

REGISTRATION
GUIDEBOOK
OF THE
BOY SCOUTS
OF AMERICA



BOY SCOUTS OF AMERICA®

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INTRODUCTION

The *Registration Guidebook* replaces the *Registrar Procedures Manual* and the *Youth-Serving Executive's Guide to Registration*. It was developed to set forth the rules and requirements for registration and is the one true source for any exceptions to the outlined rules and requirements.

All sections of the *Registration Guidebook* must be carefully reviewed and adhered to by local council leadership, staff, and key volunteers.

This manual is for reference purposes only and may be modified from time to time by the National Council. Nothing in this manual creates a contractual right or obligation between the Boy Scouts of America and any other person or entity. The most recent version of this manual may be found by logging on to MyBSA.org. First, click on the Resources tab. Then, under BSA Resources, select Registration Resources. In the page that opens up, this manual will be listed near the top, under Manuals, Resource and Reference Guides.

Mission Statement

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

Excerpt From the Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to this Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to register.

Purpose of the BSA

Its purpose is to promote, through cooperation with others, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational program and the oaths and codes for character development, citizenship training, leadership, and mental and physical fitness.

Purpose of the Local Council

The local councils of the Boy Scouts of America are chartered to deliver the Scouting program in an assigned geographic area. Local councils are obligated to conduct the program of Scouting according to the BSA *Charter and Bylaws*, No. 100-491, *Rules and Regulations*, No. 100-492, and *Registration Guidebook*, No. 100-092. These documents outline the specific rules by which the Scouting program functions. These requirements are administered jointly by the national council and the local council. The Scout executive is to know these rules and to help staff members and volunteers understand them.

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DEFINITIONS

Adult. Unless otherwise stated, the word “adult” refers to a person 18 years of age or older.

Adult program participant. An adult program participant is any person 18 but not yet 21 years of age who registers to participate in a program in which youth members also participate; obligates himself or herself to regularly attend the meetings; fulfills a member’s obligation to the unit; subscribes to the Scout Oath; and participates in an approved program based on the current guide-lines of the Boy Scouts of America. Adult program participants are subject to the same guidelines as adult Scouters when required by policies and guidelines.

Boy Scouts of America. The Boy Scouts of America refers to the Boy Scouts of America, National Council.

Chartered organization. An approved community group that provides a meeting place and leadership for the purpose of delivering the Scouting program to youth within its organization or community.

Club. An organized group of adult volunteers and youth participants (ages 10 to 14) in the Exploring program. Every club is sponsored by a participating organization.

Council. A council is a voluntary association of citizens, including representatives of organizations that are chartered by the Boy Scouts of America, to promote the Scouting program within a geographic area.

Council Scouter. A council Scouter is an adult volunteer leader serving as a member of the council, a council officer, a board or committee member, or a chartered organization representative.

District. A Scouting district is a geographical area of the local BSA council, determined by the council executive board. District leaders mobilize resources to ensure the growth and success of units within the district’s territory.

District Scouter. A district Scouter is an adult volunteer leader serving on a district committee or district commissioner’s staff.

Dropped member. A dropped member is an individual who no longer has a current registration.

Dropped unit. A dropped unit is a unit that is not currently registered and did not reregister within the two-month lapsed period after unit expiration.

Executive officer. The executive officer is the head of the community-based organization and is sometimes referred to as the institutional head.

Explorer. An Explorer is a youth participant, age 10 to 20, that is registered in an Exploring post or club.

Exploring. Exploring is a coed career-focused Learning for Life program for young men and women in the sixth grade through age 20.

Functional position. A functional position is the specific role or duty of a registered adult.

Group. A Learning for Life group is an organized group of adult volunteers and youth. Learning for Life groups are typically located in schools and in BSA councils that have an active Learning for Life license agreement.

Institutional head. The institutional head is the head of the community-based organization and is sometimes referred to as the executive officer.

Lapsed unit. A lapsed unit is a unit that has expired and not yet renewed but is still within the BSA’s two-month grace period.

Leader. A leader is an adult Scouter registered in a position of leadership or responsibility at the council, district, or unit level.

Learning for Life. Learning for Life is a character education program designed to support schools and community-based organizations in their efforts to prepare youth to successfully handle the complexities of our contemporary society.

Local council. A local council is a voluntary association of citizens, including representatives of organizations that are chartered by the Boy Scouts of America, to promote the Scouting program within a geographic area with guidance from professional Scouters.

Member. Unless otherwise stated, a “member” is a youth member and, in context, an adult program participant.

National Council. National Council is generally synonymous with the Boy Scouts of America.

National service center. The national service center is the Boy Scouts of America National Council headquarters in Irving, Texas.

New member. A new member is an individual who has never been registered or who has not been registered in more than 12 months.

New unit. A new unit is a unit that has never been chartered before or has not been chartered in more than 12 months.

Official Scouting activity. An official Scouting activity is an activity consistent with the values, Charter and Bylaws, Rules and Regulations, policies, manuals, and applicable literature of the Boy Scouts of America.

Participant. Unless otherwise stated, a “participant” is a youth participant or, in context, an adult program participant.

Participating organization. An approved community group that provides a meeting place and leadership for the purpose of delivering the Learning for Life or Exploring program to youth within its organization or community.

Post. An organized group of adult volunteers and youth participants (ages 15 to 20) in the Exploring program. Every post is sponsored by a participating organization.

Retained member. An individual who was a registrant 12 months ago and is still a paid registrant in a unit.

Scouter. A Scouter is an adult who registers with the Boy Scouts of America at the local, area, region, or national level; fulfills the obligations of his or her position; obligates himself or herself to subscribe to the Scout Oath; and agrees to abide by the Rules and Regulations, policies, and other guidelines of the Boy Scouts of America.

Scouter Code of Conduct. The Scouter Code of Conduct is to provide a resource that clearly defines the desired behavior for adults involved in Scouting. www.scouting.org/health-and-safety/gss/bsa-Scouter-code-of-conduct

Scouting. In context, Scouting refers to the collective programs of the Boy Scouts of America.

Scoutreach. Units where the council provides paid leadership and/or pays BSA registration fees.

Scouts BSA. In context, Scouts BSA is the program for youth 11–17 years old.

Separated member. A separated member is an individual who has been registered in the past 12 months but has a gap in registration.

Separated unit. A separated unit is a unit that reregisters after it has dropped, but within 10 months following the drop date.

Unit. An organized group of adult volunteers and youth members. Every unit is chartered to a community organization for the purpose of delivering the Scouting program.

