Troop 1441

April 2, 2019

Procedures for registering new scouts and adult leaders

**Registration procedures for new scouts**:  
- parent of new scout submits signed BSA Scout application to SM.  
- SM signs the application and submits to the Committee Chair  
- Committee Chair or SM notifies the parent of troop dues (including BSA dues) to pay  
- Parent submit dues to Committee Chair, and then Committee chair turns dues over to the troop treasurer  
- Committee Chair submits BSA application and BSA dues to the NCAC BSA council office, under a cover letter.

**Registration procedures for new adult leader BSA:**  
- prospective adult leader notifies the SM or the Committee Chair of his/her interest in being an adult leader or member of the troop committee.  
- SM or Committee Chair provides a BSA application to the prospective adult leader, and explains that in addition to the application they must take the BSA Youth Protection Training, and the Archdiocese of Washington VIRTUS training, and provide evidence of completing this training with their BSA adult application.   
- with assistance from the Committee Chair or the Troop Liaison with the Church, the new prospective adult leader contacts the front office of the church at 301-622-1122 to ask for the next scheduled sessions of VIRTUS training and the locations.  By going to the following site we can see the upcoming schedule for VIRTUS training in the Washington, DC (Archdiocese of Washington) area:   
<https://www.virtusonline.org/virtus/reg_list2.cfm?theme=0>   
-the prospective new adult leader then should attend the VIRTUS training, and then submit the form to request a background check as required by the Archdiocese of Washington. The completion certificate of VIRTUS training, and BSA Youth Protection training should be submitted to the Committee Chair, along with the BSA adult application.   
- the committee chair submits the BSA application with a copy of the competed VIRTUS training certificate to the COR at SJB church for approval.  
- the committee chair submits to the NCAC-BSA council office the BSA adult application signed by the COR, and copy of the BSA youth protection training, and BSA dues, under a cover letter. The troop pays the initial BSA dues along with the submittal to the NCAC BSA.

**Procedures for adults not wishing to register for any particular position in the troop, but wish to actively participate in troop activities:**

- Participating actively with troop activities, would include participating in troop campouts, summer camp, or high adventure treks. Also, it would include participating as a merit badge counselor and in conducting boards of review for scouts. Just as required for those adults that are registering with BSA, adults actively participating in troop activities must take BSA Youth Protection Training, and VIRTUS training as required by the Archdiocese of Washington.