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Utah National Parks Council

October 18, 2006

Registration Policy

Effective October 1, 2006

The Boy Scouts of America defines registration policies for youth and adults. This council-level policy clarifies the rules and process that the Utah National Parks Council will follow in adhering to the existing BSA policies. The following high level policies will be followed in all circumstances:

1. The BSA registration form or a Council-approved form must be used. All instructions on the registration form should be followed.
2. Registration forms may be received physically or electronically, including via FAX or e-mail, as long as these forms are properly filled out as defined in the BSA policy and this document.
3. Key things that the Council will check and **require** on each **youth registration** include:
 - a. Signatures by the youth's parents or guardian and the unit leader
 - i. In certain situations, explicitly approved by the Scout Executive or his/her designee, the following procedure may be followed:

In those rare situations i.e., camp, remote locations, or institutional programs, where it is absolutely not possible or practical to receive a parental signature - with the unit leader's approval - an email or fax from the parent authorizing their child to be registered with the BSA is acceptable. A copy of the email or fax should be attached to the application. A phone call authorization should only be accepted as a last resort. A phone call authorization should include a note indicating the date of the call and the names of both parties to the call and signed by the council representative making the call. (Addendum to Registration Procedures, National Council, effective September 1, 2006)
 - b. A full birth date
 - c. A complete address
 - d. The Unit number
4. Key things that the Council will check and **require** on each **adult registration** include:
 - a. Two different signatures as described on the official application (in additional to their own)
 - b. A minimum of two references
 - c. The applicant's correct Social Security Number
 - d. A completed questionnaire
 - e. A full birth date
 - f. A complete address (if they physically receive mail through a PO Box, the PO Box must be included in the address)

Security of Personal Information

Council employees will do all in their power to ensure registration applications are secure.

Applications must never be viewable by others and must always be in a locked container when the employee is away from their desk.

Changes This Introduces

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

- Signatures are ALWAYS required, except in rare situations as described above. In the past, "emergency registrations" would be accepted in order to allow a customer to pick up advancements for a youth. This will no longer be true. Customers may still pick up advancements but no registration will be done or accepted without the required signatures and a fully completed application as described above.
- Registration forms will be accepted electronically. However, the form must be completely signed and fully legible. An electronic copy of the registration form that can be filled in electronically (except for the signatures) will be provided by the council to improve legibility.

Process Description for Electronic Receipt

Any registration application received electronically (e-mail or FAX) will follow the process described below:

1. The e-mail or FAX must include instructions on how the registration is to be paid
 - a. If the instructions specify to charge on an account and the account does not have the required funds, the council employee will promptly respond to the customer, explaining the situation and ask the person to resubmit the application after funds become available. The received application will then be destroyed (all copies - both electronic and physical).
 - b. If the instructions in any other way cannot be accomplished, the council employee will promptly respond to the customer, explaining the situation and ask the person to resubmit the application after resolving the problem. The received application will then be destroyed (all copies - both electronic and physical).
2. The registration will be printed to a physical piece of paper and the electronic copy will be destroyed
3. The council representative will then follow the normal procedure for registering the individual