

**Steps to Register Scouts and Adults:**

Membership Chair maintains the Troop Directory. Membership forms are available in the T-110.com Library. Membership Chair maintains "A New Scout" files online and maintains Troop copies of Member Registration Forms.

ADULT APPLICATIONS: *New & Returning Adults turn in the following:*

Signed BSA Registration Form

- BSA Adult Application has TWO areas for applicant signature – one for Background Check Authorization, and one on the triplicate-form page.
- Even Transfer Adults need to fill out a new application.

Youth Protection Training Certificate (YP)

- Transferring Adults with current YP Training can log onto BSA Training account and print certificate Position Specific Training Certificates, if applicable.

BSA Health Form A-B (Health Form C is required for 72hr events).

T-110 Registration Form and Fees

State of MI Background Check

- Applicant responsible for turning in State of MI Background Clearance Letter

Protecting Gods Children Certificate (PGC)

- PGC Class must be scheduled before turning in app and completed in a reasonable timeframe. Applicant responsible for submitting copy of PGC Certificate after completion.

KIDS APPLICATIONS: *New & Returning Scouts turn in the following:*

Signed BSA Registration Form

- Even Cross Over Webelos II Scouts and Transfer Scouts need to fill out a new application.
- Gentleman joining Venture Crew will be Co-Registered as T-110 Scouts and need both applications.
- Ladies joining Venture Crew are considered New to Scouting. Girl Scouts of America are not affiliated with BSA. Ladies currently registered with a different BSA Venture Crew are Transfer BSA Scouts.

BSA Health Form A-B (Health Form C is required for 72hr events).

Yearly T-110 Activity Consent Form for activities

T-110 Registration Form and Fees

- Scouts transferring Scout Bucks to T-110 need to notify their Cub Pack Treasurer of Transfer and T-110 Treasurer of balance expected to transfer.

Membership Chair these distributes copies as follows:

- Activities Chair maintains Health Forms – Julie Pearce and Lynn Fanelli are Activities Chairs
- Training Chair maintains Training Certificates – Robin Thomas is Adult Training Chair
- Membership Chair turns in original BSA App & copy of YP Cert to BSA GLFC and maintains Registration Form and State of MI Background Clearance Letter in a T-110 file at home.
- Provide New Scout Contact information to Jeff Smith to be added to T-110.com Members Only area.
- Distribute Updated Directory to Committee Chair, Scoutmaster, T-110 ListServ/Newsletter, SPL, Treasurer, Training Chair, Activities Chair, Advancement Chair

**The BSA Application:**

New Members must fill out and SIGN a BSA Scout Application or BSA Adult Application. Scoutmaster Brad Grafmiller, and Committee Chair Bruce Williams must sign the completed applications. The Chartering Organization Representative Scott Terzich must also sign adult Applications. Brad Grafmiller works with Scott Terzich and may facilitate signing.

- Online BSA Applications must be printed and signed by applicant, Scoutmaster and Committee Chair. The Chartering Organization Representative must also sign adult Applications. Signed application must be copied 2x: one copy for applicant, one copy for T-110 Membership Chair files, original to BSA GLFC.

Original signed applications are turned into BSA Great Lakes Council Office (GLFC). BSA Fees are paid at time applications are submitted to this office:

- All NEW applications require Insurance Fee of \$2 per month. A March Application = \$20 fee.
- Only Checks and Cash are accepted. You may request a check from the T-110 Treasurer before delivering applications to the BSA GLC office, or pay the fees out of pocket for reimbursement by T-110. Receipts can be submitted to T-110 Treasurer for reimbursement via email. Reimbursement Request form is in the T-110.com Library under the Committee section. Doug Sweeting is Treasurer.
- BSA GLC Field Office: 1776 West Warren Ave., Detroit MI 48208-2215
- The Scoutmaster and Committee Chair may access the GLFC site to check registrations status. Advancement Chair Charlie Akers may check Online Advancement system for scout status.

