Procedures for Submitting Scout Registration Information from MLS

In a letter dated November 9, 2009, the Young Men General Presidency of the LDS Church stated:

> "All boys, young men, and their adult leaders who participate in Scouting activities in the Church are to be registered with the Boy Scouts of America (see "Scouting Handbook for Church Units in the United States", June 2011 edition, pages 4 & 5). Ward and branch leaders should complete the registration process as outlined by their stake leaders and the local BSA council."

One preferred method of completing the registration for youth in LDS-sponsored units is through the generation and submission of MLS Custom Reports to the Utah National Parks Council. This method has been approved by both the Church of Jesus Christ of Latter-day Saints and the Boy Scouts of America.

The instructions on how to accomplish youth registrations is detailed below.

The purpose of printing and submitting information from MLS for Scout registrations is to provide standard reports so that each eligible LDS youth member is registered with the Boy Scouts of America. **(Any youth who is not a member of the LDS Church or is a member but their name is not on the MLS list must complete a Youth Application form.)** These procedures will accomplish two tasks:

> 1. The annual rechartering process.
> 2. Any eligible male youth member who has moved into the ward as well as any youth member who transfers from one unit of Scouting to another within the LDS ward. This task should be done monthly.

Procedure to download Custom Reports to the Ward MLS Program

The steps listed below bring a .zip file from the website of Utah National Parks Council, Boy Scouts of America to the ward's computer. Custom Reports for each age group will be imported into MLS where specific information, including age ranges, can be produced, printed and edited.

1 – On the ward's computer, using a internet browser, go to www.utahscouts.org/mls

2 – Click 'Download MLS Custom Reports'.

3 – Select 'Open'. Under 'Folder Tasks' select 'Extract all files'. The Compressed (zipped) Folders Extraction Wizard will appear. Click on 'Next'. Determine where you will save this folder, and make a note of the destination. (Recommendation – save it on the Desktop.) Click on 'Next'.

4 – Log into MLS on the ward's computer. In the box entitled Reports/Forms click on 'more' in the lower right hand corner.

5 – In the right hand corner box entitled Reports/Tools click on 'Custom Reports'.

6 – In the lower left hand corner click on 'Import' button. Browse to the place where the .zip file entitled CustomReports.zip was saved in step 3 above.

7 – Double click on the .zip file. Then double click on 'Cub Scouts.mls'. This file will be imported into MLS.

8 – Repeat steps 6 and 7 for the other three Custom Reports. The four Custom Reports will show in the Custom Report window of MLS. Each Custom Report must include the name of the youth, his complete birth date (day, month and year) and complete address.

Procedures to Create Custom Reports from Ward MLS Program for Rechartering

The steps listed below will create recharter reports of specific age ranges for Scouts for submittal to the Utah National Parks Council. Please note the criteria that will be used in each report will select records based on a boy's age as of the date the report is printed. For example, you want a report to show all of the boys in the ward who are currently 8 to 10 years old. If you select the age criteria of the report to be "is or is greater than" 8 and "equal to or less than" 10 and then you run the report on October 1, the report will only show you youth who are 8 to 10 years as of October 1 and before. If a youth turns 8 years old after October 1, they would not show up on the report.

This can be a significant problem when it comes to using MLS reports for Scout registration, especially during the period when your unit is rechartering. Since all of the Scout Charters in the Utah National Parks Council run from January 1 to December 31, it is necessary to have an MLS report have a wider age range than needed to ensure that all of the boys eligible to be registered are identified.

Take the example above. The report you are printing off is to renew your Cub Scout Pack's charter and you are indeed printing off the report on October 1. Since your pack's charter will be valid from January 1 to December 31 of the following year, if you do not have the age criteria include any boys that are currently 7 years old, you may have boys left off of the MLS report that would be turning 8 years old after October 1. Those boys therefore would be eligible to be registered with the Cub Scout Pack for the rest of the current year and on the renewed charter when it starts on January 1.

