

## SRS

SHARED REGISTRATION SERVICES



Michigan Crossroads Council

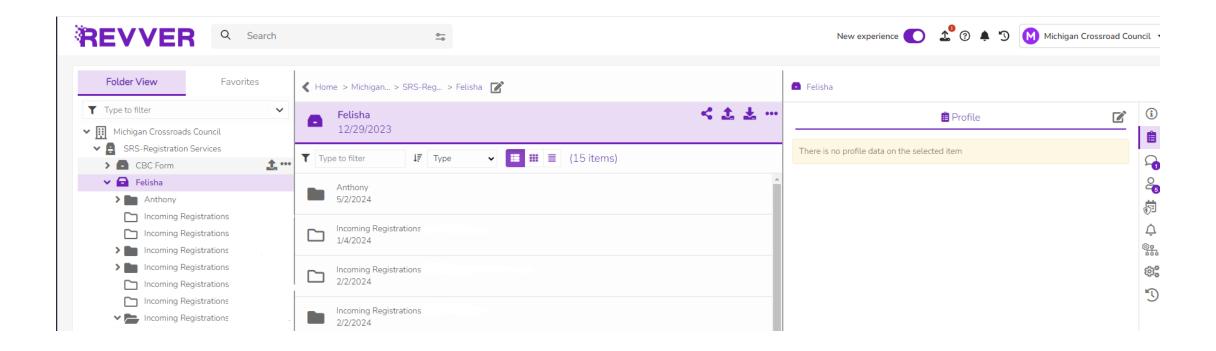


#### SERVICES PROVIDED BY SRS

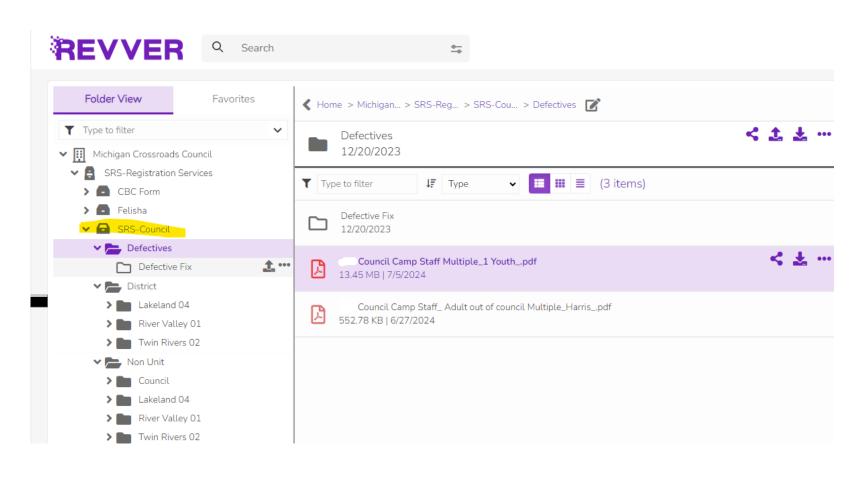
- Process Applications (additional, renewals, transfers, multiples, new units, non-unit renewals)
- Criminal Background Check Processing
- Update Member profiles
- Process refunds through Member Care (funds go back to the Council)
- Special Needs Youth processing and updating profile as needed
- Work with the National Registrar to process
  Safeguarding Youth exemption and SSN exemption forms
- We work with councils to help clear defectives for members to register

- Close outdated registrations
- Daily Reconciliation of applications
- 18-month Storage of Registration Materials (rosters, expire rosters, applications)
- Submit Jira incidents and refunds to member care
- EFT Reports
- Month end Reports (showing EFT, credits and refunds)
- Suspend/Unsuspend per council request

