

ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

MISSION

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Your participation in the BSA can help youth become better citizens.

Adult leaders serve as important role models for youth in the BSA and this application aids the chartered organization in selecting qualified adult volunteer leaders.

YOUTH PROTECTION TRAINING

All adult applicants are required to take this training in order to complete the adult application process. Go to my.scouting.org to create an account and take the training online, or contact your local council for classroom training. Include a copy of your completion certificate with this application.

CRIMINAL BACKGROUND CHECK*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

EXCERPT FROM THE DECLARATION OF RELIGIOUS PRINCIPLE

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life.

Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

All adult leaders agree to comply with the Scouter Code of Conduct.
<https://www.scouting.org/health-and-safety/guidelines-policies/>

***The three different background check forms must be torn off and each separately given to the applicant.**

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BOY SCOUTS OF AMERICA®

Leader Requirements

The BSA is open to all who meet the requirements, and leaders are selected based on individual merit. Adult leaders must possess the moral, educational, and emotional qualities that the BSA deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct. The Scouter Code of Conduct can be found at www.scouting.org/health-and-safety/gss/bsa-scouters-code-of-conduct/.
- Subscribe to the precepts of the Declaration of Religious Principle.
- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Youth Protection training (YPT) before application is processed and renew training as required by going to my.scouting.org and creating an account.
- Review the disclosure information related to the BSA's background check process and complete and sign a Background Check Authorization form.
- Take leader position-specific training at my.scouting.org. Classroom training may also be available through your local council.

It is the philosophy of Scouting to welcome all eligible adults, regardless of gender, race, ethnic background, sexual orientation, or gender identification, who are willing to accept Scouting's values and meet any other requirements of membership.

APPROVAL REQUIRED—UNIT ADULTS

The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

APPROVAL REQUIRED—COUNCIL and DISTRICT ADULTS

Scout executive or designee must accept and approve all council and district adults.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

The adult leader application process will not be complete until Youth Protection training has been completed and a criminal background check has been obtained.

Health information. You should inform your unit leadership of any condition that might limit your participation. Before participating in activities with your unit, please fill out the Annual Health and Medical Record, No. 680-001, found on www.scouting.org/forms and provide it to your unit leadership.

Scout Life. Registered adults get a special \$15 rate. For a subscription to a magazine that helps children grow in the Scouting program, just fill in the *Scout Life* circle on the application and pay the subscription price.

THE ANNUAL NATIONAL REGISTRATION FEE IS NONREFUNDABLE.

BSA Privacy Policy

The BSA protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. The BSA and its affinity groups may use registration information to notify registrants of benefit opportunities.

For general questions, contact your BSA local council or visit www.scouting.org for current policies.

What Is the BSA Program?

The BSA program is outlined in the official publications of the BSA. Activities that are not in these BSA publications are not a part of the Scouting program. Leaders must not allow youth members or program participants to engage in any unauthorized or prohibited activities.

Training for New Leaders

The BSA is committed to your success as a volunteer while serving young people. To help you be successful, there are training materials designed for you. Training resources are available through your local council and at my.scouting.org.

What Makes a Trained Leader?

You are considered a trained leader when you have completed leader position-specific training for your position and have current Youth Protection training.

Youth Protection Begins With You™

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. For that reason, the BSA continues to create barriers to abuse beyond what have previously existed in Scouting.

The BSA is committed to providing a safe environment for young people. All adult leaders must complete Youth Protection training as part of the registration process and renew their training as required. It is highly recommended that parents who participate in Scouting activities complete YPT. To learn more about the BSA's Youth Protection resources, go to www.scouting.org/training/youth-protection/.

Mandatory Reporting

All persons involved in Scouting must immediately report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat; or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Additionally, any **known or suspected abuse or behavior that might put a youth at risk** must also be reported to the local Scout executive or the Scouts First Helpline (1-844-SCOUTS1 or 1-844-726-8871) if your Scout executive or local council cannot be reached.

Youth Protection Policies

- Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth.
- One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

These and other key Youth Protection policies are addressed in the training and at www.scouting.org/training/youth-protection/.

To learn about the BSA's other health and safety policies, please review the online version of the *Guide to Safe Scouting*, the Scouter Code of Conduct, and the SAFE Checklist, which are available at www.scouting.org/health-and-safety/.

Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

FISCAL POLICIES AND PROCEDURES FOR BSA UNITS

Frequently Asked Questions

Current Unit Registration Options

- **Charter Organization Units:** Assets of the unit generally belong to the Charter Organization and are managed by the unit.
- **Council Registered Units:** Assets of the unit generally belong to the Council and are managed by the unit.
- **Parents of/Groups of Citizen Units:** Assets of the unit generally belong to the unit and are managed by the unit.

Tax Exempt Status

- **Charter Organization Units:** Charter organizations vary widely, but the tax status of your unit is usually the same as that of your charter organization.
- **Council Registered Units:** Units properly registered, and using the council EIN for banking purposes, are generally tax exempt. Consult your local council for instructions and policies.
- **Parents of/Groups of Citizen Units:** Many units have their own EIN, but this does not equate to tax exempt status. Units should not incorporate or seek tax exempt status due to the myriad of state registration and fundraising registration requirements, and potential sales tax, income tax, gift tax, and property tax liability. BSA policy prohibits units from incorporating or seeking tax exempt status.
- **Group Exemption:** Units cannot be included on BSA's group exemption. Only local councils and local council trusts are permitted by the IRS. Units are not separately identified on the Group Exemption. Council Registered Units are an extension of the Local Council and operate under the local council's tax exempt status. Local Councils derive their tax exempt status from the BSA's Group Exemption and are listed individually. For tax purposes, local councils are subordinate organizations of the Boy Scouts of America and covered under the Boy Scouts of America's group exemption ruling. Though local councils are separate entities, the BSA exemption ruling extends the same recognition of tax- exempt status to the local councils as to the Boy Scouts of America National Council.
- **State Sales Tax Exemption:** Consult with your own state as this varies widely across the country.

Unit Banking

- **Checking Accounts:** Unit funds should be deposited in a checking account that requires two signatures, typically the Treasurer and the Committee Chair.
 - o **Charter Organization Units:** Contact your charter organization for permission to use their EIN and direction on who to use as the responsible party. In the alternative, many councils allow units to deposit funds in custodial accounts in the council service center.
 - o **Council Registered Units:** Contact your council for permission to use their EIN and direction on who to use as the responsible party. Council Registered Units previously using separate bank accounts through a Charter Organization should close those accounts and follow the local council policies for a new account. Council Registered Units should not apply for their own EIN, but rather open a bank account at a council approved bank under the Council EIN with the unit name as the account holder. Council registered units should not use custodial accounts. CRUs should report financial activity annually to the Local Council using the provided template by January 15 each year. Insert LINK here – Unit Finance Report template and Bank account open/close letters.
 - o **Parents of/Groups of Citizens Units:** Units should consult a tax advisor prior to applying for an EIN (for banking purposes only) or opening up a bank account. A

“responsible party” must be designated on the application, and that person’s social security number must be provided. Units applying as Community or Volunteer Groups should not check the box for Tax Exempt Organizations.

- **PayPal/Venmo:** PayPal can be used to accept unit payments. PayPal account instructions are available here:

<https://help.scoutbook.scouting.org/knowledge-base/paypal-payment-utility-sb/>

The IRS introduced new reporting requirements for payments received for goods and services, lowering the threshold to \$600. Third party settlement organizations, such as PayPal and Venmo, will be required to provide customers with a 1099-K form if they receive \$600 or more in goods and services transactions during the 2023 tax year. Charter Organization Units and Council Registered Units utilizing PayPal or Venmo should ensure they are using appropriate EINs and following all policies and procedures. Parents of/Groups of Citizens Units should consult their own tax advisors.

Equipment Insurance

All equipment should be insured with appropriate liability, casualty, and property coverage. The charter organization or local council may assess a fee to the unit for providing insurance coverage and should, in compliance with the Guide to Safe Scouting materials, regularly inspect all vehicles and trailers.

Dissolution of Unit

The unit committee shall apply unit funds and property to the payment of unit obligations.

- **Charter Organization Units:** Surplus funds should be turned over to the charter organization to be used for Scouting purposes.
- **Council Registered Units:** Surplus funds should be turned over to the council.
- **Parents of/Groups of Citizen Units:** Surplus funds should be turned over to the council.

Fundraising

- **BSA Unit Money-Earning Applications:** Approval must be given by the charter organization and the council for all unit fundraising.
- **Soliciting Gifts:** As gifts to units are generally not tax deductible, units should not solicit gifts. Anyone can contribute to a unit, but the donor would not receive a charitable deduction. Gifts made to councils or Charter Organizations cannot be passed through to the unit.
- **Scout Accounts:** Scouts can credit a reasonable amount of funds earned toward their Scouting expenses. Scouts cannot use funds earned for any non-Scouting purposes and cannot take the money with them if they leave Scouting.



