**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](mailto: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