Unit Scouter. A unit Scouter is an adult leader registered with a unit, except for a chartered organization representative who is considered a council Scouter.

Volunteer Screening Database (VSD). The database is a listing of individuals who have been designated ineligible and prohibited from registration in the BSA.

Youth. “Youth” generally means a youth member or adult program participant registered in a program.

Youth leader. A youth leader is a youth member or adult program participant occupying a position of responsibility for leadership development purposes.

Youth member. A youth member is a youth under 18 years of age who, with the approval of a parent or guardian, becomes a member of a unit; obligates himself or herself to regularly attend the meetings; fulfills a member’s obligation to the unit; subscribes to the Scout Oath; and participates in an appropriate program based on the current guidelines of the Boy Scouts of America.

Youth programs. A youth program is any program serving youth members and adult program participants.

BASIC RULES OF REGISTRATION

- The National Council sets the fees and registration requirements.
- All membership is voluntary.
- All leaders and youth members must meet membership standards and registration requirements.
- All leaders and youth members register with the Boy Scouts of America National Council and not with their local councils.
- There are separate and distinct Scouting programs, each with their own registration qualifications.
- Scouting happens through local community groups called chartered organizations.
- Every unit is chartered to a community organization.
- Chartered organizations are responsible for the selection and approval of all adult leaders and youth members registered in their unit.
- The Boy Scouts of America reserves the right for final approval of all registration applications as well as revocation of any registration.
- Local councils serve a specific geographic territory, and only chartered organizations located within that boundary can be served by the corresponding council.
- Local councils operate under an executive board of elected members from the community. The board employs a Scout executive, who has responsibility for all other paid personnel.
- Local councils exist to serve the communities in their territory through chartered organizations that organize and conduct the Scouting program.
- Districts are geographic subdivisions of the council and are organized for the administrative convenience of the local council.
- Full-time professional Scouters, called district executives and district directors, serve districts and divisions. These Scouters organize and administer the Scouting program within their geographic districts.
- The local council maintains confidentiality of all membership records, which may not be released except on the direct authorization of the Scout executive.
- The official BSA application, paper or online, must be used for registering all youth and adult program participants unless the youth or adult program participant's registration is a council or third-party paid membership. *See page 27 for Council or Third-Party Paid Membership.*
- Faxed, emailed, or scanned copies of applications are acceptable if the council is not reasonably able to obtain an original application.
- Councils must not reregister any individual dropped by the unit even if the registration fee has been prepaid.
- If a unit turns in excess registration fees to the council service center, the funds must be maintained in a unit custodial account or refunded to the unit.
- Council employees are not allowed to access unit custodial accounts for registration fees without the specific, verifiable permission of a unit leader.
- Youth registered in Scouting units should participate on an ongoing basis and not for a onetime event or activity.
- Youth registered in Scouting units should receive a program that offers several, if not all, of the standard methods of Scouting.
- No youth should be registered in a unit without the knowledge or consent of their parent(s) or guardian.
- All BSA applicants should be registered immediately after their applications and fees are received by the council.
- All completed unit charters should be posted by the council as soon as it is administratively possible.
- Unit charters may not be held and remain unposted by a council for the purpose of withholding dropped membership or delaying payment to the National Council.
- At least once each year, a detailed assessment of unit health shall be completed for every unit and logged in Commissioner Tools.
- If a council serves youth members through "Scoutreach"—defined as units where the council provides leadership and/or funding resources—a volunteer Scoutreach committee or a council vice-president should be appointed and is accountable to the executive board. In addition, a specific budget covering all council-paid expenses must be approved by the board, the unit must meet the minimum program requirements, and the Registration Funding Assistance Request Form and Routing Sheet must be used for each request for council or third-party paid registration. *See page 27 for more information on Scoutreach and council-paid registration.*

- The Scout executive, not a designee, must approve in writing units registering with fewer than five (5) or more than 100 paid youth, units renewing with a drop of 50 percent or more in youth members (at least 25) or no change in youth registration. The signed approval shall be filed in the current unit file at the council service center.
- When adults are registered in multiple units, a completed application for each position must be obtained unless the units are chartered by the same organization. Where the units are chartered by the same organization, a photocopy of the application may be used in each unit file, so long as each photocopy is individually signed and reflects the specific unit position that the adult leader is registered to hold in each unit.
- Actual signatures or written approval, such as email approval, must accompany the application. Telephone or other confirmation of approval by notations on applications is not acceptable.
- It is recommended that a personal “welcoming” telephone call be made to the new unit leader of record when a new unit is processed. This call should be made within two weeks of the arrival of the charter application in the council service center.
- Notify the Scout executive when there is an abnormal influx of new members during the year. Charter applications should be screened to reveal any significant numbers of “short-term” or “long-term” registrations. An objective appraisal should be made to ascertain the reasons.
- Field receipts must be used when accepting and handling funds, including cash, checks, and credit cards, outside of the council service center.
- No paid employee of the council is to be registered in any volunteer position without the written permission of the Scout executive. The only exception is a unit in which the children of the employee participate.

Special Note: Falsifying or willfully altering required application data or knowingly disregarding registration policies is grounds for disciplinary action potentially leading up to and including termination of employment and decommissioning.

Membership audits can be conducted whenever there is any evidence that the basic rules of registration are not being met.

The Open Door Policy is a means to report and/or resolve concerns regarding membership practices. Staff members are encouraged to discuss any concerns with their immediate staff leader. If the concern is such that it cannot be discussed with or resolved by the immediate staff leader, the employee should be free to approach the next level of management, the Scout executive, or the area director. To make an anonymous report, go to www.ethicspoint.com.

PROGRAM OF THE BOY SCOUTS OF AMERICA

Cub Scout Packs

Cub Scouting is a family- and neighborhood-centered program for *boys and girls* in kindergarten through fifth grade.

Lions are youth who are in the year prior to first grade or are age 6.

Tigers are youth who are in first grade or are age 7.

Wolves are youth who are in second grade or are age 8.

Bears are youth who are in third grade or are age 9.

Webelos Scouts are youth who are in fourth or fifth grade or are age 10, but not yet 11½.

Cub Scouts typically meet weekly in small groups called dens, under the leadership of an adult den leader. Family packs have both boy and girl dens that meet separately. All of the dens, along with their family members, get together once a month for the pack meeting. A youth may remain in the Cub Scouting program until age 11½ or until completing the fifth grade, whichever comes later, unless registered as a Scout with special needs.

Scouts BSA Troops

Scouts BSA is a program for *boys and girls* in gender-separate units who have completed the fifth grade and are at least 10 years old, or who are 11 years old, or who have earned the Arrow of Light Award and are at least 10 years old but have not reached age 18. It is designed to achieve Scouting's objectives through a vigorous outdoors program and peer group leadership under the guidance of an adult Scoutmaster.