Scouts and their parents expect all Boy Scouts of America activities to be conducted safely. To ensure the safety of participants, the Boy Scouts of America expects leaders to use the four points of **SAFE** when delivering the Scouting program.

SUPERVISION

Youth are supervised by qualified and trustworthy adults who set the example for safety.

- Accepting responsibility for the well-being and safety of youth under their care.
- Ensuring that adults are adequately trained, experienced, and skilled to lead the activity, including the ability to prevent and respond to likely problems and potential emergencies.
- Knowing and delivering the program of the Boy Scouts of America with integrity.
- Using qualified instructors, guides, or safety personnel as needed to provide additional guidance.
- Maintaining engagement with participants during activities to ensure compliance with established rules and procedures.

ASSESSMENT

Activities are assessed for risks during planning. Leaders have reviewed applicable program guidance or standards and have verified the activity is not prohibited. Risk avoidance or mitigation is incorporated into the activity.

- Predetermining what guidance and standards are typically applied to the activity, including those specific to the Boy Scouts of America program.
- Planning for safe travel to and from the activity site.
- Validating the activity is age-appropriate for the Boy Scouts of America program level.
- Determining whether the unit has sufficient training, resources, and experience to meet the identified standards and, if not, modifying the activity accordingly.
- Developing contingency plans for changes in weather and environment and arranging for communication with participants, parents, and emergency services.

FITNESS AND SKILL

Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- Confirming the activity is right for the age, maturity, and physical abilities of participants.
- Considering as risk factors temporary or chronic health conditions of participants.
- Validating minimum skill requirements identified during planning and ensuring participants stay within the limits of their abilities.
- Providing training to participants with limited skills and assessing their skills before they attempt more advanced skills.

EQUIPMENT AND ENVIRONMENT

Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- Confirming participants' clothing is appropriate for expected temperatures, sun exposure, weather events, and terrain.
- Providing equipment that is appropriately sized for participants, is in good repair, and is used properly.
- Ensuring personal and group safety equipment is available, properly fitted, and used consistently and in accordance with training.
- Reviewing the activity area for suitability during planning and immediately before use, and monitoring the area during the activity through supervision.
- Adjusting the activity for changing conditions or ending it if safety cannot be maintained.

Boy Scouts of America Scouter Code of Conduct

On my honor I promise to do my best to comply with this Boy Scouts of America Scouter Code of Conduct while serving in my capacity as an adult leader:

- » I have or will complete my registration with the Boy Scouts of America, answering all questions truthfully and honestly.
- » I will do my best to live up to the Scout Oath and Scout Law, obey all laws, and hold others in Scouting accountable to those standards. I will exercise sound judgment and demonstrate good leadership and use the Scouting program for its intended purpose consistent with the mission of the Boy Scouts of America.
- » I will make the protection of youth a personal priority. I will complete and remain current with Youth Protection training requirements. I will be familiar with and follow:
 - » [BSA Youth Protection policies and guidelines, including mandatory reporting](#)
 - » [The Guide to Safe Scouting](#)
 - » [SAFE Checklist](#)
- » When transporting Scouts, I will obey all laws, comply with Youth Protection guidelines, and follow safe driving practices.
- » **I will respect and abide by the Rules and Regulations of the Boy Scouts of America, BSA policies, and BSA-provided training, including but not limited to those relating to:**
 - » Unauthorized fundraising activities
 - » Advocacy on social and political issues, including prohibited use of the BSA uniform and brand
 - » **Bullying, hazing, harassment, and unlawful discrimination of any kind**
- » I will not discuss or engage in any form of sexual conduct while engaged in Scouting activities. I will refer Scouts with questions regarding these topics to talk to their parents or spiritual advisor.
- » I confirm that I have fully disclosed and will disclose in the future any of the following:
 - » Any criminal suspicion, charges, or convictions of a crime or offense involving abuse, violence, sexual misconduct, or any misconduct involving minors or juveniles
 - » Any investigation or court order involving domestic violence, child abuse, or similar matter
 - » Any criminal charges or convictions for offenses involving controlled substances, driving while intoxicated, firearms, or dangerous weapons
- » I will not possess, distribute, transport, consume, or use any of the following items prohibited by law or in violation of any Scouting rules, regulations, and policies:
 - » Alcoholic beverages or controlled substances, including marijuana
 - » Concealed or unconcealed firearms, fireworks, or explosives
 - » Pornography or materials containing words or images inconsistent with Scouting values
- » If I am taking prescription medications with the potential of impairing my functioning or judgment, I will not engage in activities that would put Scouts at risk, including driving or operating equipment.
- » **I will take steps to prevent or report any violation of this code of conduct by others in connection with Scouting activities.**