Procedures to Create Custom Reports from Ward MLS Program for Rechartering

1 – On the first report – Boy Scouts.mls – click on edit. A window will appear showing the criteria for the report. Please note in the column entitled Value – there are age ranges. Each Scout group or unit has specific ages to which each boy or young man belongs. For Boy Scouts the first age criteria should be set to "is or is greater than 10". The second age criteria should be set to "is less than 14".

Make sure the gender or sex selected is Male. When you have determined the criteria is accurate, click 'Save', then click 'Close'. Below is a picture of what the screen should show.

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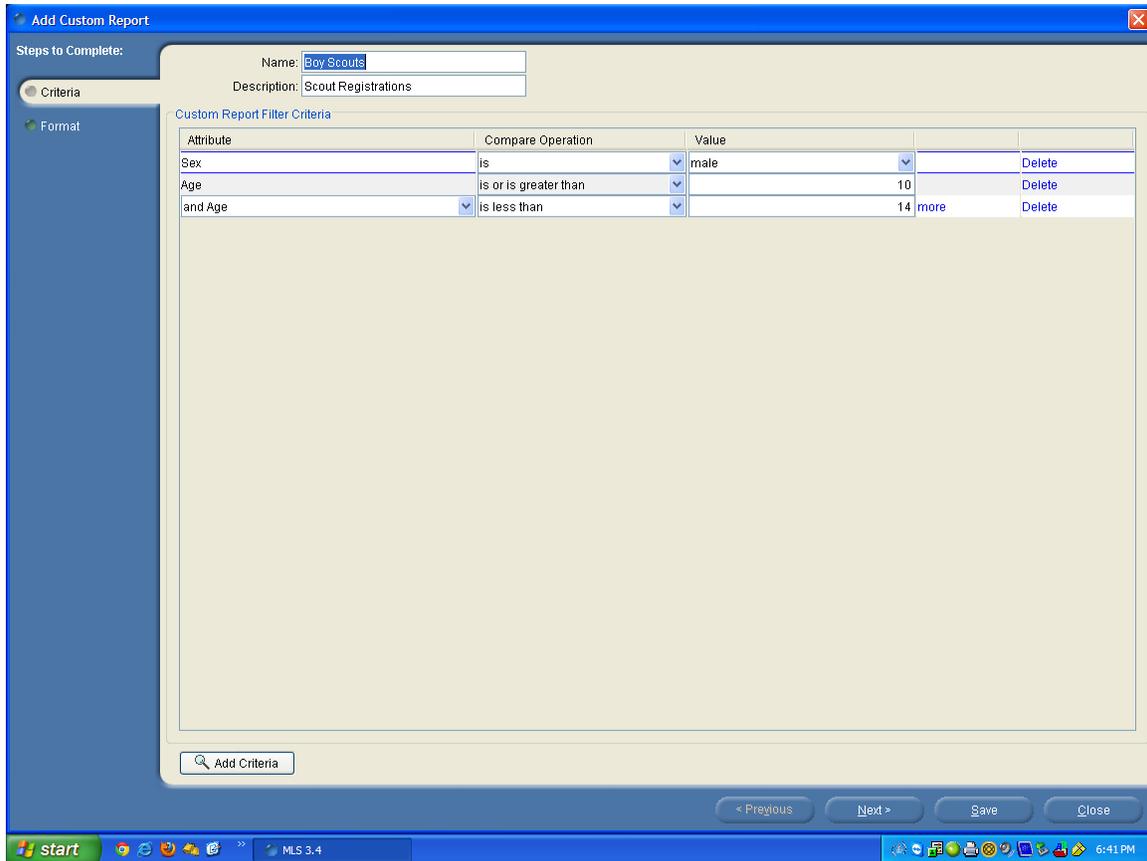
2 – Use the above example to determine the age ranges for the other Custom Reports. The ages for Cub Scouts are 7 through 10 ("is less than 11"); Scouts are ages 10 through 13 ("is less than 14"); Varsity Scouts are 13 through 15 ("is less than 16"), and Venturing is ages 15 through 18 ("is less than 19"). When you have completed the criteria for each Custom Report, click 'Save', then click 'Close'. Below are pictures of what the Cub Scouts, Varsity Scouts and Venturing Scouts screens should look like.

