

## **UNIT MEMBERSHIP RECORDS AND APPLICATIONS**

Recharter for 2017 is now behind us, but if not already done, each **Unit Recharter Leader** should check the accuracy of the roster using the member tools at <https://my.scouting.org/> or the online advancement site. Errors do occur, so check to make sure everyone (youth and adult) is on your roster who should be there and that their information is correct. Repeat this process a few days after submitting any application to the Fickett Center.

**Did your unit add new members this spring?** Check the unit roster to make sure they are registered. Always turn in new registrations promptly to the Fickett Center – don't delay! That wait for "just one more app" often leads to misplaced forms. Remember, a person is NOT a member until their application is processed at the council service center. And always keep the unit copy of the application with the unit records.

Checking and paying attention to records throughout the year can save time and frustration at recharter time – which will be here soon. For assistance with tools and registration questions, ask your unit commissioner.

**Need application forms?** Download through the council website:

Adult: <http://www.scouting.org/filestore/pdf/524-501.pdf>

Youth: <http://www.scouting.org/filestore/pdf/524-406A.pdf>