

VERY IMPORTANT – PLEASE READ

Adult Volunteer Application - Turn-In Process

In an effort to expedite youth and adult volunteer applications and recharter processing, all applications must be received in the Southwest Florida Council service center with all information correctly filled out prior to submitting to the council.

We recommend all units standardize their turn in process by appointing a ReCharter Representative or Unit Membership Chairman (**Note: Unit Committee Chairman does not have authority to approve adult applications**) to be responsible for insuring this process is followed to assist in timely processing. **All questions regarding registration can be directed to:**

Email: SWFLRegistration@scouting.org or Volunteer Support Services at 239-936-8072 Extension 106.

Application Check-List

- All applications must be **COMPLETE** with:
 1. Birthday, Social Security #, and Driver's License #.
 2. "I Hereby Certify" # 1-2 initialed.
 3. **ALL** questions must be answered on right side of adult application including:
5 References listed **and** # 6 - A, B, C, D, E, F; if answered **Yes** – explain: must be completed to process application.
 4. Signature of Applicant line **signed** and **dated**.
 5. Youth Protection Training - No new adult volunteer application will be processed without **completed** Youth Protection Training (*Include copy of YPT Certificate*).
 6. Background Check Disclosure form **signed** and **dated**.
 7. **Application must be signed by Charter Organization Rep. or Charter I.H.** (Not Committee Chairman)
 8. Appropriate registration fees are included with application or in the unit registration account.

If an application is turned in incomplete (**with any one of the above in error**) the applicant (not unit) will be notified by the local District Executive or Volunteer Support Services and the applicant has approximately **45-days from the date application is received in the council office** to correct the issue. *This is a courtesy defective notification and may not be immediate and does not impact the 45-day processing timeline regardless of date received or if not received.* **After 45 days the application and personal information will be shredded without notification to applicant or unit and a new adult volunteer application will be required to register as a volunteer.**

- **New Position Change** - If you change to a different unit or position, you must fill out a new application (signed by the appropriate leader) to reflect this change.
- **Merit Badge Counselor Applications** - All new Merit Badge Counselor applications also require the BSA adult volunteer application, YPT Training, District Executive Signature approval and Background Check disclosure attached. Contact Debi Ryan, Program Assistant with Volunteer Support Services at: Debi Ryan - Debi.Ryan@scouting.org

New Youth Applications

- All youth applications **require parent and unit leader** signature.

Thank you for your assistance!