Please note that the Venturing age criteria is wider to include youth that have not yet turned 16 and youth up until 19. In the BSA a youth may join Venturing between the ages of 14 to 21. However, LDS Venturers typically do not participate in the program once they have turned 18 and graduated from High School. If an LDS ward sponsors a Venturing Crew, Venture age boys should remain registered until they have both turned 18 **_and_** graduated from High School. LDS youth may stay registered with an LDS Crew until they are 21 if there is a reason for them to do so. (example: Involvement in the Order of the Arrow, working on a Venturing award like the Ranger, etc.)
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Screenshot 1:

Add Custom Report

Steps to Complete:

- Criteria
- Format

Name: Cub Scouts
Description: Scout Registrations

Custom Report Filter Criteria

Attribute	Compare Operation	Value		
Sex	is	male		Delete
Age	is or is greater than	7		Delete
and Age	is less than	11	more	Delete

Add Criteria

< Previous   Next >   Save   Close

start   MLS 3.4   6:39 PM

Screenshot 2:

Add Custom Report

Steps to Complete:

- Criteria
- Format

Name: Varsity Scouts
Description: Scout Registrations

Custom Report Filter Criteria

Attribute	Compare Operation	Value		
Sex	is	male		Delete
Age	is or is greater than	13		Delete
and Age	is less than	16	more	Delete

