitment of parents directly affects the quality of the unit's program, and provides a more meaningful experience for everyone, especially the Scouts.

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## Membership Applications Changes, Continued

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- Business Rules Related to ScoutParents Unit Coordinator**
- Position will have a specific volunteer code of PC
  - Fee will be the same \$ 10.00 as any other adult position, receiving *Scouting* magazine.
  - Position is eligible to subscribe to *Boys' Life* as well.
  - Minimum age of 21
  - Criminal background check required.
  - Fee can be pro-rated based on when registered.
  - Position may be transferred for \$ 1 to another unit or council.
  - Training requirements will be the same as any other position in the specific level or program. There will be one "fast start" provided through E-Learning and the same training as for all types of units.
  - Position may be multiple in traditional units without additional fee.
  - Serve on the unit committee and can count as one of the two minimum committee members for a unit to charter/recharter.
  - Equivalent to a member of the unit committee but with a specific title. Remember a minimum of three adults must be on the committee.
  - Can multiple within the same unit in any position, except Scoutmaster, Cubmaster, Varsity Coach, Crew Advisor, Den Leader, or Webelos Den Leader.
  - A unit can have more than one person holding this position, especially if the unit has many members. Both can be counted as the minimum of two committee members to charter/recharter.

For details for your staff or for volunteers, see the ScoutParents initiative web site at <http://scoutparents.org>.

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- Other Revisions on Adult Application**
- The "@" sign for e-mail addresses will now be printed between the e-mail boxes on the application. This will make scanning e-mail addresses more accurate.
- Updates to the training requirements appear on the back page.
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- PAS/Scanning Updates**
- PAS and scanning updates for the changes discussed above are scheduled for the August 16, 2008, software update.
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- Council Action**
- Order the new adult and youth membership applications as needed. Decide what the council will do about older versions of the applications.
  - Train all staff on the National ScoutParent Initiative and changes to the new forms, especially the new disclosure/authorization form for background checking.
  - Create information for your council Web site or notices in council newsletters and recharter packets about these changes.
  - While waiting for your new forms to arrive, you can download these forms from BSAInfo by selecting the Registration Service link.
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