SAFE Project Tool Use

The safety of our Scouts, volunteers, employees, and communities is our top priority. This document outlines several minimum guiding protocols that adult leaders and other volunteers must consider for Scouting service projects that include the use of tools. It is not intended to cover the use of tools integrated into advancement requirements (i.e., merit badges, handbooks, or adventures).

If it is not practical to meet these protocols, do not conduct the activity or service project.

S = Supervision

Qualified adult supervision is on site. They must have the knowledge, skills, and abilities to operate or supervise the operation of all tools and equipment used for an activity or service project.

A = Assessment

Check the area of the project for any hazards, and clear workspace for tool use between participants.

An assessment by qualified supervisors determines what personal protective equipment (PPE) is required. Examples of PPE include:

- Work gloves
- Safety glasses or face shield
- Safety helmets/hardhats
- Earplugs or muffs
- Steel-toe shoes or sturdy work boots
- Protective aprons or clothing
- Fall protection
- Recommendations of tool manufacturer

F = Fitness and Skills:

Participation in projects and the use of tools should be based on the mental, physical, emotional, and social maturity of youth and adult members.

Lions and Tigers cannot use tools during service projects.

E = Equipment and Environment

Leaders must follow the most restrictive and protective guidelines. **The table on page 2 is not comprehensive; tool or equipment manufacturers' safety literature about age and skills restrictions will supersede the recommendations.** If in doubt, properly trained and/or experienced adults should be recruited for all tool use or job functions that might be hazardous or dangerous.

All work at any elevation 4 feet or higher is prohibited for any youth. The first three steps of a step stool or ladder may be appropriate for older Scouts BSA, Venturing, or Sea Scouts.

Work below grade that includes trenching or excavations (2 feet deep or more) is not appropriate for projects. Below-grade work such as shallow foundations, post holes, or trail work is appropriate if using hand tools for youth — no powered tools — provided all underground utilities are clear of the area.

Resources





SAFE: <https://www.scouting.org/health-and-safety/safe/>

SAFE Service Project Planning Checklist: <https://filestore.scouting.org/filestore/healthsafety/pdf/680-027.pdf>

Prohibited Activities (See numbers 16 & 17): <https://www.scouting.org/health-and-safety/gss/gss07/#b>

Ladder Safety Moment: <https://www.scouting.org/health-and-safety/safety-moments/ladder-safety/>

Portable Hand and Power Tools Checklist (NIOSH): <https://www.cdc.gov/niosh/docs/2004-101/chklists/r1n50p-1.htm>

AGE APPROPRIATE GUIDELINES— PROJECT TOOL USE	 Lions / Tigers with Adult Partner	 Wolf / Bear	 Webelos	 Scouts BSA	Older Scouts BSA* Sea Scouts Venturers
Yard Tools					
Rakes, hoes, shovels, small clippers, handheld (gardening) shovels, trowels		√	√	√	√
Pickaxes, mattocks, post-hole diggers, carts, dollies, wheelbarrows				√	√
Lawn mowers, line trimmers, edgers, hedge trimmers					√
Riding mowers, tractors, or other equipment					Adult Use Only
Chain saws (21+ years old with proper training**), log splitters, woodchippers					Adult Use Only
Wood- and Metal-Working Tools					
Hammers, screwdrivers, wood sanding blocks		√	√	√	√
Pocket or wood-carving knives***		Bear only	√	√	√
Handsaws, wood chisels, wood planes, brace and bits				√	√
Small, handheld electric screwdrivers and palm sanders				√	√
Belt or large sanders (electric or cordless)					√
Welder****; circular, reciprocating, or radial saws; band or scroll saws; routers and planers; metal grinders; pressure washers; drill presses; branding irons					Adult Use Only
Painting					
Handheld paint brushes		√	√	√	√
Paint rollers			√	√	√
Paint rollers with extensions				√	√
Paint sprayers					√
Elevated Work					
Ladders or step stools (limited to the first 3 steps only)					√
Ladders or scaffold (4 feet or higher requires fall protection)					Adult Use Only