Venturing Crews

Venturing is a coed program for *young men and women* who are at least 13 years old and who have completed the eighth grade, or who are 14 years old but not yet 21 years old. The program can include high-adventure activities, sports, leadership development, advancement, service, teaching others, and fun with friends. The youth decide many aspects of the program, including uniforming, activities, leadership, etc.

Sea Scout Ships

Sea Scouting is a coed program with an emphasis on aquatic activities which may include sailing, scuba diving, water-skiing, surfing, or small watercraft such as canoeing, kayaking, etc. The program uses an advancement program to enhance and guide the development of young men and women who are at least 13 years old and have completed the eighth grade, or who are 14 years old but not yet 21 years old.

CUB SCOUTING PROGRAM REQUIREMENTS

Unit Requirements

Minimum leadership positions—CR, CC, CM, 2 MCs*, an LL, TL, DL, or WL**, and an LP or AP for each Lion or Tiger

Can have—CA, DA, WA, NM, PT, REU, 91U, 92U

Minimum youth members needed—Five paid***

Term—Minimum six months, maximum 18 months

Adult Leadership Requirements

Minimum age—21, except CA, DA, WA, 92U, LP, AP, who may be 18

Gender limitations—Male or female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Membership fee for 12 months—\$33 per year, except IH, AP, and LP positions (which are not registered adult positions, so no fee is required)

Boys' Life subscription for 12 months—\$12

Exceptions to standard requirements—None

Youth Membership Requirements

Age or Grade—**Lions** are youth who are in the year prior to first grade or are age 6. **Tigers** are youth who are in first grade or are age 7. **Wolves** are youth who are in second grade or are age 8. **Bears** are youth who are in third grade or are age 9. **Webelos** Scouts are youth who are in fourth or fifth grade or are age 10, but not yet 11½.****

Gender—Male or female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Registration fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

A pack may register with only Lions, only Tigers, only Wolves, only Bears, only Webelos, or any combination of the grade groups, as long as the pack has the appropriate adult leadership.

Exceptions to Standard Requirements

* A unit must have two committee members who may be an MC, PT, or NM.

** A pack must have at least one den leader who may be a Lion den leader (LL), a Tiger den leader (TL), a Wolf or Bear den leader (DL), or a Webelos den leader (WL).

*** Units may register with as few as two paid youth members with the permission of the Scout executive.

**** Youth members may remain in Cub Scouting until they are 11½ years of age or have completed the fifth grade, whichever comes later.

SCOUTS BSA PROGRAM REQUIREMENTS

Unit Requirements

Minimum leadership positions—CR, CC, 2 MCs*, SM

Can have—SA, NM, REU, 10 (LDS troops only), 91U, 92U

Minimum youth members needed—Five paid**

Term—Minimum six months, maximum 18 months

Adult Leadership Requirements

Minimum age—21, except SA, 92U, who may be 18

Gender limitations—Male or female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Membership fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Youth Membership Requirements

Age—11 to 17

Grade—Completed the fifth grade and be at least 10 years old, or be age 11, or have earned the Arrow of Light Award and be at least 10 years old, but have not reached age 18

Gender—Male and female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Registration fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Arrow of Light Award: The requirements for the Arrow of Light Award state that a youth must be active in a Webelos den for at least six months since completing the fourth grade (or for at least six months since becoming 10 years old) and earn the Webelos badge. The requirement means that a Webelos Scout may not earn the Arrow of Light Award as a fourth-grader unless that youth is at least 10½ years old.

Exceptions to Standard Requirements

* A unit must have two committee members who may be an MC or NM.

** Units may register with as few as two paid youth members with the permission of the Scout executive.

VENTURING PROGRAM REQUIREMENTS

Unit Requirements

Minimum leadership positions—CR, CC, 2 MCs*, NL

Can have—NA, NM, REU, 91U, 92V

Minimum youth members needed—Five paid**

Term—Minimum six months, maximum 18 months

Adult Leadership Requirements

Minimum age—21

Gender limitations—Male or female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Membership fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Membership Requirements

Age—13 to 20 and have completed the eighth grade OR 14 years of age and not yet 21

Gender—Male and female

Transfers allowed?—Yes

Multiple registrations allowed—Yes

Membership fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Exceptions to Standard Requirements

* A unit must have two committee members who may be an MC or NM.

** Units may register with as few as two paid youth members with the permission of the Scout executive.

SEA SCOUTING PROGRAM REQUIREMENTS

Unit Requirements

Minimum leadership positions—CR, CC, 2 MCs*, SK

Can have—NA, NM, REU, 91U, 92V

Minimum youth members needed—Five paid**

Term—Minimum six months, maximum 18 months

Adult Leadership Requirements

Minimum age—21

Gender limitations—Male or female

Transfers allowed?—Yes

Multiple registrations allowed?—Yes

Membership fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Membership Requirements

Age—13 to 20 and have completed the eighth grade OR 14 years of age and not yet 21

Gender—Male and female

Transfers allowed?—Yes

Multiple registrations allowed—Yes

Membership fee for 12 months—\$33 per year

Boys' Life subscription for 12 months—\$12

Exceptions to Standard Requirements

* A unit must have two committee members who may be an MC or NM.

** Units may register with as few as two paid youth members with the permission of the Scout executive.

UNIT ADULT FUNCTIONAL ROLES

In addition to registered unit positions, the following functional duties or roles can also be assigned to registered adult leaders. A functional role should not be assigned to an adult who does not hold a current registered position.

Code	Description
BU	Bulk S.L. Recipient
112	Unit Advancement Chair
113	Unit Blue and Gold Chair
115	Unit Chaplain
116	Unit Good Turn Chair
117	Unit High Adventure Chair
118	Unit Outdoors/Activity Chair
119	Unit Popcorn Chair
120	Unit Product Sale Chair
121	Unit Transportation Chair
122	Unit Secretary
123	Unit Treasurer
124	Unit FOS Chair
125	Unit Health and Safety Chair
126	Unit Membership/Webelos Transition Chair
126U	Unit Membership Chair
127	Unit Fundraising Chair
128	Unit Training Chair
129	Unit Scout Show/Special Activities Chair

FEES

Fees are determined by the National Executive Committee. No additional unit charter or registration fees may be imposed by a local council without the prior authorization of the National Council.