## T-110.com Library:

Membership Chair maintains most of the “A New Scout” section & T-110 Directory in Reference section through personal login – The Committee Chairman, Scoutmaster & Summer Camp Coordinator maintain the “Troop 110 New Scout Presentation”. Ask for web site ADMINISTRATOR permissions from Jeff Smith, Adult Webmaster at [jsmith2038@gmail.com](mailto:jsmith2038@gmail.com) to update files.

- Upon login as Administrator, the FEATURE LIST on the left side of the home page will include ADMINISTRATOR navigation. See USER MANUAL to explore how to manage files.

### A New Scout

- [1: Welcome to T110/C110 - an outline to complete your membership](#)
- [2: T110/C110 Registration Form for Cross Over & Transfer Scouts 2016](#)
- [2b:T110/C110 Registration Form -- First Time Scouts 2016](#)
- [3: BSA Youth Application - editable 2014\\_524-406.pdf](#)
- [4: Fillable and Savable BSA Health Form](#)
- [5: 2015-16 T110/CREW Activity Consent Form : For ALL T110 &/OR C110 Members. Turn Into Julie Pierce.](#)
- [Campout Packing List](#)
- [Sorrows Map](#)
- [Troop 110 New Scout Presentation: Learn About Our Organization](#)

## Timeline:

**Fall:** Sept-Oct. – Update all Forms with New Costs (costs are determined by Committee). Update online Library & online payment screens for registration. Make copies of forms for distribution. Supply updated Directory to Committee Chair, Scoutmaster, Activities Chair, Rechartering Chair & SPL

- Fall is Re-registration Season for existing Scouts & Adults
  - All current members are required to re-register for T-110 by the end of October to allow reasonable time for Rechartering.
  - All forms listed above are due for New or returning Scouts at the time of registration.
  - Fees are applied to the following year and cover BSA Registration Fee & T-110 Dues.
  - T-110 Dues collected cover cost for maintenance of equipment, costs of new equipment, food/supplies for service events, any donations for use of event locations (over/above scout fees for that venue), patches and awards earned, and similar activities.
- New Adult Registration: Adults who participate in camp outs must be registered. Adults who drive Scouts to events need only provide State of MI Background Check Clearance & complete Youth Protection Training online.
  - Active Registered Adult Fee is \$10: Active Adult holds a BSA Position within the Troop, including Wearables Ordering Volunteer, Pancake Breakfast Coordinator, Activities Chair, Training Chair or Quartermaster.
  - Non-Active Registered Adult fee is \$25: All Adults who participate in camp outs or activities but who do not hold a formal BSA position. This fee is paid to BSA for Insurance.
  - Registered Adults must attend a Protecting God’s Children Course through Virtus.org in a reasonable timeframe. Submit registrations date for upcoming class with registration, or a copy of past course certificate with application.
  - Adults must be Up-To-Date on YP & all required Training in positions registering for.
- New Scouts are welcome to join at anytime of the year & a small percentage join each Fall.
  - In addition to the same Registration costs described above, New Scout Fees include the “Welcome Kit” cost for items all T-110 are asked to have: Neckerchief, Epaulets, T-110 Patches, T-110 Leather Slide, T-110 Leather Belt, T-110 Insignia Name Tag, T-110 Class-B T-Shirt.
- T-110 Insignia Name Tags are ordered the following Spring:
  - T-110 Insignia Name Tags are ordered for all Registered Scouts and Active-Registered Adults.
  - No additional fee charged (beyond registration fees) for those who recently joined.
  - Any member may order a Replacement Name tag at cost. Membership Chair is responsible for ensuring Name Tags are delivered, but ordering may be included in Wearables Orders that also occur in the Spring by another volunteer.
- The Annual T-110 Beast Feast may have Webelos II Families attend who have the potential of joining T-110 the following spring. Capture contact info and Cub Pack contact info.

