

WARD REGISTRATION INSTRUCTIONS

The following materials are in addition to those in your unit charter renewal packets.

- Ward Adult Organization Worksheet Required Positions
- Ward Adult Organization Worksheet Optional Additional Positions
- Ward Registration Fee Worksheet

These materials are designed to allow you to complete the registration of all Scouting units in your Ward at one time. Please read these instructions carefully and take your time. If, at any time you have questions, call your district executive, district commissioner, or the council service center.

Ward registration is most easily accomplished by following these five steps:

1. Using the Ward Adult Organization Worksheets provided, fill in the names of all Ward adult leaders participating in the Scouting program in their respective positions. Place a "P" or "M" in the proper program(s) for which they serve. Please write down an adult's name for all positions in which they serve using the guidelines on the left side of the worksheet. Remember that adult leaders pay only one registration fee regardless of how many positions they may hold. Please mark an "P" in the column indicating in which unit they will pay their principle registration fee and a "M" in any other column they will be serving. Once done, these worksheets will help you complete the registration process for each unit. **Please include these worksheets with registration materials at "Turn-In."**
2. Proceed with the registration process for each unit (pack, troop, team, and crew) as described in the "Charter Renewal Instructions" included in your packets.
3. When all Charter Renewal forms (*computer printouts*) are complete per instruction, use them to calculate the Ward registration fees on the Ward Registration Fee Worksheet. Remember to include the \$20.00 charter fee for each pack, troop, team and crew.
4. The *Boys' Life* subscription fees must be paid when the charter is turned in. The charter should be marked with a "Y" in the B/L column for those purchasing *Boys' Life*, an "N" if not.
5. Bring the materials to the registration "Turn-In" or to the Scout Service Center by the date marked on your renewal envelopes. The Stake will be billed for the registration fees for each Ward.

Ward Unit #: _____		Ward: _____	
Stake: _____		District: _____	
	REG. FEES	BOYS' LIFE	FEES
CUB SCOUTS			
# _____	Cubs registered @ \$10.00 = \$ _____	# _____ @ \$12.00 = \$ _____	
BOY SCOUTS			
# _____	Scouts registered @ \$10.00 = \$ _____	# _____ @ \$12.00 = \$ _____	
VARSITY SCOUTS			
# _____	Varsity registered @ \$10.00 = \$ _____	# _____ @ \$12.00 = \$ _____	
VENTURING SCOUTS			
# _____	Venturing registered @ \$10.00 = \$ _____	# _____ @ \$12.00 = \$ _____	
ADULTS			
# _____	Adults registered @ \$10.00 = \$ _____	# _____ @ \$12.00 = \$ _____	
	<i>Total Registration Fees</i>	\$ _____	
	Unit Charter Fees (\$20 per unit in Ward) +	\$ _____	
	TOTAL WARD REGISTRATION FEES =	\$ _____	Total Boys' Life Fees \$ _____
Submit the payment and mark names for <i>Boys' Life</i> with your charters.			
The Stake will be billed for only the registration fees.			
NOTE: New registrations should be submitted separately and listed on the charter renewal overflow page.			