Add Criteria

< Previous   Next >   Save   Close

start   MLS 3.4   6:43 PM

4
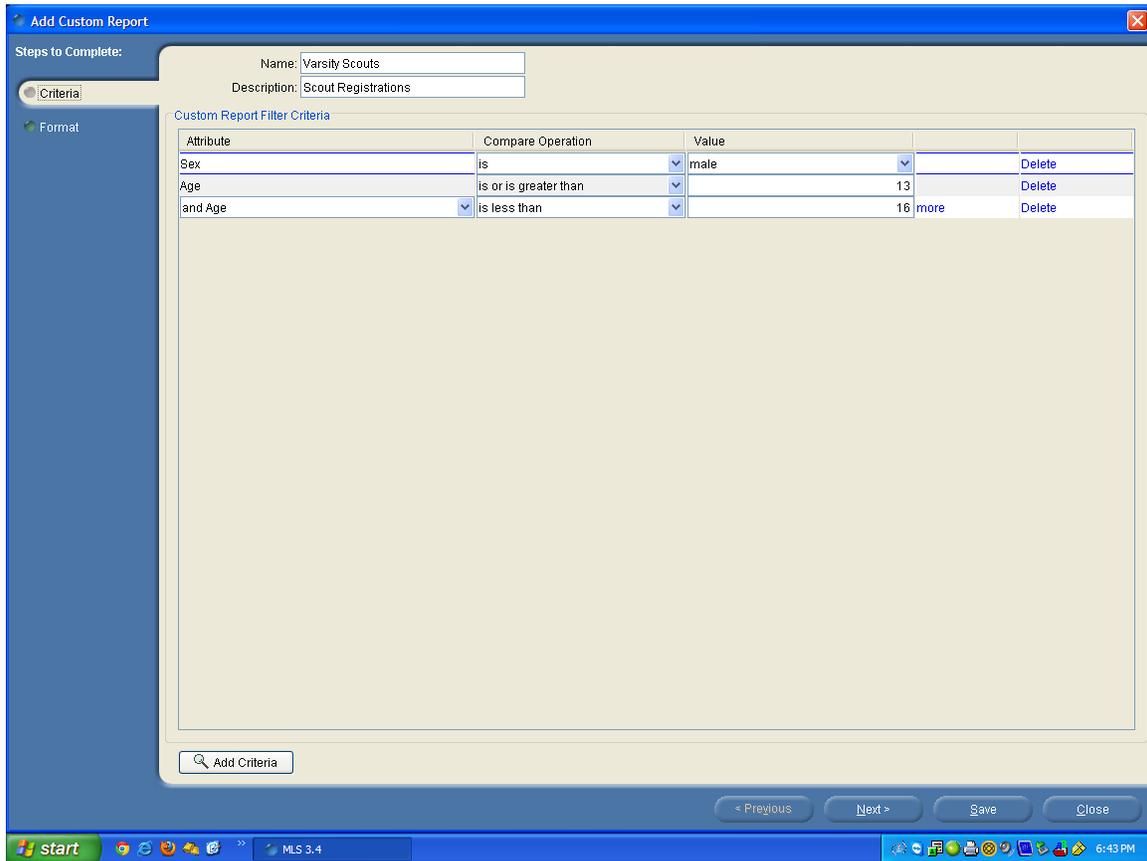
3 – Now you are ready to print and review the reports. On the Custom Reports screen check the boxes of the reports you wish to print. Then click 'Print Selected Records'. See below for a sample screen. Please review each report and make sure the youth listed on the Custom Reports are in the correct age groups. If you find an error, go back and correct the applicable age range(s).
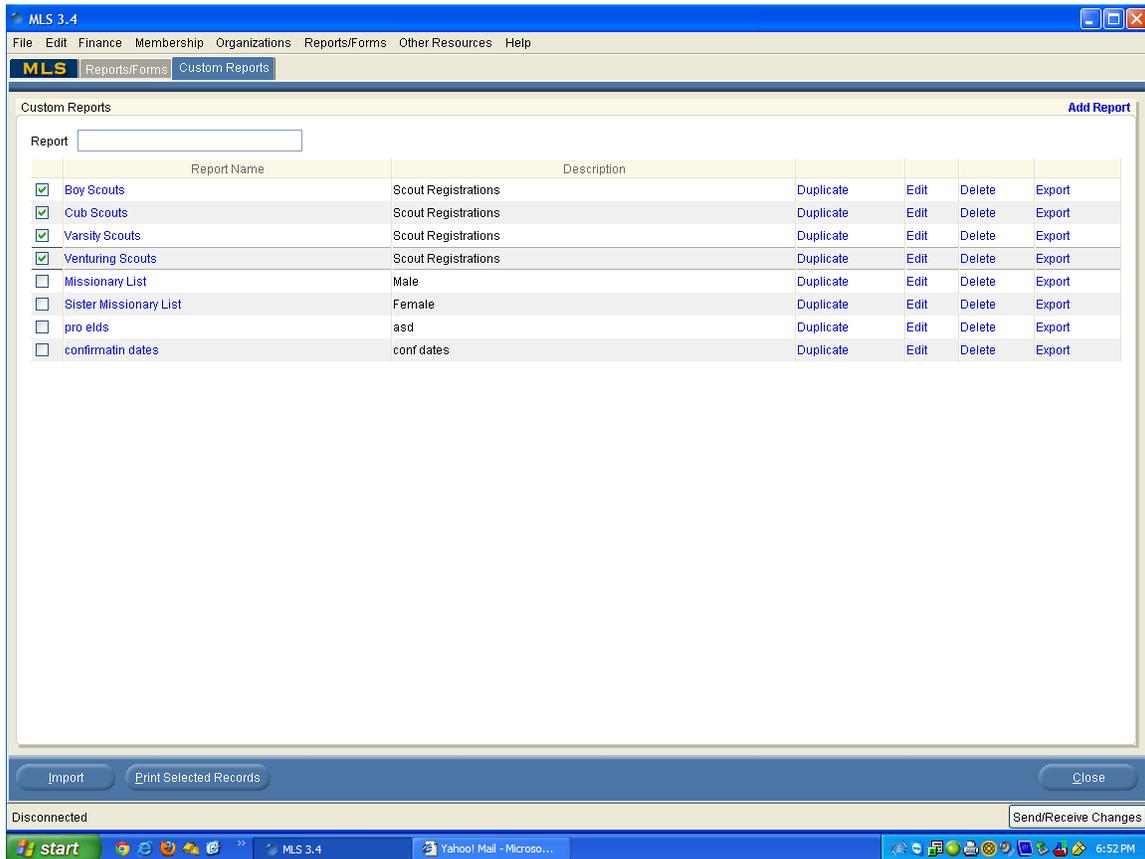
4 – Review each report and cross off any name of a youth who should not be included in that particular Scout age group. For instance, for rechartering purposes, if a boy on the Cub Scout Custom Report is 7 years old and won't turn 8 years old until after February 1st of the next year, his name should be crossed off.