Unit Liability Insurance Fee

A \$40 annual unit charter fee (unit liability insurance fee) must be paid to the National Council each time a unit registers or reregisters and is in addition to the individual registration fees and individual accident and sickness insurance fees. The fee helps defray expenses for general liability insurance and raises a portion of the funds required to maintain insurance coverage for the chartered organization and leaders.

This comprehensive general liability insurance coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of an official Scouting activity, which is defined in the insurance policy as consistent with the values, Charter and Bylaws, Rules and Regulations, the operations manuals, and applicable literature of the Boy Scouts of America. This coverage responds to allegations of negligent actions by third parties that result in personal injury or property damage claims that are made, and provides protection for Scouting units and chartered organizations.

The BSA general liability insurance program provides volunteers additional excess coverage for automobiles above a local council's automobile liability policy or a volunteer's watercraft liability policy. The owner's vehicle or watercraft liability insurance is primary. The excess insurance, whether it is the local council auto or BSA general liability, is available only while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose.

The general liability policy provides primary liability insurance coverage for all chartered organizations on file with the BSA for liability arising out of their chartering a Scouting unit. Chartered organizations do not need a certificate of insurance. The chartered organization endorsement is a part of the insurance policy contract and is enforceable under the policy contract.

The insurance provided to unregistered Scouting volunteers through the general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner's, personal liability, vehicle, or watercraft policy.

The general liability policy *does not* provide indemnification or defense coverage to those individuals who commit intentional and/or criminal acts. The Boy Scouts of America *does not* have an insurance policy that provides defense for situations involving allegations of intentional and/or criminal acts.

Youth and Adult Registration Fee

The National Executive Committee sets registration fees. No additional registration fees must be imposed by a local council without the prior authorization of the National Council.

Youth and adults registered with the BSA must pay an annual \$33 nonrefundable registration fee which is paid to the National Council. If a Scouter serves in more than one capacity or a youth participates in more than one Scouting unit, only one annual registration fee is required. The registration fee can be prorated at \$2.75 a month and should be calculated from the business month in which the individual joins Scouting through the end of the month the unit expires. Example: An individual registering in May with a unit that expires in December should pay a prorated eight (8)-month registration fee.

At charter renewal, the individual registration fee should coincide with the unit renewal term. Example: All individuals required to pay a registration fee, reregistering with a unit chartered for 12 months, should pay a 12-month registration fee. The registration fee for a unit registering with a November effective date through the next November, would be for 13 months.

Individuals not currently registered are technically not covered by unit accident insurance or eligible for advancement, awards, or tenure earned during months for which they are not registered. Youth intending to join who attend a "joining event" are covered by accident insurance. *See page 15 for more information regarding insurance coverage.*

No-Fee-Required Registrations

Merit badge counselors, STEM Nova counselors, and religious emblem coordinators are registered adult leader positions that require a completed BSA adult application, Youth Protection training, and a criminal background check, but no registration fee is required unless they choose to pay to receive *Scouting* magazine.

Executive officer and Lion and Tiger adult partner positions do not require a registration fee because they are not registered adult leader positions. These positions also do not require a completed BSA adult application and are not submitted for a criminal background check. While Youth Protection training is not required for adults holding these positions, it is recommended for all participating adults.

Multiple Registrations

Individuals who are registered with the BSA may multiple register in another BSA unit or non-unit position by completing a new BSA youth or adult application.

If a Scouter serves in more than one capacity or a youth participates in more than one unit, only one registration fee is required. Youth and adults should pay a fee in only one position per year in traditional programs and be considered multiple in any other position in which they serve.

Youth and adults can multiple across councils.

A multiple registration is not counted in membership totals. Only the registration where the fee is paid is counted in membership totals.

An adult under the age of 21 that is participating in a youth program (Venturing or Sea Scouting) can multiple register as an adult in a troop as an assistant Scoutmaster.

There are no restrictions on the number of positions one person may hold as long as the individual serves in only one position per unit with the exception of the chartered organization representative (CR), who is the only individual that can be registered in more than one position within the same unit. The CR may also serve in a multiple capacity as the committee chair (CC) or as a member of the committee (MC, NM, or PT) within that unit.

Transfer Registrations

Individuals (both youth and adult) with a current unexpired paid BSA registration can transfer their registration to any other BSA unit, district, or council position at no charge by completing a new application. This includes transferring from one council to another.

A transferred registration is considered a paid registration and is included in membership totals.

Councils should use the transfer registrant feature in the BSA membership system to ensure that the registration is not duplicated and included twice in membership totals.

Change of Position

An adult changing from one position to another, even within the same unit, must complete a new BSA adult application which must be signed and approved by the institutional head (IH) or chartered organization representative (CR), except at charter renewal time.

A youth changing to an adult position in the same unit must complete an adult application and the CBC authorization form, and take Youth Protection training.

Accident and Sickness Insurance Fee

Accident and sickness insurance (also known as accident and health insurance) coverage for Scouts and Scouters furnishes medical reimbursement in case of death, accident, or sickness within the policy amounts.

The coverage provided has maximum limits it pays and a maximum benefit period, usually 52 weeks from the date of the incident. Coverage is excess of all other insurance or health-care plans in force. This policy is excess to any and all other available sources of medical insurance or other health-care benefits.

All registered youth and seasonal staff are eligible, as well as registered leaders and volunteer leaders.

The coverage does not “take care of everything.” Claims should be filed with the accident and sickness carrier as soon as possible along with any other source of medical insurance or other health-care benefits.

The fee for individual accident insurance can be passed on to the applicant, but councils cannot charge in excess of \$12.00 per person, per year.

Unit Activity Fees/Dues

Units can charge an additional weekly, monthly, or annual fee to cover the costs of awards and recognitions, supplies, and special events. Units may offer opportunities to conduct fundraisers to offset these costs. Additional fees may be required for activities such as overnight campouts, field trips, day camps, and resident camps. Dues are established by the unit committee, and costs differ based on multiple factors. Detailed information should be provided by the unit leadership.

MAGAZINES

Boys' Life Magazine

Boys' Life publishes two demographic editions each month. The Cub Scout edition, edited especially for youth ages 6–11, goes to all youth and adult subscribers registered in the Cub Scouting program. The other edition is edited especially for older Scouts and goes to all other subscribers. Subscriptions must be made through the unit or council. Cancellation of a subscription **MUST** be requested through Subscription Customer Service as cancellations cannot be done through ScoutNET.

Boys' Life Fees

Any registered adult or youth member of the Boy Scouts of America may receive *Boys' Life* at half the regular subscription price. The membership subscription rate for registered adults and youth members is \$12 per year. The regular subscription rate is \$24 per year. Single copies cost \$3.95.

