

U46 Online Backpack Guidelines for Cub Scout Packs & Boy Scout Troops to follow

Information you need to know:

- Order your flyers at least 3 weeks in advance from Council (3 weeks before you want to distribute them)
- Once you have an electronic version of the flyer:
 - Submit the flyer & all other documentation needed by U46 to **onlinebackpack@u-46.org**.
 - Allow at least 10 days for approval from U46.
 - Once the flyer is approved, you will receive an email with a letter of approval.
 - Once approved, your flyer will be up on the online backpack website.
- It is still up to individual principals as to whether they will allow paper distribution or not.
- Certification of not for profit status is not required for BSA, but the form must be filled out.
- Each unit is limited to 1 posting per month with a 2 month limit for any one posting.
- There are no email “blasts” informing parents of new flyer postings.
 - Begin utilizing evite templates and other means of getting our information out (i.e. back to school nights or other school functions)
- Please remember that you must have the approval letter posted on the Great Bear website when taking flyers to the schools. 1 copy per school.

All documentation needed to submit fliers for the virtual backpack can be found at
http://www.u-46.org/pages/SDU46/Parents_Students/Backpack

It is important that you follow these directions in order to keep Scouts in the schools as much as we can.

If you have any questions or concerns, please do not hesitate to contact me.

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