

## PROCESSING ADULT/ADULT PARTICIPANT APPLICATIONS

**Crew 0003**

11 Total Applications (Last 30 days) | 0 Days Average processing time (Last 30 days) | 7 Applications in Progress (Last 30 days) | 3 New Applications (Last 30 days)

**Pending Summary**

- Pending Acceptance VIEW
- Pending Applicant Response VIEW
- Pending Acknowledgement VIEW
- Pending Payment VIEW
- Pending Refund VIEW
- Pending Review VIEW
- Pending Reassignment VIEW
- Pending Applicant Agreement VIEW
- Closed VIEW
- Completed VIEW

**Alerts**

- Completed
- 0 - 14 Days since submitted
- 15 - 25 Days since submitted
- 26 - 60 Days since submitted
- 0 - 14 Days since submitted




**Application Status** VIEW COLOR MATRIX

Search

Name	Application Status
Carrie Muller	Pending Payment
Grant Thornton	Pending Payment
PATRICIA WELLEN	Pending Acknowledgement
Spencer Davidson	Pending Review
Fanny Mae	Pending Acceptance
Jayson McDonald	Pending Acceptance
Betty Ruble	Pending Acceptance

Processing Adult applications is very similar to Youth applications. However, adult application actions can only be processed by the Charter Organization Representative (CR). The Committee Chair can recommend to the CR if the unit has chosen that option in the system configurations.

Each application is identified as either that of a youth, Venturing Participant or an adult.

-  Youth
-  Venturing Participant
-  Adult

If you want to only process adults, you can **Filter** applicants by application type:

TYPE	APPLICATION STATUS
<input checked="" type="checkbox"/> Adult	<input type="checkbox"/> Pending Acceptance
<input type="checkbox"/> Youth	<input type="checkbox"/> Pending Applicant Response
	<input type="checkbox"/> Pending Payment
	<input type="checkbox"/> Pending Refund
	<input type="checkbox"/> Pending Reassignment
	<input type="checkbox"/> Pending Acknowledgement
	<input type="checkbox"/> Pending Applicant Agreement
	<input type="checkbox"/> Closed
	<input type="checkbox"/> Pending Review
	<input type="checkbox"/> Completed

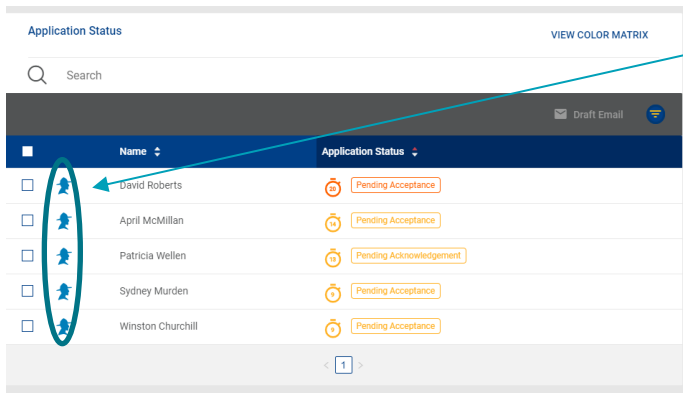
CLEAR OPTIONS | SHOW RESULTS

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Application Status VIEW COLOR MATRIX

Search

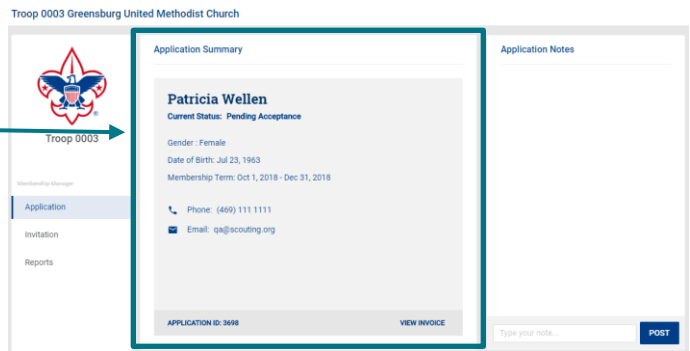
Name	Application Status
Hugh Davidson	Pending Acceptance
Bruce Lemmon	Pending Acceptance
David Roberts	Pending Acceptance
April McMillan	Pending Acceptance
Patricia Wellen	Pending Acceptance
Billy Kidd	Pending Acceptance
Sydney Murden	Pending Acceptance
Winston Churchill	Pending Acceptance
Lionel Richey	Pending Acceptance
Kyle Wellen	Pending Acceptance