For foreign subscriptions, add \$21 per year for postage. Addresses with U.S. zip codes or APO and FPO addresses are not considered foreign.

The member rate is a membership privilege and cannot be used by members for gifts to nonmembers, libraries, or institutions. Local councils, however, can order subscriptions for Scouting promotional purposes for an organization or individual at the membership rate. Use *Boys' Life* Subscription Order form, No. 524-804, and note “Council Subs” in the local unit number field.

Single copies can be obtained through local council service centers or authorized Scouting distributors. Issues may also be ordered directly from Subscription Customer Service at the national service center. Councils and distributors may order a bulk shipment at \$1 a copy for resale at \$3.95.

Copies of *Boys' Life* in braille may be obtained directly from the National Library Services for the Blind and Physically Handicapped, Library of Congress, 1291 Taylor Street NW, Washington, DC 20542. The price will be quoted at the time of the order.

Subscription Term

The minimum subscription term for *Boys' Life* is two months and all subscriptions expire two months after the unit expiration date.

The member's subscription rate is an individual membership privilege for members of the Boy Scouts of America through the unit and the local council service center. An institution, a unit committee, or its leadership as a group are not entitled to this special rate except as individual members of the Boy Scouts of America.

Bulk mailings could represent a loss of advertising income that is essential for maintaining a high-quality magazine. Advertisers purchase space on the basis of individual subscribers. Bulk deliveries of *Boys' Life* to Cub Scouting, Scouts BSA, Venturing, or Sea Scout units should be made only under the following circumstances:

1. The Scout executive or designee gives approval for situations in which copies cannot be mailed to individual members.
2. The bulk recipient to whom all copies are to be mailed is a registered adult in the unit.
3. The bulk subscribers are registered adult leaders and youth members in the unit.

Bulk shipments of *Boys' Life* will be sent via United States Postal Services to APO and FPO bulk subscribers.

Bulk Deliveries

Bulk deliveries can be made to one leader's address in special situations, but this should be an exception.

Units That Are 100 Percent *Boys' Life*

A unit qualifies as a 100 percent *Boys' Life* unit when at least one subscription to *Boys' Life* magazine goes to the **home** of each youth member. Every member in the unit does not have to subscribe to qualify.

Scouting Magazine

Scouting magazine is an official publication of the Boy Scouts of America that helps strengthen adult volunteers' abilities to perform leadership roles in Cub Scouting, Scouts BSA, Venturing, and Sea Scouting.

The mission of *Scouting* magazine is to keep Scouters informed about the aims, policies, and programs of Scouting.

Scouting magazine is published five times a year: January/February, March/April, May/June, September/October, and November/December. There is no July/August issue.

All paid registered adults in the *Scouting* program receive *Scouting* magazine as part of the registration fee. If a Scouter serves in more than one capacity, the paid registration position of the adult will determine which edition he or she receives.

Non-registered adults can purchase *Scouting* magazine for \$9.95 for a one-year subscription. Bulk issues of *Scouting* are available to local councils for purchase. Bulk deliveries of *Scouting* cannot be made to units.

Handling Subscription Inquiries

The Subscription Inquiry form, No. 28-803, should be used by councils for inquiries or concerns about *Boys' Life* or *Scouting* magazine service. Use of this form can help expedite problem solving in the council service center without mailing to the national service center. This form may also be used by the local council to handle unit inquiries.

A delay in processing unit charter renewals can cause the first few issues of *Boys' Life* and *Scouting* magazines to arrive late. **It will take six to eight weeks from the time a subscription is entered into the BSA membership system until delivery of the first magazine issue.**

UNIT DEPOSIT (CUSTODIAL) ACCOUNTS

Many councils administer a unit deposit plan to expedite the handling of registrations, *Boys' Life* subscriptions, and orders for badges, insignia, and supplies. Such a deposit plan makes it convenient for unit leaders to handle small transactions. A unit makes a deposit to its unit account for credit in the council service center. Orders may then be placed by mail, telephone, or in person and the charges deducted from the account. No supplies are sent, or registrations processed, unless there are adequate funds on deposit to take care of the full transaction.

References and procedures for setting up a unit deposit plan can be found in the *Council Operations Manual* and the *Local Council Accounting Manual*.

THE CHARTERED ORGANIZATION

Requirements

Charters are granted to organizations that have goals compatible with those of the Boy Scouts of America, including religious, educational, civic, fraternal, business, labor, and corporate organizations; professional associations; and groups of citizens on the recommendation of the local council. This charter enables the organization or group to use the Scouting program under its own leadership in order to accomplish its objectives and to serve the organization's youth and families. The Boy Scouts of America allows chartered organizations to select the adult leaders of their units. This allows Scouting's members and parents to select local units, chartered to organizations with similar beliefs, that best meet the needs of their families. The BSA also respects the right of religious chartered organizations to choose adult leaders whose beliefs are consistent with their own.

The chartered organization selects one of its members to register as chartered organization representative. This individual may also serve as chair or as unit committee member if needed. The chartered organization also often provides meeting facilities for the unit. No one may register in more than one position in the same unit, except the chartered organization representative.

As a private organization, the BSA is the sole arbiter of whether it will issue a charter to an organization. The BSA may deny a charter for any reason or revoke a previously issued charter for failure to abide by policies and procedures set forth by the BSA.

While not favored, a local council may charter a unit only if it is serving two or more children of employees of the council and those employees serve as volunteer leaders, or if the unit serves a special purpose, such as a camp staff unit, involving year-round or off-season programming/community service for the council. Regular units may not be chartered to the council if they do not meet either of the two exceptions above. The Scout executive must approve the charter application of any such unit chartered to the council. Districts cannot serve as chartered organizations.

Chartered Organization Certification

The executive officer of the chartered organization, by signature, certifies that the organization approves the charter application. The executive officer also certifies that the organization has approved all registering unit adults. The responsibility for approval of unit adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults: agree to abide by the Scout Oath and the Scout Law, the Declaration of Religious Principle, the policy of nondiscrimination, and the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America; agree to respect and obey the laws of the United States of America, and to meet age requirements of adult leaders.

Chartered Organization Use of the Scouting Program

Chartered organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Charter and Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website, located at www.scouting.org.

- The Charter and Bylaws of the Boy Scouts of America
- The Mission of the Boy Scouts of America
- The Rules and Regulations of the Boy Scouts of America
- The Scout Oath and the Scout Law, including Duty to God
- BSA Youth Protection policies and guidelines, including mandatory reporting
- *The Guide to Safe Scouting*
- The Sweet Sixteen of BSA Safety
- Scouter Code of Conduct
- Chartered Organization Agreement

Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:

- Youth character development
- Career skill development
- Community service
- Patriotism and military and veteran recognition
- Faith-based youth ministry

Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support of or opposition to government action, or controversial legal, political, or social issues or causes.

