**Council Goes Paperless for Fall Recruitment**

Stop errors on applications.

Collect fees immediately.

Applications quickly processed for Scoutbook following unit approval.

All new members (youth and adults) will register online via the unit’s BeAScout.org account. Registrations fees will be collected with the application using a council provided unit Square account.

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Units must turn on application approval on their BeAScout account.

At the sign-up event, provide new members with a QR code or login for them for the online application. New members can login on their own phone or tablet, or the unit can provide a device.

After completing their application, new members can pay registrations fees via a Square account.

The unit logs into a unique unit Square account and collects payment. The square interface will collect fees for: BSA Registration, Insurance Recovery Fee, *Boys’ Life* and the first months subscription payment. Fees will be prorated for 2019 and 2020.

After the unit approves the application, the council will match the application from BeAScout with the payment, process the registration, and deposit excess fees into the unit account at the Council Service Center.

2020 fees will be deposited into a Unit Account to be held for recharter. The unit can keep the funds deposited or request a check from council.

Square devices will be available from the Council Service Center, District Membership Chair, or District Membership Executive. Additional devices may be purchased through Amazon.

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**Getting Ready for Fall Recruitment**

Unit Preparation

1. Login to the unit BeAcout.org account. Update pin and turn on application approval.
2. Download QR code to use on recruitment materials and at sign-up event.
3. Get a Square device and unit login information from Council. Unit can use their own Square device with the council login.
4. If desired, setup a unique unit Square account to collect unit dues.

Sign-Up Night Best Practice

Table 1 – Welcome, Check-in and Distribute materials

Table 2 – Describe application process for both youth and adults. Display QR Code or provide electronic device for parents to complete online applications.

Table 3 – Use Square device to collect registrations fees. Login to unique unit account provided by the council. Select options and collect payment. Required: add to note section: screen shot of square Need login instructions

Use a second device or login to the unit’s own Square account to collect unit dues. (It is strongly recommended that unit dues be collected at a special Parent Onboarding Meeting, not at the time of registration. This allows the unit to better describe what dues are used for and how the unit finances work.)

Unit approves online applications through my.scouting.org.

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**FAQ**

Can the online application system be used throughout the year? Yes. Use the online application register new members. The unit must still approve applications.

Can our own unit use our PayPal or Square account to collect fees? The unit can continue to collect unit dues via your online payment system. BSA registration fees must be collected via the council Square account.

Can our unit use paper applications if our sign-up event location has poor cell coverage? The BSA is phasing out paper applications, however, the council has a limited supply available for times like this.

Do we have to return the Square device after the sign-up event? No. The unit may continue to use the device throughout the year.

Can the online application be used to change leader positions and transfer members into different units? No. A paper application will be needed throughout the year for these changes.

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BeAScout.org Pin Instructions: click here

Application Approval Instructions:

Login into my.scouting.org account. Click unit link. Choose Application Manager. Approve application or select options.

Youth Applications (Maybe approved by either the Committee Chair or Unit leader)

Adult Applications (Maybe approved by the Charter Representative or Institution Head)

Retrieve unit QR code and url address:

 Login into my.scouting.org account. Choose Invitation Manager.