



## **Adult Registration and Act 153 Clearance Process**

Troop 272 holds one mandatory annual fundraising event, The Christmas Tree Sale which funds our Troop program for the year, subsidizes Summer Camp for Scouts, subsidizes monthly trips and our Court of Honor meetings. All Scouts and a registered and Act 153 cleared parent are required to be involved in the fundraiser. This outline will help you become registered and Act 153 cleared. Any parent wishing to attend a trip or be active in Troop activities must complete the following process:

### **Complete an Adult Application**

Complete all fields from "First Name" and down. Leave position code and Scouting position blank. Ensure the page that is about Background Checks is completed and signed. Be sure to sign application! If you know your BSA ID, please pass it along to the Training Coordinator.

### **Create an Account on my.Scouting.Org**

Go to: [my.scouting.org](http://my.scouting.org) then Click on "Create Account"

### **Complete Youth Protection Training**

Log into [my.scouting.org](http://my.scouting.org) once account is created. Click on the "Home" label on the top left of the screen. Select "My Dashboard". Ensure "YPT is selected. Click "Take Course" next to "Youth Protection Training". This certification takes approximately 20 minutes. Once complete, print a hard copy of the certificate for submission with your adult application.

### **A parent must provide the following clearances :**

Google "colbsa child protective" for clickable link. Samples of the first three forms are included for your reference:

- Report of Criminal History from the Pennsylvania State Police (PSP), 10-15 minutes:  
[epatch.state.pa.us/Home.jsp](http://epatch.state.pa.us/Home.jsp)
- Child Abuse History Clearance from the Department of Human Services, 20-30 minutes:  
[www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home)
- **Residing in Pennsylvania for more than the last 10 years:** you can submit a Disclosure Statement for Volunteers in lieu of the Fingerprint based FBI Clearance:  
[keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c\\_160267.pdf](http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/document/c_160267.pdf)  
(Note: Any adult can witness the signing of the Disclosure Statement.)
- **Residing in Pennsylvania for LESS than the last 10 years:**  
Fingerprint based FBI criminal history clearance submitted through the Department of Human Services, \$27.50, 5-10 minutes online and 10-15 minutes at the fingerprinting location:  
[www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm)

Note: It is recommended you install a .PDF converter to allow you to print the reports and upload them to the Background Check System. Free .pdf converters are available from Cute PDF and PrimoPDF.

## **How to Submit Clearances to the Cradle of Liberty Council**

Volunteers must upload copies of their required documents to the Background Check System. In order to ensure that your files are properly received and recorded, please secure all your documentation before visiting this link and upload all of your files at the same time. Clearances obtained for other volunteer or employment organizations may be submitted if they are current and meet the guidelines. Please forward a copy of the receipt email you receive from Cradle of Liberty Council to the following email address: 272.Training.Coordinator@gmail.com.

**Upload your clearances here: <http://ow.ly/MBGOE>**

## **Registration Fee**

Check payable to Troop 272 for \$24

Subsequent yearly registration is \$24

## **Final Step and Review:**

Submit the following to the Training Coordinator:

Completed Adult Application,  
Youth Protection Training Certificate  
Registration Fee for \$24 made out to Rose Valley Troop 272, BSA

Once Council approves your application, you will receive another email informing you that you are registered with additional information.

Thank You for your support and I am available to answer any questions you may have regarding the law or Troop policy regarding this process. Do not hesitate to contact me at [scoutmasterdw@gmail.com](mailto:scoutmasterdw@gmail.com) or [272.Training.Coordinator@gmail.com](mailto:272.Training.Coordinator@gmail.com).

Yours in Scouting,

Scoutmaster  
John Traverso