Chartered organizations must not use their chartered organization affiliation or the Scouting brand as a means to imply Scouting's endorsement of the objectives of their organization except with respect to youth development consistent with the goals and objectives of the Scouting program.

Chartered organizations must not use the Scouting program to obtain financial support or assistance except as authorized for the chartered unit.

The Boy Scouts of America requires that all chartered organizations, adult leaders, adult program participants, and youth members subscribe to the Declaration of Religious Principle, or "duty to God," as set forth in the Bylaws of the Boy Scouts of America as follows.

- *Clause 1.* The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath the member declares, "On my honor I will do my best to do my duty to God and my country and to obey the Scout Law." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.
- *Clause 2.* The activities of the members of the Boy Scouts of America shall be carried on under conditions which show respect to the convictions of others in matters of custom and religion, as required by the twelfth point of the Scout Law, reading, "Reverent. A Scout is reverent toward God. A Scout is faithful in fulfilling religious duties. A Scout respects the beliefs of others."

Annual Charter Agreement

A new signed charter agreement should be obtained annually during a meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, which should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting should be a face-to-face discussion, as the concept of working together is central to mutual long-term success.

Chartered Organization Types and Codes

Each organization is assigned a chartered organization type and code; therefore, the organization must be clearly identified, and initials or abbreviations should not be used.

For religious organizations, the specific denomination should be indicated.

For a complete chartered organization code list, see Appendix.

Dual Chartered Organizations

A unit can be sponsored by more than one chartered organization, but only one institutional head (IH) and one chartered organization representative (CR) can be listed on the unit.

Location

The physical location of the chartered organization, not the mailing address or meeting location, must exist within your council's geographic area.

Unit Special Interest

All Venturing crews and Exploring clubs and posts should be assigned the appropriate code that identifies their special interest.

When registering a unit where 51 percent or more of the youth members are physically or mentally disabled, one of the following special interest codes should be assigned: 0416 Physically Disabled, 0417 Mentally Disabled. In addition to assigning the appropriate unit special interest code, the specific disability for each member should be recorded on their person profile. *See page 28 for Registering Youth With Disabilities.*

Additionally, special interest codes may be used for other purposes such as identifying Soccer through Scouting units, pilot programs, or forming units. *For a complete list of special interest codes, see Appendix.*

Unit Numbers

Unit numbers are assigned and approved by the council.

If a unit drops and does not recharter, the unit number should be reserved for a minimum of one year unless the chartered organization provides a statement thereby releasing the unit number, tenure, and all remaining funds and property. *See page 20 for Unit Assets Transfer.*

Unit Expiration Dates and Terms

Unit expiration dates are determined by the council. The rights and privileges of a unit expire with the expiration of the unit registration.

While expiration dates may be assigned in any month of the year, most councils have designated months for units to recharter. Therefore, a unit can register between six and 18 months so that its expiration date coincides with the council's recharter period.

New units must pay for the month they begin meeting through the council assigned expiration date (i.e., if a new unit is formed and begins meeting in December and it will be registered through December 31 of the following year, it will be registered for 13 months and 13-month registration fees are required).

Unit Status

- New (N)—New unit or an existing unit that did not reregister within 12 months of the expiration date
- Rechartered (R)—A unit that recharter before the current charter expires
- Lapsed—The two-month grace period after the unit expiration in which the unit membership continues to be included in membership totals
- Separated Rechartered (SR)—A unit that reregisters after it has dropped, but within the 10 months following the drop date
- Dropped (D)—A unit that has not reregistered within two (2) months of expiration and has ceased all activity

Unit Tenure

Tenure is the number of months that a unit has been continuously registered and serving youth. A unit retains its tenure provided it remains continuously registered and chartered to the same organization.

If a unit does not recharter within 12 months of the expiration date, all tenure will be lost on the first day of the 13th month. If the unit registers after that period, it will be considered a new unit with zero (0) months of completed tenure.

In a case where a unit has been dropped from the BSA membership system under conditions that they could not avoid, they may have their record of continuous service reestablished by submitting evidence of continued activity and paying registration fees from the date of charter expiration.

In a case where a unit has ceased all activity but reorganizes and reregisters during the 10-month dropped period, they may retain their accumulated tenure. However, they will not be credited for tenure for the months during which they were not active and no fee was paid.

Unit Position Requirements

Packs, troops, crews, and ships are required to have an institution head, a chartered organization representative, a committee chair, two committee members (or one committee member and one new member coordinator or pack trainer for packs), and a unit leader. All of these positions must be filled by individuals who are at least 21 years old. Packs are also required to have at least one den leader who may be a den leader for any of the Cub Scout ranks (Lion, Tiger, Wolf, Bear, or Webelos Scout).

The chartered organization representative (CR) is the only adult allowed to hold two positions in the same unit. The CR may hold multiple positions as committee chairman (CC), a committee member (MC), a new member coordinator (NM), or in the case of packs, a pack trainer (PT).

Chartered organizations that operate more than one unit (e.g., pack, troop, crew, and ship) must register the same individual as the chartered organization representative (CR) for all units chartered to that organization, because the CR serves as a voting member of the district committee and the council. The executive officer (IH) must also be the same person for all units chartered to that organization.

There must be at least FIVE paid youth members in a pack, troop, crew, or ship. If special circumstances exist, the Scout executive may give permission to allow a unit to register with as few as two paid youth members. A transferred membership is considered a paid registration. No unit can register with fewer than TWO paid youth members. Units with more than 100 or fewer than five youth members at registration must be approved by the Scout executive. This approval must be in writing and kept in the unit's current file.

Unit Leader Approval

The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative. The approval occurs at the time of the initial application and again each year at the time of renewal, and whenever adult leaders change registered positions, such as from committee member to den leader. By approving an adult application or renewal, the organization attests that they have reviewed the application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in the BSA.

Unit Assets Transfer

In the event of the dissolution of a unit or the revocation or lapse of its charter, unit funds and assets must be used to first satisfy any outstanding unit obligations. Any remaining assets obtained with funds raised in the name of Scouting must be redeployed for Scouting use in the local area. Any assets obtained with funds from the chartered organization or parents of registered members may be redeployed as agreed upon by the chartered organization and local council.

Any property or funds acquired by the National Council upon the dissolution of a Scouting unit or local council will be administered so as to make effective, as far as possible, the intentions and wishes of the donors.