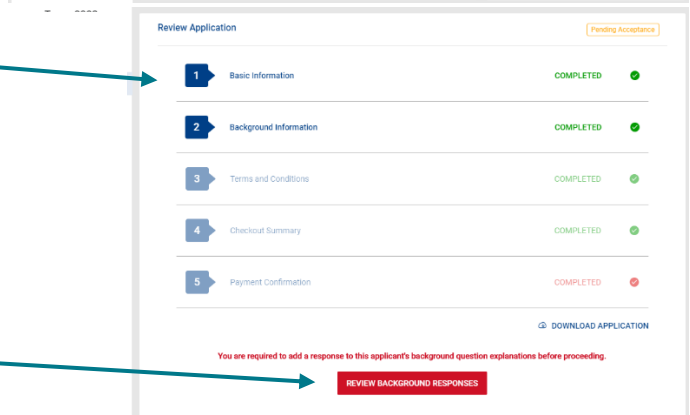
Once you select **Show Results** on the filter, only adults will appear in the Application Status view. Adults include Volunteer and Venturing Participants in the filter.

To open an application select the persons name from the list.

When you open an adult application you will see the **Application Summary** showing the basic personal information for the applicant. You can also view the invoice in this section of the application.



You can open the application by selecting the **Step** in the application.



If an applicant has selected “yes” to any of the screening questions you will see a notice that you must review those answers and note your response before you can accept the applicant. **Select the red button** to review those questions.

If the applicant has not answered “yes” to any of the questions you will see the action buttons to accept the application.

You will need to acknowledge that you have read the explanations given for each of the screening questions to which they answered affirmatively clicking the checks next to each question.

ADDITIONAL INFORMATION

✓ Have you ever been arrested for a criminal offense (other than minor traffic violations)?  
See above.

✓ Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?  
Sometimes you have to fight for your right to party.

Type comment with reason

Type comment with reason

0/250

I ACKNOWLEDGE

You will also be asked to type in comments to show that you have discussed these questions with the applicant.

After you type your comments the **I Acknowledge** button will become active and you can submit your comment.

Once you have submitted your comment, an Acknowledgement note with your comment will appear in the dashboard.

Application Summary

**Patty Smith**  
Current status: Pending Acceptance  
Gender: Female  
Date of Birth: Jan 1, 1979  
Membership Term: Oct 1, 2018 - Dec 31, 2018  
Phone: (248) 444 2475  
Email: Pattys@scouting.org  
APPLICATION ID: 3152 VIEW INVOICE

Application Notes

**ACKNOWLEDGEMENT NOTE**  
I called the applicant and talked with her about these items.  
Post Date: 01/01/2018 08:00 PM  
Visibility

Type your note... POST

The action buttons allow you to Accept, Reassign, Return to Applicant, or Do Not Accept will appear at the bottom of the application.

Review Application Pending Acceptance

1 Basic Information COMPLETED ✓

2 Background information COMPLETED ✓

3 Terms and Conditions COMPLETED ✓

4 Checkout Summary COMPLETED ✓

5 Payment Confirmation COMPLETED ✓

ADDITIONAL INFORMATION DOWNLOAD APPLICATION

ACCEPT REASSIGN RETURN APPLICATION DO NOT ACCEPT

In **Step 2** of the application, you will find the **References** section with the names and contact information for the applicant's references. You will want to contact the references to ensure that you want this adult as a leader in your unit.

Pack 0292 Greensburg United Methodist Church Application ID - 3152

**2 Step 2: Background Information**

**Experience**  
 Have you ever led a Scouting unit? No  
 Are you an Eagle Scout? No  
 Experience working with youth in other organizations None

**Residency**  
 Have you had different residencies over the last five years? No  
 Current Memberships None

**References**  
 Name of Contact: Santa Claus  
 Phone Number: (828) 444-2365

**Additional Information**

Review Application Pending Acceptance

1 Basic Information COMPLETED

2 Background Information COMPLETED

3 Terms and Conditions COMPLETED

4 Checkout Summary COMPLETED

5 Payment Confirmation COMPLETED

ADDITIONAL INFORMATION DOWNLOAD APPLICATION

ACCEPT REASSIGN RETURN APPLICATION DO NOT ACCEPT

After reviewing the application, if you still need more information you can either call the applicant directly or you can select **Return to Applicant** which will send the applicant a message that you need more information and will send them a link to return to their application.

