

VERY IMPORTANT – PLEASE READ

New Adult Volunteer Application - Turn-In Process

In an effort to expedite youth and adult volunteer application and charter processing the SWFL Council is now utilizing National B.S.A. Membership Shared Services for data entry management. As such, applications to be processed and forwarded to the National BSA must be 100% accurate prior to scanning and sending for approval.

We recommend all units standardize their turn in process by appointing the Charter Representative or Unit Committee Chairman (**Note: Unit Committee Chairman does not have authority to approve adult applications**) to be responsible for insuring this process is followed to assist in timely processing. **The SWFL Council is excited to be able to offer this new improved service which will now insure applications and charters are processed significantly quicker upon accurate receipt. All questions regarding registration can be directed to:**

Email: SWFLRegistration@scouting.org or Registration Support Services at 239-936-8072 Extension 101.

Application Check-List

- All applications must be **COMPLETE** with:
 1. Birthday, Social Security #, and Driver's License #.
 2. "I Hereby Certify" # 1-2 initialed.
 3. **ALL** questions must be answered on right side of adult app including # 5 References listed **and** # 6 - A, B, C, D, E, F; if answered **Yes** – explain: must be completed to process application.
 4. Signature of Applicant line **signed** and **dated**.
 5. Youth Protection Training - No new adult volunteer application will be processed without **completed** Youth Protection Training (*Include copy of YPT Certificate*).
 6. Background Check Disclosure form **signed** and **dated**.
 7. **Application must be signed by Charter Organization Rep. or Charter I.H.** (Not Committee Chairman)
 8. Appropriate registration fees are included with application or in the unit registration account.

If an application is turned in incomplete (**with any one of the above in error**) applicant (not unit) will be notified by the local District Executive or Council Registration Services and the applicant has approximately **45-days from the date application is received in the council office** to correct the issue. *This is a courtesy defective notification and may not be immediate and does not impact the 45-day processing timeline regardless of date received or if not received.* **After 45 days the application and personal information will be shredded without notification to applicant or unit and a new adult volunteer application will be required to register as a volunteer.**

- **New Position Change** - If you change to a different unit or position, you must fill out a new application (signed by the appropriate leader) to reflect this change.
- **Merit Badge Counselor Applications** - All new Merit Badge Counselor applications also require the BSA adult volunteer application, YPT Training, District Executive Signature approval and Background Check disclosure attached. Council Support Contact (MBC Only): Debi Ryan - Debi.Ryan@scouting.org

New Youth Applications

- All youth applications **require parent and unit leader** signature.

Thank you for your assistance!