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Utah National Parks Council

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Advancement Policy for Non-Registered Youth

Effective October 1, 2006

There are times when leaders come into a Service Center in order to obtain advancements for youth, but the youth are not current registered. In an effort to provide outstanding customer service and allow every youth to be properly recognized, and still follow the established membership application rules of the Boy Scouts of America, this policy has been created.

Purchases of youth advancements for youth who are not currently registered with the Boy Scouts of America will be allowed. Registration will not be required before such advancements are purchased.

Process Description

The following procedures should be followed in cases where a volunteers comes to obtain advancement awards for a youth who is not current registered:

1. The council representative will notify the volunteer that the youth is not registered and immediately provide the volunteer with a registration form, requesting the volunteer to have the form filled out, signed by the parent/guardian and the unit leader and return the form to the Service Center
2. The council representative will do the following on the Advancement Report
 - a. Mark the youth that are not registered by writing "NR" next to the youth's name
 - b. Write the name of the volunteer and their phone number on the side of the advancement report
 - c. If possible, obtain the phone number of the youth that is not registered from the volunteer and write the phone number next to the youth's name
 - d. Mark the pink copy of the advancement report with a stamp (or by writing) with text that states:
Youth marked NR were not registered at the time of the advancement date. It is the responsibility of the unit to record this advancement through Internet Advancement once the youth is registered. When registering this youth, notify the Council Service Center that the registration must be "Back-Dated" to cover this advancement.
 - e. Notify the volunteer of the stamp concerning recording the advancement at a later time and answer any questions they may have
3. The council representative will then separate the pink copy of the advancement sheet and return it to the volunteer, directing them to proceed with their advancement purchases
4. Daily, the council representative will make a copy of the white sheet of the advancement report, sending that copy to the Field Director responsible for the District to which the unit belongs
5. The Advancement report white and yellow copies will be distributed normally

The Field Director/District Executive now has the opportunity to provide Outstanding Customer Service for these non-registered youth and their leaders, including:

- Calling the parents of the youth to make sure that they understand that their youth was not registered and that a registration form was returned with the volunteer to be signed
- Verifying with the parents that the form was received by them and filled out and returned
- Answering any questions the parents might have
- Following up with the volunteer who brought in the advancement report as well as the unit leader to make sure that the youth is being registered
- Answering any questions and helping the unit to understand the value of the Internet Advancement program, including making sure that the unit is recording the youth's advancement(s)

Changes This Introduces

This policy changes a few things that have been implicitly or explicitly approved in the past. They are outlined below.

- Youth registrations will not be accepted without being fully filled out as defined in the Registration Policy of the council, including proper signatures
- Advancements may be purchased for a youth that is not current registered.