**RETURN APPLICATION**

Enter instructions to return to the applicant

Type message here...

0/250

Send

When you select Return to Applicant, a message box will appear. Type your request in the space provided and an email will be sent to the applicant asking him/her to log into My.Scouting and go to My Applications to supply the needed information. Note: you must enter your message in one paragraph. Words typed in an additional paragraph will not appear in the box describing what is outstanding.

In MyApplication Dashboard the applicant sees Provide Additional Information. Clicking here a Popup modal appears with what is needed. Click ok and the screen to make the entry appears.

Name	Date Submitted	Application Status
Harley Davidson Crew 0003, Greensburg United Methodist Church Application#: 4842	03 November 2018	<b>Pending Applicant Response</b> Please give additional information about the incident in the screening questions. WITHDRAW PROVIDE ADDITIONAL INFORMATION

**Please Make the Following Changes:**

Please give additional information about the incident in the screening questions.

Cancel OK

violations)?:

\* Please provide more information:

I was using private property and the owner objected!

\* Has your driver's license ever been suspended or revoked?:  Yes  No [Update This Answer](#)

\* Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?:  Yes  No [Update This Answer](#)

\* Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people?:  Yes  No [Update This Answer](#)

#### Update References

\* Please list an additional one to three references who are familiar with your character as it relates to working with youth, reference may be checked.

Fred Flintstone  
phone: 6645454545

+ Add

Submit Changes For Review

If you are ready to accept the adult, you can now choose the **Accept** Button.

Review Application Pending Acceptance

- 1 Basic Information COMPLETED
- 2 Background Information COMPLETED
- 3 Terms and Conditions COMPLETED
- 4 Checkout Summary COMPLETED
- 5 Payment Confirmation COMPLETED

ADDITIONAL INFORMATION DOWNLOAD APPLICATION

**ACCEPT** REASSIGN RETURN APPLICATION DO NOT ACCEPT

A list of available positions for the unit will be provided for selection. **Select the position** for which this applicant will serve. Press **Save**.

ACCEPT APPLICANT

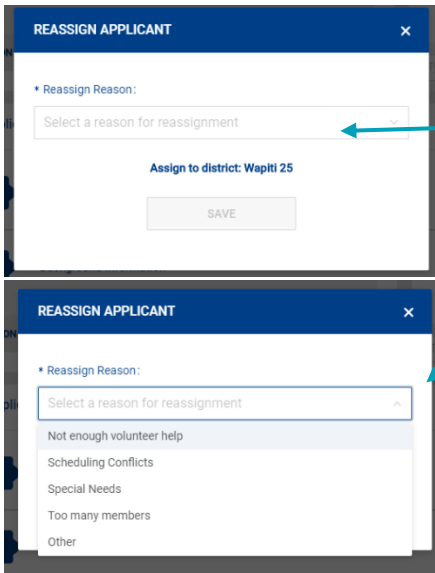
\* Select an Available Position:

- Assistant Scoutmaster
- Committee Member
- Leader of 11-Year-Old Scouts
- New Member Coordinator
- Unit Chaplain
- Unit College Scouter Reserve
- Unit Religious Emblems Coordinator
- Unit Scouter Reserve

The applicant will move out of Pending Acceptance on your dashboard and into either Pending Payment (if they selected cash option) or Completed status.

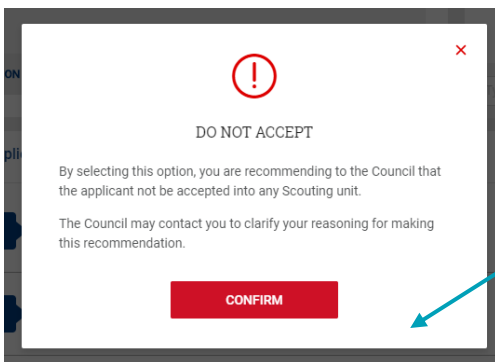


If you do not want to accept the adult, you can choose either **Reassign** or **Do Not Accept**.



If you select **Reassign**:

- You will be asked to select a reason for the reassignment. Use the dropdown list to select a reason.
- The applicant will be reassigned to the district so that they can find another unit willing to take this volunteer.



If you select **Do Not Accept**:

- You will be asked to confirm your selection.
- The council may contact you to clarify why you are recommending that the applicant not be accepted into any Scouting unit.

Once your selection is made you will see the applicant move from Pending Acceptance into one of the other adult statuses you selected.