

# **New Adult checklist:**

(\* - required for application acceptance and prior to other items)

## **RECORDS SECTION**

NAME: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ \*Application completely filled in and legible
    - Including all 3 references.
    - Leader position properly coded
    - Committee Chair & Charter Org. Rep signed
    - Email checked for website communication
  - ☐ \*Health form part A & B
  - ☐ \*Youth protection completed
  - ☐ \*Collect First year's registration fee (if not transfer)?
  - ☐ Add information into Troopmaster
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## **COMMUNICATIONS SECTION**

NAME: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ Notify communications for:
  - Email added to committee list
  - Account setup on website
- ☐ Direct to add cell phone to text alert system
- ☐ Introduce to Scoutmaster, Committee Chair, others
- ☐ Indicate location of troop handbook

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**Exiting Adult checklist:**

- ☐ Call/verify leaving troop
- ☐ Share why leaving the troop if possible with committee
- ☐ Notify Communications for:
  - Remove from website
  - Remove from committee list
- ☐ Notify Records chair to Archive from Troopmaster

# New Youth Checklist:

(\* - required for application acceptance and prior to other items)

## RECORDS SECTION

NAME: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ \*Application completely filled in and legible
  - Birthday double-check
  - Parent signed
  - Leader (Scoutmaster/Committee Chair) signed
- ☐ \*Health form part A & B
- ☐ \*Collect first year's registration fee (if not transfer)?
- ☐ Add information into Troopmaster

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## COMMUNICATIONS SECTION

NAME: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ Create website account
- ☐ If parent not registered adult, get parent information for parent's website account, if desired
- ☐ Parent added to email list
- ☐ Direct parents to add cellphone to text alert system
- ☐ Introduce to Scoutmaster, Committee Chair, Senior Patrol Leader, others
- ☐ Indicate location of troop handbook, request signatures
- ☐ Introduction to committee

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## **TREASURER SECTION**

NAME: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ Create scout account, ensure email for statements is correct.

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## **SCOUTMASTER SECTION**

NAME: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Phone : \_\_\_\_\_

Email : \_\_\_\_\_

- ☐ Scoutmaster assign to a patrol

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**Exiting Youth checklist:**

- ☐ Patrol leader call/verify leaving troop
- ☐ Parent/patrol leader share why leaving the troop if possible with patrol/committee
- ☐ Notify communications for:
  - Remove from website
  - Remove parent's account from website (if applicable)
- ☐ Notify Records chair to Archive from Troopmaster
- ☐ Notify treasurer to redirect account funds