Unit Health Assessment

At least once each year, a detailed assessment of unit health shall be completed for every unit in the council and logged in Commissioner Tools.

- The youth-serving executive meets with the commissioner team (service team for LFL) to evaluate the units in the district. (This should be a part of the goal-setting process in January.) Unit progress toward achieving the various levels of the Journey to Excellence award should be noted.
- For every unit, a plan is developed by the unit-serving executive and the executive's commissioner team based on how this unit can achieve the highest level of the Journey to Excellence award based on their current status. This plan is shared with the council commissioner (or service team) and the staff leader of the executive. These plans should be kept on file by the registrar. Specific actions should be identified monthly, and progress should be reported. Priority should be placed on units with "life-threatening" problems.
- Unit status should be compared to the last report. Units categorized as "fair" or "poor" that aren't changing in status should be given immediate attention by the youth-serving executive's staff leader with help from the appropriate assistant district commissioner, district commissioner, or service team.

UNIT REGISTRATION REQUIREMENTS

New Unit Registration Requirements

Once a chartering organization agrees to deliver the Scouting program and is approved by the local council, the following is required to charter the unit:

- Annual charter agreement
- New unit application signed by the head of the chartered organization
- \$40.00 unit liability insurance fee
- Fully completed applications signed by the parent and unit leader for all registering youth
- Fully completed applications signed by the applicant and chartered organization head or representative for all registering adults
- Registration fees for all youth and adult applicants that do not already have a current paid registration in another Scouting unit or position
- A personal "welcoming" telephone call to the new unit leader of record is required when a new unit is processed. This call should be made by a council professional staff member, ideally not directly involved in unit operations or a key council volunteer, within two weeks of the arrival of the charter application in the council service center. This call will help demonstrate the interest of the council and encourage the leader to take advantage of council and district training and services. This step should be on the registrar's checklist of steps in processing new units. It will be helpful if the registrar sends a note to the designated caller with basic information for making the call. A written log should be maintained for documenting the call and kept on file with the registrar.

Unit Renewal Requirements

Chartered organizations must renew their charter annually. In this process, the unit Key 3 (chartered organization representative (COR), committee chair (CC), and unit leader (Cubmaster, Scoutmaster, Venturing crew Advisor, Sea Scout ship Skipper) confirm and record their current members and leaders for the coming year, pay their annual unit liability insurance fee and individual registration fees. At the same time, the institutional head of the chartered organization recommits to conduct the Scouting program consistent with BSA rules, regulations, and policies for the upcoming charter period.

The renewal process should begin 60–90 days prior to the unit charter expiration and be completed before the current charter expires. The process is not complete until all requirements are met, including turning in all required signed and approved paperwork and fees.

The following is required to renew a unit's charter:

- Annual charter agreement
- Completed charter renewal roster, paper or online. Unless the renewal is submitted and approved electronically, the paper charter renewal must be signed by the institutional head of the chartered organization or charter representative, the unit leader, and the district executive or council representative, which can be the commissioner if approved by the Scout executive.
- \$40.00 unit liability insurance fee
- Fully completed application signed by the parent and unit leader for all new youth not currently registered in the unit
- Fully completed application signed by the applicant and chartered organization head or representative for all new adults not currently registered in the unit
- Registration fees for all youth and adult applicants that do not already have a current paid registration in another Scouting unit or position

Dropped Unit

A unit that has not reregistered within two (2) months of expiration and has ceased all activity is considered a dropped unit and no longer included in membership totals. A unit has 10 months from the time it drops to renew and retain its tenure and record of continuous service.

In most cases when a chartered organization wishes to end their relationship with the BSA, the transfer of the unit's assets to a succeeding chartered organization or the local council can be amicably worked out between all parties.

In the event of the dissolution of a unit or the revocation or lapse of its charter, unit funds and assets must be used to first satisfy any outstanding unit obligations. Any remaining assets obtained with funds raised in the name of Scouting must be redeployed for Scouting use in the local area. Any assets obtained with funds from the chartered organization or parents of registered members may be redeployed as agreed upon by the chartered organization and local council.

INDIVIDUAL JOINING REQUIREMENTS

As a private, membership organization, the BSA has the right to set standards of membership and leadership. That right includes the ability to deny, expire, revoke, or otherwise limit or bar registration or affiliation with the Boy Scouts of America or any local council or any other affiliated organization. The general procedure for maintaining those standards is expressed in a publication titled *Procedures for Maintaining Standards of Membership and Leadership*; however, nothing contained therein limits the ability of the Boy Scouts of America to take such action as it may deem appropriate in its sole discretion.

The BSA requires that all chartered organizations, adult leaders, adult program participants, and youth members subscribe to the Declaration of Religious Principle, or "duty to God," as set forth in the Bylaws of the Boy Scouts of America.

Excerpt From the Declaration of Religious Principle

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. ... The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.

Citizenship Requirements

Registration with the BSA is open to all citizens and noncitizens who reside within the United States or a U.S. territory and to U.S. citizens residing outside the USA who meet the joining requirements.

Youth Joining Requirements

It is the philosophy of Scouting to welcome all eligible youth regardless of gender, race, ethnic background, sexual orientation, or gender identification, who are willing to accept Scouting's values and meet any other requirements of membership.

Young people of all religious backgrounds are welcome in Scouting, with some participating in units for youths of a particular religion and the greater majority participating in units open to members of various religious backgrounds.

Youth Application Requirements

The official youth application, paper or online, is always required for registering a new youth. The application must include the following:

- Full legal name
- Home address
- Phone number
- Date of birth
- Grade
- Gender
- Parent/guardian signature
- Signature of the unit leader or designee (The designee can only be the executive officer/institutional head, chartered organization representative, or the committee chair if the unit leader is not available.)
- Lion or Tiger adult partners not living at the same address **MUST** each complete an adult application.

Youth may participate in more than one unit with the payment of one primary registration, but a completed signed application is required for each unit or non-unit registration.

Individuals 18 years of age or older who are participating in a youth program, must complete the official adult application including the CBC authorization form, and must complete Youth Protection training.

Youth Application Approval

The unit leader signature or online approval on a youth application or a unit charter renewal certifies that the member(s) meets all joining requirements and has parental/guardian consent.

Adult Leader Joining Requirements

The BSA is open to all who meet the requirements, and leaders are selected based on individual merit.

