

Re-Registration Frequently Asked Questions



- **During Re-Registration, do I need to Re-register a Young Marine who just joined the program last month?**

Yes, every Young Marine and Adult Volunteer in your unit must be re-registered annually during the re-registration period, beginning Aug 1st and ending Sept 30th. However, if the initial registration took place May 1st or later in the current year, the re-registration fee will be waived, and appear as \$0.00 on the invoice.

- **We have a recruit class scheduled in August/September and I am unable to register the kids in the database because we haven't completed our Re-Registration, what should we do?**

The annual Young Marines Re-Registration period begins August 1. No new registrations can be entered in the database until the unit re-registration has been submitted in the database and invoice has been generated. Each Unit should plan their own process for collecting re-registration fees and starting recruit classes accordingly.

- **Why was our Unit Re-Registration package returned?**

Incomplete registration packages will be returned. In order for your Unit's Re-Registration to be completed, each of the following items must be included;



- **Re-registration Invoice with Unit Check, Unit Debit Card for payment, OR receipt for online payment**
- **Group Exemption Form**
- **Re-Registration Adult Agreement Forms for Each Adult**

If one or more of the above items are missing or not completed correctly, the entire package will be returned for correction.

- **When we did our re-registration, I was not able to print our invoice or the adult agreement forms, how can I print them now?**

The invoice and agreement forms are available to print in Unit Management > Invoice History.

- **Our unit has no inventory, how can I complete the required Inventory submittal for re-registration?**

Each Unit is issued a flag package at start up, with the approximate value of \$880.00. This should be listed in your unit inventory.