

## BSA Youth Member Application Checklist

These items need to be completed before a youth application can be processed\*

*\* Subject to change*

Please note – All units should be using the 2018 (or later) version of the BSA Youth Member Application

- This version is available online through Erie Shores Council or National websites or as a hard copy from the Jadel Leadership Center

Please place a checkmark by the following items to confirm their completion:

1. BSA Youth Member Application (*required items*)

- First Name & Last Name of Youth Member
- Mailing Address
- Phone Number
- Date of Birth
- Grade
- Gender
- Scout's Life Subscription (*if applicable*)
- Relationship status of Parent/Legal Guardian
- First Name & Last Name of Parent/Legal Guardian
- Phone Number
- Date of Birth of Parent/Legal Guardian
- Gender
- Email Address
- Signature of Parent/Legal Guardian & date
- Signature of unit leader (or designee) & date
- Unit Type & Number

2. Receipt of payment – attached\*

- \* **Transfer applicants** – need to check the “transfer” box on the BSA Youth Member Application and include the unit number or the Council they are transferring from
- \* **Multiple applicants** – need to check the “multiple” box on the BSA Youth Member Application and include which unit they are primaryed in
- \* **Paying by unit account** – please write it at the bottom of the application

3. Application materials have been stapled and placed upside down in the metal bin on the Registrar's Desk

4. Timeframe – if all the steps have been completed turnaround time is on average 72 hours. Missing items can push turnaround times back on average by 1-2 weeks