

# BSA Member Application Instructions

- **Highlights are areas that must be filled in.**
- **Boxes are items that need to be checked or not missed.**
- Only use forms dated 2019 or later for youth and 2020 or later for adults. **THROW OUT EARLIER FORMS.** The current forms meet all legal needs for BSA. Previous forms may not.
- **BSA ID for everyone that has one.**
  - This ensures that we do not create additional BSA ID's and lets us use the ID connected to Youth Protection Training. Also lets us avoid misspellings of names, additional addresses, incorrect birthdates, etc.
  - Including not-yet registered adults that have taken on-line YPT. Have them give you the BSA ID number assigned by the training system. The BSA ID is on the training certificate issued by the system.
  - For an adult, ask for the BSA ID that is connected to the current youth protection training.
  - Including anyone that "transfers" between units in the same program (Cub pack to Cub pack, Troop to Troop, etc.) from any council or district in the country.
  - Including anyone that "promotes" into or adds another type of unit from any council or district in the country. (Pack to Troop, Troop to Crew, Troop/Crew to adult, etc.)
  - Out-of-council people new to Quivira must provide the name of the council where they have previous or current registration.
  - Youth taking training for the first time must create a training account with their current BSA ID, so YPT and other training will be connected to their existing BSA record.
  - Including anyone that has a previous BSA ID in any type of unit from any council or district in the country. We need the BSA ID to "reactivate" their involvement and training record.
- Do not make a NEW application for a person that already has a BSA ID number. Put the BSA ID in the "membership number" box, and check the "transfer" box, or write "promoted" or "reactivate" in that area of the application.
- **Do not make up birthdates for people.**
- Any member, youth or adult, pays in only one unit. This is called the "primary" unit. Any other unit that the person is a member in is called the "multiple" unit, and the multiple unit does not pay for the member. Mark "multiple" and provide the BSA ID of the person. This includes registrations at the council and district level. Every unit **MUST ASK** where the person has their paid registration.
- Units can not change the chartered partner organization Institutional Head (IH) nor the Chartered Organization Representative (COR). These positions can only be changed by the chartered partner, and only by providing an adult membership application for the new person signed by a representative of the chartered organization, not a leader in the unit.

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- For adults, unit leaders CAN NOT sign the applications. They must be signed **ONLY by the Chartered Organization** (institutional head or chartered org representative or their delegate).
- For adults, they MUST initial the “I hereby certify...” lines in the middle of the page. This is the legality of becoming an adult member.
- For adults, they MUST fill in the right-hand column, especially question 5-references and question 6-legal/moral questions.
- For adults, use position codes and fill in the scouting position title. We don’t know how you want to register a person if you don’t tell us.
  - <https://311whx2ma3db342y603efdm0-wpengine.netdna-ssl.com/wp-content/uploads/sites/25/2021/01/Position-Code-List.pdf>
- For youth, if the adult is not a parent, legal guardian, or grandparent, they must check “other” and use the spaces to the right to write the relationship.
- Adult Lion and Tiger partners are NOT paid nor registered members of BSA. When you want to make a partner a member of committee (Chair, Den Leader, Cubmaster, etc.) you must provide a BSA adult member application for them and pay for them to be registered members.
- For a Lion or Tiger, the adult MUST be a custodial parent or legal guardian (shares same address as youth). If the adult is not custodial, mark that circle, and a separate adult member application MUST be filled out. This person is still a partner, and the unit will not be charged for the adult. This adult will also not be a registered member of BSA.
- For cub scouts, the unit must provide both a grade and a program level. Children that are not in the program for their grade will have the registrar override the registration system. Do not advance the child just because they attained the rank for the program, advancing the program level happens at the end of the program year at crossover. We will be calling with questions when the birthdate, grade, and program level do not match. If the unit does not provide the program level advancement, the recharter system will automatically do it during the next recharter cycle.
- All youth that turn 18 and want to continue being scouts must fill out an adult application and take YPT. The position code will be Asst (leader), unit participant, or college scouter reserve. These are the only positions available to youth aged 18 to 20. Upon their 21<sup>st</sup> birthday, they are eligible for any adult position. This is called “promoted” and should be written on the application beside their BSA ID number.



