

New Member Checklist

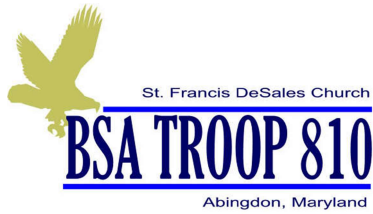
Scouts:

- Complete an application
- Complete Health Forms Parts A and B and provide a copy of health insurance card
- Review the Troop Handbook and sign the acknowledgement form
- Complete the Scout Information Form
- Write a check payable to BSA Troop 810 for registration fees and quarterly dues
- Turn in all of the above to the Scoutmaster or Marissa Schott

Adults:

- Complete an application
- Complete Health Forms Parts A and B and provide a copy of health insurance card
- Review the Troop Handbook and sign the acknowledgement form
- Complete the Adult Information Form
- Complete the Merit Badge Counselor Application (Optional)
- Complete Virtus Training and print verification - <http://www.virtusonline.org/>
- Complete the required training for your position and print verification - <https://my.scouting.org/> :
Parents who will be camping: BSA Youth Protection and This is Scouting
Scoutmasters: BSA Youth Protection, This is Scouting, Introduction to Outdoor Leader Skills and Scoutmaster Position Training
Committee: BSA Youth Protection, This is Scouting and Committee Challenge
Merit Badge Counselor: BSA Youth Protection, This is Scouting and <http://www.scouting.org/scoutsource/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx>
- Turn in all of the above to the Scoutmaster or Marissa Schott

Scout or Adult Name: _____



Troop Use Only:

Scout: Assign to _____ Patrol

Adult: Position _____

- Packet given to Membership Coordinator
- Application entered into TroopMaster
- Application scanned into TroopMaster
- Data sheet information entered into TroopMaster
- Data sheet is shredded
- Add parent and scout to ScoutLander
- Health form dates and information entered into TroopMaster
- Health forms given to Health Coordinator
- Email to the Treasurer to create an account for the new member
- Registration and dues check given to Treasurer
- Transfer Scout: Contact their prior Troop to get their prior advancement records and enter those into TroopMaster when received
- Adults: Email rebecca.harper@archbalt.org to advise that a new volunteer has completed Virtus and should be assigned to our Troop
- Adults: Enter all training dates into TroopMaster
- Adults: Scan all training certificates into TroopMaster
- Adults: Notify Scoutmaster that all required training has been completed so that the new adult can be sworn in at the next COH
- Application turned into Council when all of the above is completed
- Once application has been processed by Council and the BSA ID is received, enter that number into TroopMaster

Scout or Adult Name: _____