**Spring:** Feb-Apr. – Update all Forms with New Costs (Costs are determined by Committee and are Pro-Rated for 'Mid-Year'). Update online Library & online payment screens for registration. Make copies for distribution during Webelos Visiting events. Supply updated Directory to Committee Chair, Scoutmaster, Activities Chair, & SPL

- **New Adult Registration:**

Adults who participate in camp outs must be registered. Adults who drive Scouts to events need only provide State of MI Background Check Clearance & complete Youth Protection Training online.

  - Active Registered Adult Fee is \$10: Active Adult holds a BSA Position within the Troop, including Wearables Ordering Volunteer, Pancake Breakfast Coordinator, Activities Chair, Training Chair or Quartermaster.
  - Non-Active Registered Adult fee is \$25: All Adults who participate in camp outs or activities but who do not hold a formal BSA position. This fee is paid to BSA for Insurance.
  - Registered Adults must attend a Protecting God's Children Course through Virtus.org in a reasonable timeframe. Submit registrations date for upcoming class with registration, or a copy of past course certificate with application.
  - Adults must be Up-To-Date on YP & all required Training in positions registering for.
- **New Scout Registration** occurs anytime after January, but most often after Blue & Gold Celebrations within each Cub Scout Pack.
  - Webelos II Scouts must have a Scoutmaster Conference to complete WII requirements. Usually, Cub Masters reach out to T-110 Scoutmaster to schedule this interaction and this begins the process of WII interview with T-110. Scoutmasters begin to develop a list of potential WII Cross Over scouts from this interaction. Get a copy of this list.
  - T-110 holds specific meetings/open houses to Welcome WII scouts to learn about T-110 and potentially join.
    - Have Sign-In sheet available to capture Web II Name/Parent Name/Pack/Rank/email/phn/Cross Over date. Date each Sign In to monitor repeat visitors.
    - Have T-110 Brochure/T-110 Bcards/BSA Applications/T-110 Registration Form/T-110 Org Chart Available: Brochure has been produced by Charlie Ackers in the past.
    - Webelos II Families generally may not attend offsite-events such as Whirley Ball, Sky-Zone, Zap-Zone, due to no insurance coverage & not suitable for interaction with T-110 Scouts.
  - Registration Costs for New Scouts and New Adults joining each Spring:
    - T-110 Consent Form and BSA Health Forms A-B are due before first offsite event.
    - Kids who are not BSA Registered have the same fees as prior Fall Registration Fees.
      - BSA and Girl Scouts are not affiliated. Ladies joining Venture Crew for the first time have same fees as Fall Registration Fees.
    - Webelos II Cross-Over Scout costs are Pro-Rated since part of year has passed. Scouts Transferring to T-110 have the same fees as WII Cross-Over Scouts.
      - Existing Scouts have paid yearly fees during previous Fall Cub Pack BSA Registration and have no 'transfer fees' to move to T-110.
      - New Scout Fees include T-110 Dues and "Welcome Kit" fees for items all T-110 are asked to have: Neckerchief, Epaulets, T-110 Patches, T-110 Leather Slide, T-110 Leather Belt, Name Tag, T-110 Class-B T-Shirt.
      - T-110 Dues collected cover cost prior to Summer Camp for maintenance of equipment, costs of new equipment, food/supplies for service events, any donations for use of event locations (over/above scout fees for that venue), patches and awards earned, and similar activities.
      - These Registration costs are in addition to Summer Camp fees. These joining scouts will be in the same schedule to Re-Register in Fall at the same dues/fees as the rest of the T-110 Members.
  - T-110 Insignia Name Tags should be delivered before Summer Camp.
    - Ordered for all Registered Scouts and Active-Registered Adults.
    - No additional fee (beyond registration fees) for those who recently joined.
    - Any member may order a Replacement Name tag at costs. Membership Chair is responsible for ensuring name Tags are delivered, but ordering can be included in Wearables Orders that also occur in the Spring by another volunteer.
  - Wearables Orders are coordinated in the Spring by another Volunteer. Membership Chair ensures that all new members have orders placed for the Class-B
  - T-shirt that was included in Registration Fees described above.