

## **Troop 5/Crew 5 Application Instructions** **For both Youth and Adult Apps**

Please be sure you are using the correct form. There are separate forms for Troop 5B (boys), Troop 5G (girls) and Crew 5 (co-ed). There are also separate Adult forms for Troop 5B, Troop 5G and Crew 5. The file names indicate the Unit (T5B/T5G/C5) and level (Youth/Adult) they are intended for.

Anyone 18 years of age or older must use the Adult form, even if they are a Scout.

1. The Application form is designed to be filled out on a computer as an interactive PDF. Please fill the form out completely on a computer and print it out for signatures. Incomplete forms will be returned. The form may be filled out by hand but please write legibly if you do. Illegible forms will be returned.
2. For Youth Apps, both the Parent/Guardian and the Scoutmaster must sign the form.
3. For Adult Apps, both the Applicant and the Charter Organization Rep (COR) must sign the form.
4. Turn the completed, signed form into the Troop/Crew Registrar, who will process it through the local council.
5. Dues payment should be made out to either "Troop 5" or "Crew 5". See the Treasurer for the current dues amount.
6. Scouts and/or adults are not officially part of the Troop or Crew until the application has been turned in to the local council. Unregistered youth and adults are not covered by the BSA insurance policies.
7. Adult Apps (for anyone 18 years or older) must be accompanied by a certificate of completion for the BSA *Youth Protection Training* (YPT) and a Background Check form. The YPT training may be taken on-line at [www.my.scouting.org](http://www.my.scouting.org). Upon completion, a PDF certificate will be issued that must be sent to the Troop/Crew Registrar. Please note that it can take up to 48 hours for the YPT system to generate the certificate. YPT must be renewed every 24 months. The YPT certificate should be sent to: [registrar.T5C5@Troopmaster.email](mailto:registrar.T5C5@Troopmaster.email). Questions on the application process can be sent to this address, as well.

All Adult Apps must also include the completed, signed *Additional Disclosures & Background Check Authorization* form. The form must be hand signed and turned in with the App and the YPT certificate. All three documents are required in order to process an Adult App.

8. Included with this application is a copy of our *Conduct Agreement* for the Troop and Crew that all Scouts and Adults are held to. Please read it carefully and discuss it with your Scout (for Youth Apps).
9. Here are the principal contact addresses for our Troop/Crew Leaders:
  - a. Troop 5 – Scoutmaster & Committee Chair for both T5B and T5G – [Scoutmaster.T5C5@troopmaster.email](mailto:Scoutmaster.T5C5@troopmaster.email)
  - b. Crew 5 – Crew Advisor & Committee Chair for Crew 5 – [CrewAdvisor.T5C5@troopmaster.email](mailto:CrewAdvisor.T5C5@troopmaster.email)
  - c. Registrar for Troop 5 & Crew 5 – [Registrar.T5C5@troopmaster.email](mailto:Registrar.T5C5@troopmaster.email)
  - d. Treasurer for Troop 5 & Crew 5 – [Treasurer.T5C5@troopmaster.email](mailto:Treasurer.T5C5@troopmaster.email)

Please direct any questions you may have to the above leaders of Troop 5 and Crew 5. Welcome aboard.

BOY SCOUTS OF AMERICA  
WILMETTE TROOP 5 & CREW 5  
CONDUCT AGREEMENT

As a member (a "Scout") of Troop 5 or Crew 5, I understand that I must be on my best behavior during all meetings, events and other activities in which Troop 5 or Crew 5 participates (each, a "Scouting activity"). I further understand that misbehavior and inappropriate activities will not be tolerated. I will remember that a Scout is Courteous, Kind and Friendly. The Troop and Crew will work together as a team.

I agree to live by and practice the Scout Oath, the Scout Law and the Outdoor Code.

I understand that behavior that is not allowed at any Scouting activity includes (but is not limited to):

- Repeatedly disobeying youth or adult leaders.
- Hazing or bullying of other Scouts.
- Foul or inappropriate language, materials or activities of any kind.
- Hitting, fighting or similar actions.
- Engaging in an action that could endanger myself or others.
- Leaving the area in which the Scouting activity is occurring without an adult leader's permission (other than routine departures following troop meetings and the like).
- Lying, cheating, or stealing.
- Being disruptive or uncooperative.
- Intentionally damaging property or equipment.

I understand that this is not a complete list, and that my youth and adult leaders expect me to exercise good judgment in living by the Scout Oath, Scout Law, and Outdoor Code. Any behaviors that are counter to the Scout Oath, Scout Law, and Outdoor Code that are not specifically listed here (in other words, anything else that an adult or youth leader finds unacceptable from a Scout) will be addressed to me by an adult scout leader.

I will be given the opportunity to explain my thoughts and actions related to the behavior. I will be asked to reflect on the impact my behavior caused other individuals and the Troop or Crew and to develop a plan for ensuring the behavior does not reoccur or continue.

Troop 5 and Crew 5 adult leaders have the responsibility of helping and correcting any problem they encounter. If the unacceptable behavior persists or an official warning is ignored, an adult leader may contact my parent(s) or guardian(s) about the problem and involve them in helping me live up to these rules and the Scouting values.