#### **REVVER**

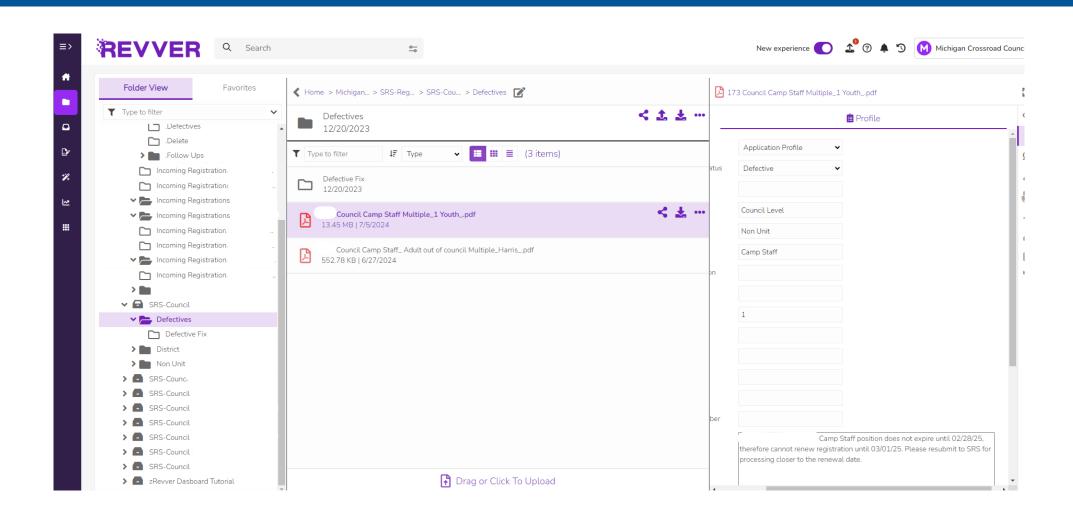


#### **REVVER**

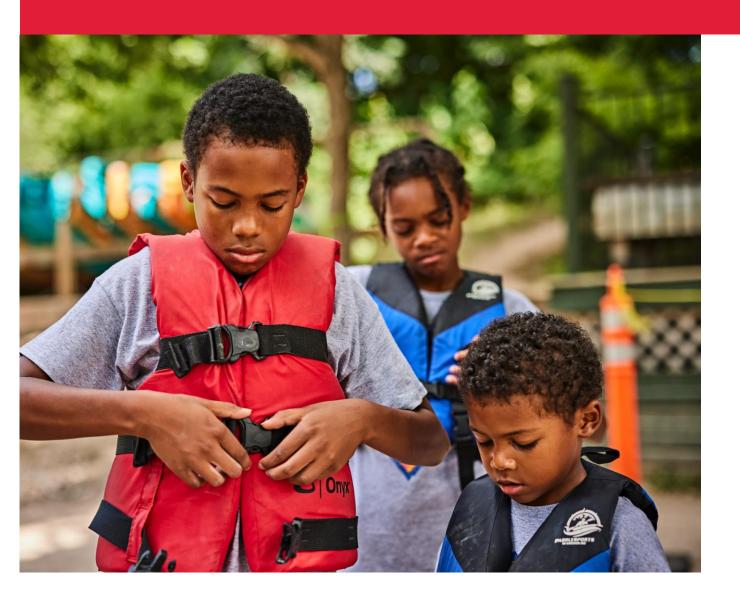


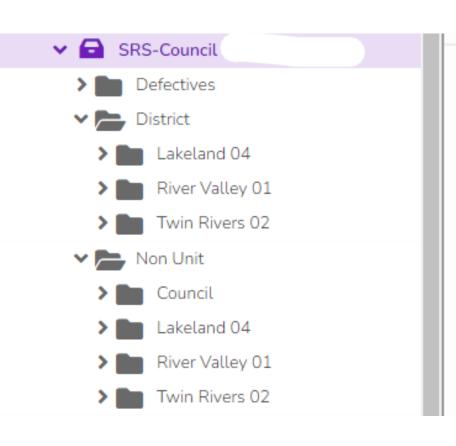


#### **DEFECTIVES**

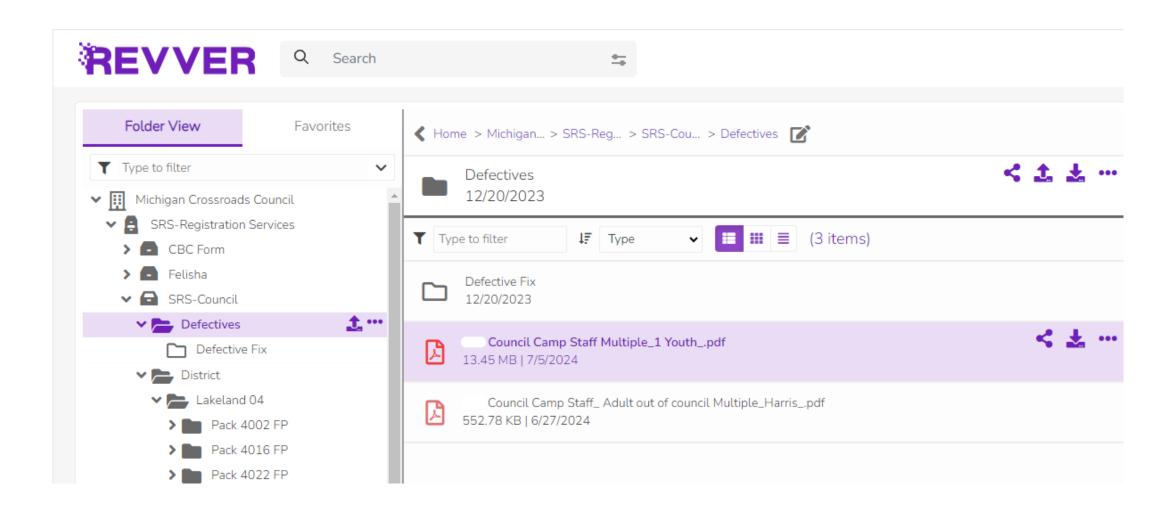


#### **COMPLETED SCANS**





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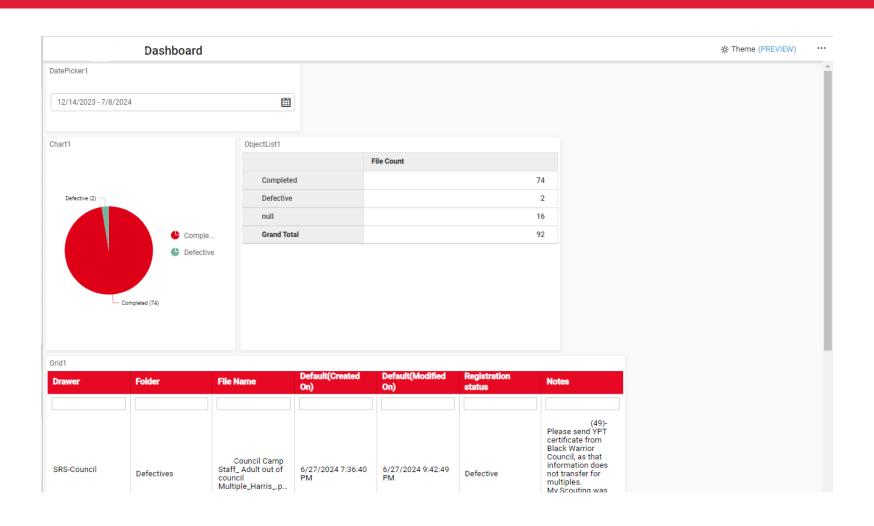
# SRS ONLINE SUBMITTAL FORM



#### Online Submittal Form

Submittal Type:	Council Funded:
Choose Submission Type	○ Yes
	O No
Charter Organization:	
Council Number:	District:
Please include your Council's (3) digit #	Please include District # and Name. (i.e. 01 Blue Bonnet)
Unit Type:	Unit Number: Unit Code:
Choose Unit Type	Choose co ·
	DO NOT include Letters in this field.
Number of Adults:	Number of Youth:
If Zero, type in "0"	If Zero, type in "0"
Date Submitted:	Receipt Number: Receipt Value:
DO NOT BACKDATE, use today's	

#### **COUNCIL DASHBOARD**



#### RENEWALS

- Unit renewals SRS can pull the ACH/Credit Card Payment renewals to process if approved by council. Manual pay renewals can be sent to SRS with Online Submittal form, Charter renewal paperwork and receipt.
- Non unit renewal spreadsheets will be sent to the Shared Registration Services email address.



### QUESTIONS

If you have additional questions, please contact:

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Felisha.Hamilton@scouting.org | 212-242-1100 Shared Registration Services Lead Registrar, Michigan Crossroads Council