Procedures to Complete the Custom Reports for Annual Rechartering

1 – The ward Bishop should review each Custom Report and determine if there are any youth who should not be registered because they don't meet the eligibility requirements of BSA. For instance, if a youth's church membership has been annotated for specific actions that violate BSA's eligibility requirements, the name should be crossed off. After he completes his review the Bishop signs at the bottom of the page on each Custom Report. Please write the name and phone number of an adult leader we can call with questions.

2 – The unit leader (defined as Cubmaster, Scoutmaster, Varsity Coach, or Venturing Leader) or designee should review their respective Custom Report for any discrepancies. Each unit leader or designee should sign the bottom of their respective Custom Report. The unit leader or designee should also write their unit number (Pack #, Troop #, Team #, Crew # assigned by BSA) at the top of each Custom Report.

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3 – Using the four printed Custom Reports, enter the information for each eligible youth in their appropriate unit recharter rosters. The information for each eligible youth must be entered in the rechartering rosters. (The MLS lists take the place of youth applications only. They are not a substitute for information that must be entered into the unit recharter rosters.)

4 – The four printed Custom Reports becomes part of the papers that are included with the annual Charter Renewal Packet. When all items in the Packet are complete, it is submitted to your LDS stake leaders, who are Scout Commissioners. (High Councilors assigned to Primary and Young Men, members of the Stake Young Men's Presidency, Stake Aaronic Priesthood Committee members and Stake Primary Presidency members are Scout Commissioners.)

August 26, 2011

Procedures to Create Custom Reports from Ward MLS Program for Additionals & Transfers

The steps listed below will create current reports of specific age ranges for Scouts for submittal to the local Scout council. This is used to move a youth from Cubs to Scouts, Scouts to Varsity and/or Varsity to Venturing. These can be submitted to the Scout office as often as monthly.

1 – If you have previously created your ward's Custom Report, go to the list of Custom Reports in your MLS system, click on the checkbox of the report you want and click 'Print Selected Reports'. IF YOU HAVE NOT yet created your ward's Custom Reports, refer to the instructions above.

2- Using a highlighting marker, highlight the boys that you would like to have
- added to your Scout unit as a new registration and/or
- promoted from one your ward's units into the next one based on their turning the appropriate age (ie a Cub Scout turning 11 and being promoted into Boy Scouts) and/or
- transferred into one of your ward's Scout units in your ward who is currently registered with another Scout unit. (ie a family that has Scout age youth who move from Provo to St. George)
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(To find out who is registered, go to the online Internet Advancement Unit Roster.)

Procedures to Complete and Submit Custom Reports for Additionals & Transfers

1 – The ward Bishop should review each Custom Report and determine if there are any youth who should not be registered because they don't meet the eligibility requirements of BSA. For instance, if a youth's church membership has been annotated for specific actions that violate BSA's eligibility requirements, the name should be crossed off. After he completes his review, he should place his signature at the bottom of the last page on each Custom Report. Please write the name and phone number of an adult leader we can call with questions.

2 – The unit leader (defined as the Cubmaster, Scoutmaster, Varsity Coach, or Venturing Leader) or designee should review their respective Custom Report for any discrepancies. They highlight the names of youth who need to be registered or transferred from one Scout unit to another. Please make a note by each eligible name indicating if they are to be registered in the current Scouting unit, or transferred to the next Scouting unit.(To find out who is registered, go to the online Internet Advancements Unit Roster.)

Each unit leader or designee should sign the bottom of their respective Custom Report. The unit leader or designee should also write their unit number (Pack #, Troop #, Team #, Crew # assigned by BSA) at the top of each Custom Report.

3 – The completed reports are submitted to the Utah National Parks Council offices. This can be accomplished by delivering the reports to any Council office or by giving the reports to one of their stake leaders, who are Scout Commissioners. (High Councilors assigned to Primary and Young Men, members of the Stake Young Men's Presidency, Stake Aaronic Priesthood Committee members and Stake Primary Presidency members are Scout Commissioners.)

August 26, 2011