

BOY SCOUT TROOP 1354 ONBOARDING PLAN, REV 1

A quick and easy way to get the right information to the right people at the
right time.

2018/2019 School
Year

For use by Committee Members and Adult Leaders to ensure applications are processed correctly and on time.

For questions about the Troop 1354 Onboarding process, contact:

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Arrow of Light Scouts (AOL's) crossing over

Every fall, the onboarding coordinator will work with the parents of the AOL's to ensure the Troop has the [required contact information](#), to verify which parents (if any) will be registering with the troop, to begin the discussion of summer camp at Bartle and obtain a head count, and to answer any questions the parents may have. The parents will be instructed to recharter their scouts with the pack in December.

When it comes time to crossover, the parents can fill out a new [youth application](#) to transfer their scout's membership from Pack 4354 to Troop 1354. The registration fee for the Scouting Year will have already been paid with the recharter back in December. They also have the option to [register online](#).

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New youth joining the Troop

When the parents of a youth that is not currently registered with BSA approach an adult leader of Troop 1354 about the youth joining the troop, the parents shall be informed they must submit the [required contact information](#), a new [youth application](#) and the registration fee. The parents shall be provided with contact information for the [Troop Committee Onboarding Coordinator](#). They also have the option to [register online](#).

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Scouts transferring from another Troop

When a scout which is currently registered with another troop wants to transfer their membership to Troop 1354, their parents must submit the [required contact information](#) and a new [youth application](#) requesting transfer from their old troop to Troop 1354. The registration fee for the Scouting Year will have already been paid with the recharter back in December. The parents shall be provided with contact information for the [Troop Committee Onboarding Coordinator](#). They also have the option to [register online](#).

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Parents of AOL's crossing over which will be joining the Troop

Every fall, the onboarding coordinator will work with the parents of the AOL's to ensure the Troop has the [required contact information](#), to verify which parents (if any) will be registering with the troop, to begin the discussion of summer camp at Bartle and obtain a head count, and to answer any questions the parents may have. If an AOL's parents are currently registered with the pack and are going to be registering with the Troop when their scout crosses over, they will be instructed to recharter with the Pack in December. Then when it is time for their scout to crossover they can submit a copy of their current [Youth Protection Training](#) (YPT) and a new [adult application](#) to transfer their membership from Pack 4354 to Troop 1354. The registration fee for the Scouting Year will have already been paid with the recharter back in December. They also have the option to [register online](#).

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New parents joining the Troop

If the parents of a youth which is new to Scouting are registering as new members of Troop 1354, they will need to complete [Youth Protection Training](#) (YPT), submit a copy of the YPT certificate, submit a new [adult application](#), submit their registration fee, and provide their [required contact information](#). The parents shall be provided with contact information for the [Troop Committee Onboarding Coordinator](#). They also have the option to [register online](#).

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Parents transferring with their scouts from another Troop

If a parent who is a registered adult leader with another troop wants to transfer their membership to Troop 1354, they must submit a copy of their current [Youth Protection Training](#) (YPT) and new [adult application](#) indicating they wish to transfer from their current troop to Troop 1354, and provide their [required contact information](#). The registration fee for the Scouting Year will have already been paid back in December when they rechartered with their previous troop. The parents shall be provided with contact information for the [Troop Committee Onboarding Coordinator](#). They also have the option to [register online](#).

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Parents' required contact information

1. Scout's name
2. Scout's date of birth
3. Scout's grade in school
4. Parent's (parents') name(s)
5. Address(es)
6. Phone number(s)
7. Email address(es)

This required information shall be given to the [Troop Committee Onboarding Coordinator](#).

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Appendix a: Youth application

English <https://filestore.scouting.org/filestore/pdf/524-406.pdf>

Spanish <https://filestore.scouting.org/filestore/pdf/524-423.pdf>

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Appendix b: Adult application

English [https://filestore.scouting.org/filestore/pdf/524-501\(18\)_AdultApp_WEB.pdf](https://filestore.scouting.org/filestore/pdf/524-501(18)_AdultApp_WEB.pdf)

Spanish <https://filestore.scouting.org/filestore/pdf/524-502.pdf>

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Appendix c: Youth Protection Training

<https://www.scouting.org/training/youth-protection/>

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Appendix d: Online Registration

<https://www.hoac-bsa.org/applications-to-join>

Click on the blue button labeled “Register Online”

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