* older Scouts BSA members are age 13 and have completed eighth grade or are 14 years old and up

** chain-saw training must meet (a) a state or federally recognized chain saw training course approved by the council; or (b) the BSA Chain Saw Basic Training course, No. 430-136

*** requires the youth to have earned the Whittling Chip or Totin' Chip

**** Welding merit badge participation is exempt

AGE APPROPRIATE GUIDELINES FOR SCOUTING ACTIVITIES

Age- and rank-appropriate guidelines have been developed based on many factors. When planning activities outside of program materials or handbooks, ask this question: *Is the activity appropriate for the age and for Scouting?* Not every activity needs to be conducted.



LIONS
(WITH ADULT PARTNER)



TIGERS
(WITH ADULT PARTNER)



WOLF/BEAR
SCOUTS



WEBELOS
SCOUTS



SCOUTS BSA



OLDER SCOUTS BSA,
SEA SCOUTS,
VENTURERS

(*Older Scouts BSA* are age 13 and have completed eighth grade or 14 years old and up.)



Outdoor Skills

Hunting						Venturers Only
Mountaineering/Scrambling/Cross-Country Travel						✓
Search and Rescue Missions						✓
Search and Rescue Practice					✓	✓
Fueled Devices (Stoves and lanterns)					✓	✓
Hiking—Multiple Day					✓	✓
Mountain Boards					✓	✓
Orienteering					✓	✓
Wilderness Survival Training					✓	✓
Camporees				Castaway Elective	✓	✓
Fire Building				Day Visit Only	✓	✓
Pioneering				✓	✓	✓
Cooking Outdoors			Bear Necessities Requirement	✓	✓	✓
Horseback Riding			✓	✓	✓	✓
Map and Compass		Map Only	✓	✓	✓	✓
Pioneering Towers (Check requirements for height restrictions.)		Council/District Events Only			✓	✓
Rope Bridges (Check requirements for height restrictions.)		Council/District Events Only			✓	✓
Conservation Projects	✓	✓	✓	✓	✓	✓
Fishing	✓	✓	✓	✓	✓	✓
Hiking—Day	✓	✓	✓	✓	✓	✓



Tools

(See SAFE Project Tool Use Guidelines: filestore.scouting.org/filestore/healthandsafety/pdf/680-028.pdf)

Power Tools—Chain Saws, Log Splitters, Wood Chippers, Power Saws	Adult Use Only					
Power Tools						See Age Guidelines for Tool Use
Axes					✓	✓
Bow Saws				✓	✓	✓
Pocketknife			Bear Only	✓	✓	✓
Hand Tools		✓	✓	✓	✓	✓



Trekking

Horse Treks						✓
Backpacking—Overnight, Backcountry					✓	✓
Bike Treks—Multiple Overnights					✓	✓
Ski Touring—Multiple Days and Nights Carrying Gear					✓	✓
Day Hikes	✓	✓	✓	✓	✓	✓



Shooting

(See shooting sports guides at www.scouting.org. Note: Shooting at each other is prohibited.)

Centerfire/Large-Bore Rifles						Venturers and Sea Scouts
Pistols						Venturers and Sea Scouts
Pistol Safety and Marksmanship Programs						Council-Run Program
Specialty Programs—Cowboy Action Shooting						✓
.22 Rifle					✓	✓
Archery—Field					✓	✓
Muzzleloaders					✓	✓
Shotguns					✓	✓
Specialty Programs—Airsoft					✓	✓
Specialty Programs—Chalkball					✓	✓
Air Rifle (pellet guns)				Webelos Long-Term Camp Only	✓	✓
BB Guns				Council/District Outdoor Programs Only	✓	✓
Archery—Target, Action (moving targets)				Council/District Outdoor Programs Only	✓	✓
Slingshots/Wrist Rockets				Council/District Outdoor Programs Only	✓	✓
Catapults/Trebuchets						Projectiles must be soft and small (no larger than a tennis ball).



Camping

(See Guide to Safe Scouting: www.scouting.org/health-and-safety/gss)

Unit-Coordinated Camping	Camping as a Pack at Council's Designated Locations			Camping as a Den or Pack at Council's Designated Locations	✓	✓
Council-Coordinated Camping	✓	✓	✓	✓	✓	✓