



How to Register a New Leader

Step 1: [New Leader Checklist](#) - Organizer fills out and keeps with all leader packets

All new leader applicants must complete the following forms.

- [Adult Registration form \(two-part form completed with troop registration\)](#)
- [Leader Application and CSO \(Combined\)](#)
- [Leader Agreement](#)
- [Volunteer Interview](#)
- [Leader Biography](#)
- [Background Screening Consent](#) Should be signed and sealed in pre-addressed postage-paid envelope provided by Organizer.

Step 3: School Organizer verifies (3) references for new leader through mail or phone.

- [Letter Reference Check Form](#)
- [Phone Reference Check Form](#)

Step 4: School Organizer reviews forms and when packet is complete, forwards all forms to their Service Manager

Step 5: School Organizer notifies Executive Orientation Coordinator (EOC) that leader is ready for Orientation

Contact: EOC: Linda Bibeau - Email: ylbibeau@sbcglobal.net

EOC notifies leader of available dates for Orientation.



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Step 6: SU Manager provides the following forms to council. (They can be given to Jackie Self to take to council.)

- New leader application w/CSO attached
- Leader Agreement
- (3) References (non-family members)
- Background Screening form in sealed envelope
- Volunteer Interview

Note: Adult Registration form (if included) should given to appropriate SU Registrar

SU Manager keeps the following forms in SU files

- New leader application (copy)
- Registration form (copy)
- Leader Agreement (copy)
- Leader Biography - SU use only

Step 7: SU Manager updates Service Unit records

Step 8: New leader completes orientation within 1 month

Step 9: New leader completes level training within 6 months of orientation.