



# EBS Recruiter's Registration Checklist

Here is a checklist for the Post Recruiter that will help complete the sponsorship & registration process.

Checklist	
<input type="checkbox"/>	Take copies of the <b>Application</b> form to the local schools, scout troops or other youth activities to obtain leads on interested students
<input type="checkbox"/>	The school or other organization helps identify interested students and provides names and contact information to you
<input type="checkbox"/>	The Post should interview and select students they wish to sponsor for Evergreen Boys State using their local procedures
<input type="checkbox"/>	Once selected, notify your student immediately! Provide your student with a copy of the " <b>EBS Delegate Registration Checklist</b> " so they know how to complete the registration process.
<input type="checkbox"/>	<b>Registration</b> form will be completed by the student at the website link they are provided on their checklist
<input type="checkbox"/>	Student should forward their email with registration form to their local Post sponsor for their records
<input type="checkbox"/>	The sponsoring Post should complete the online " <b>Sponsorship Agreement</b> " form at <a href="https://tinyurl.com/EBS-Sponsor">https://tinyurl.com/EBS-Sponsor</a> to report the amount of fees which will be paid on the student's behalf.
<input type="checkbox"/>	Additional forms required for registration will be emailed to the PARENT email the student provided on their registration form (FYI only)
<input type="checkbox"/>	Payment of Fees Online [Invoice with link to be Provided]
<input type="checkbox"/>	Payment of Fees Via Check: Fill out the " <b>Sponsor Payment Transmittal Form,</b> " make check out to "Evergreen Boys State" and mail to the address on the form
<input type="checkbox"/>	(Optional) Purchase Family Day tickets and come to the Family Day breakfast and graduation celebration on June 22 <sup>nd</sup> beginning at 8:00 am at Warm Beach Conference Center!

**Registration is not complete until all required information is submitted and payment received.**