**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

[ ]  Write a check payable to BSA Troop 810 for registration fees and quarterly dues

[ ]  Turn in all of the above to the Scoutmaster

**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

[ ]  Write a check payable to BSA Troop 810 for registration fees and quarterly dues

[ ]  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

**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 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