

# Registration Frequently Asked Questions

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Refer to this list for common questions and answers relating to youth and adult registrations. For other questions please contact your unit commissioner, your district executive, or the Council Service Center at 925-674-6100. For the forms referenced in this article, please refer to the Resources > forms section of the MDSC website at [www.mdscbsa.org](http://www.mdscbsa.org).

## **Q: Why would a youth application not be processed?**

A: Missing information: e.g.: Unit Leader signature, parent signature, date of birth, parent date of birth for Lion Cubs or Tigers Scout. About 10% of youth applications we receive are applications are incomplete and cannot be processed.

## **Q: Why would an adult application not be processed?**

A: Missing info, e.g.: SS#, DOB, position code, applicants signature, CC signature, CR signature, the 6 questions on the right side of the application are not completed, the 2 initial spots near the applicants signature are not completed, the Background Check Authorization sheet is not signed (CBC sheet), lastly there is not a youth protection training certificate attached. About 60% of adult applications we receive are applications are incomplete and cannot be processed. An incomplete application can delay the registration process by weeks to months.

## **Q: What version of the BSA Application should I use?**

A: The current youth form came out in Oct. 2017. The current adult form came out in Mar. 2018. Both of these forms will have the unit type and unit number in the lower, left corner of the application. We will accept the older versions but we strongly prefer the current version for processing applications. Please note at this time that youth may also register using the online system but adults may not. However, do not register online and send in a paper registration form – this will result in a double registration.

## **Q How many copies of a youth application need to be turned in to the council for registration?**

A One. Please send only the **Local council** copy complete with signatures. Other copies should be kept for the unit to use.

## **Q How many copies of an adult application need to be turned in to the council for registration?**

A One. Please send only the **Local council** copy complete with signatures along with the CBC signature page (Disclosure Authorization sheet) and a copy of their youth protection training certificate. Other copies should be kept for the unit to use.

## **Q: Are there any BSA Adult positions that are non-registered positions at this time?**

A: Yes IH (Executive officer of unit), AP (tiger adult partner), LP (lion partner).

## **Q: Are there any BSA Adult unit positions that do not require Youth Protection Training at this time?**

A: Yes IH (Executive officer of unit), AP (tiger parent partner), LP (lion adult partner).

## **Q: The executive officer for my unit has changed. How do I change the paperwork to reflect?**

A: This only applies to the executive officer for the unit. This should be the head of the organization.

Example: Pastor or club president. Paperwork required: New adult app, Name, address, phone, DOB. For position code insert "IH" (institutional head/executive officer). No signatures, SSN or fees required.

**Q: My son is a Tiger or Lion, how involved should I be?**

A: A Tiger and a Lion are required to have a Tiger Adult Parent (AP) or Lion Adult Partner (LP) there at all times. Therefore, adult partner is expected to fully participate with my son at every meeting.

**Q: What paperwork should I turn in for the Tiger Parent (AP) or Lion Partner (LP)?**

A: Complete only the bottom portion of the new youth application. Make sure that the parent date of birth is on the application and is correct, parent signature and unit leader signature is present.

**Q: As an adult, I am currently paid and registered in a unit. I wish to change position, transfer to a different unit, multiple in a different unit, or work on a district committee. What do I need for paperwork?**

A: Complete a new adult application, complete with appropriate signatures. On the top of the application write the words Change of position or Multiple Position. Attach a copy of their youth protection training certificate to the application. There is no fee for a multiple or transfer position.

**Q: I am a registered youth member and I will be turning 18 what do I need for paperwork to be registered as an adult?**

A: Complete an adult application, obtain signatures, complete a BSA background check form (Disclosure Authorization form) and complete Youth Protection Training. The suggested Position Code is "92U" (Unit College Scouter Reserve). This works well for HS and college students. The only training required for this position is Youth Protection.

**Q: As an adult I am already registered and wish to become a merit badge counselor. What do I need for paperwork?**

A: Complete the online Merit Badge Counselor registration form on the Council website, complete a new adult application and turn it in to the council office; attach a copy of the completed YPT certificate to the application. No fee or signatures other than your own is required.

**Q: As an adult I am NOT registered and wish to be a Merit Badge Counselor (MBC). What do I need for paperwork?**

A: Required paperwork: Complete an Adult application (signatures other than my own are not required other than the DE's signature that we will obtain here at the Council Office), sign the BSA background check form, complete Youth Protection Training and attach a copy of the completed certificate to the application. Also complete and turn in a MBC Information form available on the Council website ([www.mdscbsa.org](http://www.mdscbsa.org)) under **Resources**. No fee required. **Note:** a separate adult application needs to be filled out to become a MBC if you are already a registered leader. We cannot simply "add that position" since our national office requires documentation.

**Q: What is the difference between a position code and a title on a unit committee?**

A: Cub Scout unit position codes are: CR= Charter Rep, CC= Committee Chair, MC = Member of Committee, PT= Pack Trainer, CM = Cubmaster, CA = Assistant Cubmaster, TD = Tiger Den Leader, DL = Den Leader (for Wolf and Bear), WL = Webelos Den Leader, DA = Assistant Den Leader, WA = Assistant Webelos Den Leader, NM = New Member Coordinator. These positions require an adult application, youth protection training and a fee.

Cub Scout committee titles are: Treasurer, Secretary, Advancement Coordinator, Transportation Coordinator, Webmaster etc. are all Committee (MC) positions. If you have an adult that helps the unit in many different ways, the "MC" is a good position to register for. You may change the titles (with the "MC" registration code) with no paperwork or fee.

**Q: At recharter does every youth and adult need to complete a new application?**

A: No, if the person is listed on the recharter paperwork and the name and information is correct you do not need to fill out paperwork again.

**Q: What if we are missing youth or adults from our Recharter paperwork?**

A: Apparently the council did not receive a fully complete BSA application for that person that we could process and register the person. Please send us another copy of the application and we will process it.

**Q: It is in the middle of the year, I have a youth or adult new to Scouting. Do I pay the full fee?**

A: No, pay the prorated fee. BSA Registration and Insurance is \$2.75 per month and Boys' Life is \$1.00 per month (\*THE MINIMUM BOYS' LIFE TERM IS TWO (2) MONTHS). When calculating how many months you need to pay for remember to count them as follows: Count the current month we are in through the month of the unit re-charters. (i.e., if we are in the month of June and the unit recharter ends in December, then you will pay for seven (7) months).

**Q: I am a new Scout or adult and I am completing an application to join Scouting. Should I use my street address or my mailing address?**

A: Please use your mailing address on the application.

**Q: I was told that we only need to hold and turn in all new registrations at recharter. Is this true?**

A: No! No! No! Please verify applications as complete and turn in all new registrations within the month that they join your unit. This ensures that scouts and adults are registered, covered by insurance, and adult BSA background checks are processed. The prorated fee registration fee will be applied.

**Q: I am currently youth protection trained. How long is it valid?**

A: 2 years from training date. Every leader must have taken the new Youth Protection Training that was offered from February 2018 and later.

**Q: I am a volunteer and I have a challenge with my My.Scouting account and taking an online training course. Who can help me?**

A: The My.Scouting system is administered and maintained by the BSA National Office. The volunteer should contact the My.Scouting helpdesk at 972-580-2489.