



October 24, 2022

## Policy – Requirements for registration

**This policy establishes the requirements for registration in the Susquehanna Council.**

**Changes to this policy must be approved by the Executive Board. No exceptions are set forth in the policy.**

1. **Youth registration.** All youth registering in the council must meet the following requirements to be fully registered.
  - a. New registration.
    - 1) BSA Youth Application. Completed, reviewed, and approved by the unit leader utilizing the paper application or on-line registration.
    - 2) Fees. All fees paid in full, including National fee, council program fee, council insurance fee, and new member fee.
  - b. Annual renewal of registration.
    - 1) Fees. All fees paid in full, including National fee, council program fee, and council insurance fee.
  
2. **Adult leader registration.** All adults registering to serve in the council as a leader in a unit (cub pack, troop, crew, post, or ship), a member of a district or council committee, a member of the council executive board, or a council member-at-large must meet the following requirements to be fully registered.
  - a. New registration.
    - 1) BSA Adult Application (available only as a paper document). Completed, reviewed, and approved by:
      - a) Chartered Org head or rep for unit adults.
      - b) Scout Exec for district and council adults.
    - 2) Background check disclosure. Completion of the authorization for the background check disclosure that is an addendum to the adult application.
    - 3) Fees. All fees paid in full, including National fee, council program fee, and council insurance fee.
    - 4) Position training. Completion of all specific training for the position for which the individual is registering as established in the council's current training policy (See Policy – Training requirements for adult leaders). See Training page of Council's website for more information.
    - 5) Youth Protection Training.
      - a) Completion of BSA's youth protection training.
      - b) **Must be current through** the end of the registration year (training expiration after 12/31).



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- 6) Clearances.
  - a) Completion of all three clearance requirements required in PA for all adults having direct volunteer contact with children entailing routine (regular) interaction.
    - i. Report of Criminal History from the Pennsylvania State Police (PSP)
    - ii. Child Abuse History clearance from the PA Department of Human Services.
    - iii. Disclosure Statement for Volunteers for those having lived continuously in PA for the previous 10 years at the time of registration.
    - iv. FBI Criminal History Report (fingerprint based) for those not living continuously in PA for the previous 10 years at the time of registration.
  - b) All clearances **must be current** at the time of registration.
- b. Annual renewal of registration.
  - 1) BSA Adult Application (only if changing position). Completed, reviewed, and approved by:
    - a) Chartered Org head or rep for unit adults.
    - b) Scout Exec for district and council adults.
  - 2) Fees. All fees paid in full, including National fee, council program fee, and council insurance fee.
  - 3) Position training (only if changing position). Completion of all specific training for the position for which the individual is registering as established in the council's current training policy (See Policy – Training requirements for adult leaders). See Training page of Council's website for more information.
  - 4) Youth Protection Training.
    - a) Completion of BSA's youth protection training.
    - b) **Must be current through** the end of the registration year (training expiration after 12/31).}
  - 5) Clearances.
    - a) If not current, completion of any or all three clearance requirements required in PA for all adults having direct volunteer contact with children entailing routine (regular) interaction.
      - i. Report of Criminal History from the Pennsylvania State Police (PSP)
      - ii. Child Abuse History clearance from the PA Department of Human Services.



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- iii. Disclosure Statement for Volunteers for those having lived continuously in PA for the previous 10 years at the time of registration.  
Or  
FBI Criminal History Report (fingerprint based) for those not living continuously in PA for the previous 10 years at the time of registration.
  - b) Each clearance is valid for five years from the date on the clearance. All clearances **must be current** at the time of registration.
3. **Merit badge counselor registration.** All adults registering to serve in the council solely as a merit badge counselor must meet the following requirements to be fully registered.
  - a. New registration.
    - 1) BSA Adult Application (available only as a paper document). Completed, reviewed, and approved by the Scout Exec.
    - 2) Background check disclosure. Completion of the authorization for the background check disclosure that is an addendum to the adult application.
    - 3) Merit Badge Counselor Information form. Completion of the Merit Badge Counselor Information form for approval as a counselor for specific merit badges. See Advancement policies and procedures, Section 3.1.
    - 4) Fees. None.
    - 5) Position training. Not required, but encouraged. See Advancement page of Council's website for more information.
    - 6) Youth Protection Training.
      - a) Completion of BSA's youth protection training.
      - b) **Must be current through** the end of the registration year (training expiration after 12/31).
    - 7) Clearances.
      - a) Completion of all three clearance requirements required in PA for all adults having direct volunteer contact with children entailing routine (regular) interaction.
        - i. Report of Criminal History from the Pennsylvania State Police (PSP)
        - ii. Child Abuse History clearance from the PA Department of Human Services.
        - iii. Disclosure Statement for Volunteers for those having lived continuously in PA for the previous 10 years at the time of registration.  
Or  
FBI Criminal History Report (fingerprint based) for those not living continuously in PA for the previous 10 years at the time of registration.
      - b) All clearances **must be current** at the time of registration.



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- b. Annual renewal of registration.
  - 1) Renewal letter. Completion and submission of renewal letter.
  - 2) Fees. None.
  - 3) Position training. Not required, but encouraged. See Advancement page of Council's website for more information.
  - 4) Youth Protection Training.
    - a) Completion of BSA's youth protection training.
    - b) **Must be current through** the end of the registration year (training expiration after 12/31).}
  - 5) Clearances.
    - a) If not current, completion of any or all three clearance requirements required in PA for all adults having direct volunteer contact with children entailing routine (regular) interaction.
      - i. Report of Criminal History from the Pennsylvania State Police (PSP)
      - ii. Child Abuse History clearance from the PA Department of Human Services.
      - iii. Disclosure Statement for Volunteers for those having lived continuously in PA for the previous 10 years at the time of registration.
      - iv. FBI Criminal History Report (fingerprint based) for those not living continuously in PA for the previous 10 years at the time of registration.
    - b) Each clearance is valid for five years from the date on the clearance. All clearances **must be current** at the time of registration.