Adult leaders must possess the moral, educational, and emotional qualities that the BSA deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct
- Subscribe to the precepts of the Declaration of Religious Principle
- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA
- Be 21 years of age or older for primary leadership positions
- Be 18 years of age or older for assistant leadership positions
- Complete Youth Protection training (YPT) before the application is processed and renew training as required by going to my.Scouting.org and creating an account
- Review the disclosure information related to the BSA's background check process and sign a background check authorization form

Youth Protection training is required for all leaders **at the time of registration**. Councils are prohibited from overriding the registration system to register any leader whose Youth Protection training is not current.

The adult leader application process is not complete until Youth Protection training has been completed and a criminal background check has been obtained.

All adults accompanying a Scouting unit on a Scouting activity for 72 total hours or more **must** be registered leaders, including completion of a criminal background check and Youth Protection training, even if they are the parent of a youth on the trip. The 72 hours need not be consecutive.

Adult Application Requirements

The official adult application, paper or online, is always required for registering a new adult. Any change of position, transfer from one unit to another, or multiple registration during the year requires a newly completed adult application. The application must include the following:

- Full legal name
- Home address

- Phone number
- Date of birth
- Social Security number
- Applicant signature
- Position applying for
- Answers to questions 1–6
- Signed criminal background check authorization Form
- Proof of Youth Protection training unless the council can verify completed training through BSA systems
- Signature of the chartered organization head or representative

The adult leader application process is not complete until Youth Protection training has been completed and a criminal background check has been obtained.

An adult may participate in more than one unit with the payment of one primary registration, but a completed signed application is required for each unit or non-unit registration.

Adult Application Approval

Unit Adults. The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative. *The Scout executive or designee must approve all adults who answer “yes” to any Additional Information question on the adult application.*

Council and District Adults. The Scout executive or designee must approve all council and district adults.

Social Security Number Requirement

In order to protect our members, we require criminal background checks on all individuals who apply for registration as adult leaders or adult participants in the Boy Scouts of America. This process requires a Social Security number to validate and ensure the identification of each applicant. Consequently, those who decline to provide their Social Security number are not allowed to register as adult leaders or adult participants in the Boy Scouts of America and should be sent the letter for refusal to provide SSN found in *Procedures for Maintaining the Standards of Membership and Leadership* as Appendix B Letter for Refusal to Provide SSN. See *Volunteers Without a Social Security Number on page 28 for exceptions to this requirement.*

Criminal Background Check Requirement

All individuals 18 years of age or older registered with the BSA are subject to a criminal background check. A signed BSA criminal background authorization form must be submitted to the council service center before procuring a background check.

The criminal background authorization form remains valid throughout the individual’s relationship with the BSA and entitles the BSA to procure additional consumer reports without providing additional authorization except as otherwise prohibited by applicable law.

Youth Protection Training Requirement

All adult applicants are required to take Youth Protection training (YPT) in order to complete the adult application process and must remain in compliance by renewing YPT as required. Individuals can take the official BSA YPT training online or in person provided the current Facilitator’s Guide for In-Person Youth Protection Training YPT curriculum is used. Individuals should provide a copy of their completion certificate with their application.

Position-Specific Training Requirement

An adult is considered a trained leader when he or she has completed leader position-specific training for his or her position.

Privacy of Personal Information

The BSA protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. The BSA and its affinity groups may use registration information to notify registrants of benefit opportunities. Using or providing applicant information to others for non-official BSA purposes may result in legal action against the individual who violates this policy and may also subject the council to legal action.

NON-UNIT REGISTRANTS

Council and district Scouters (non-unit registrants) may be male or female and at must be at least age 21, except where noted.

Individuals should register during the year using the appropriate BSA application and pay the annual registration fee, except where noted.

The local council sets the registration period for each group of non-unit registrants, and their registration must be renewed annually. A renewal roster can be produced each year for the purpose of reregistering council and district Scouters.

Council Scouter Positions

Code	Description		
		48	Council member-at-large
11	Council president	47	Council committee member
12	Council vice president	49	Council camp staff (adult—18 or older)*
15	Council commissioner	68	Council camp staff (youth—under 18)
16	Assistant council commissioner	44	Council honorary member
13	Council treasurer	95	Council Scout alumnus
14	Council assistant treasurer	45	Council associate member
41	Council executive board	REC	Council religious emblems coordinator
46	Council advisory council	214	Council chaplain

District Scouter Positions

Code	Description		
61	District chair	64	Neighborhood chair
62	District vice chair	65	Neighborhood committee
75	District member-at-large	42	Merit badge counselor* (no fee)
80	Unit commissioner	42F	Merit badge counselor—with fee*
81	District commissioner	52	Supernova mentor (no fee)
82	Assistant district commissioner	58	Nova counselor* (No fee)
83	Roundtable commissioner	91	Scouter reserve
84	Assistant roundtable commissioner	92	College Scouter reserve*

*Must be at least 18 years old

Camp Staff

The minimum age to serve on day camp or resident camp staff (code 49) is addressed in the current camp standards.

Youth must complete a youth application to register as position 49—Council camp staff (youth) even if they are registered through their established unit or an approved camp staff unit.

Camp staff who are 18 years of age or older must complete an adult application even if they are registered through their established unit or an approved camp staff unit.

Refer to *2011 National Standards for Cub Scout/Boy Scout/Venturing Resident Camps* (No. 430-111), No. M-29, and *2011 National Standards for Local Council Precamp and Operational Accreditation of Cub Scout/Webelos Scout Day Camps* (No. 430-109), No. M-33 and M-44.

Merit Badge Counselors

In order to register, merit badge counselors (position 42) must be at least 18 years old and must complete an adult application including a criminal background authorization form, complete the Merit Badge Counselor Information form (No. 34405, *see Appendix*) specifying which merit badges they are qualified to teach, and take Youth Protection training. See the *Guide to Advancement* for qualifications of counselors. Merit badge counselors who wish to receive *Scouting* magazine must pay a registration fee and be registered as position 42F—Merit badge counselor—with fee.

Adult applications are required of all new counselors whether they are currently registered in another position or not. Merit badge counselors are registered and approved on the district level and all applications must be approved by the district merit badge counselor coordinator before the application is entered into the BSA membership system.

Reregistering merit badge counselors must complete a new Merit Badge Counselor Information form annually for approval, but a new application is not required.

Employees

All commissioned professional employees are required to register annually. Noncommissioned employees may be required to register based on their position. All other employees may choose to register unless it is a requirement of their position.

All new employees, or those who have never registered as an employee in a specific council, must complete an adult application.

Council Employee Positions

Commissioned Professional

Code	Description	Code	Description
E10	Scout executive	E48	Senior district executive
E11	Deputy Scout executive	E49	Senior Exploring executive
E20	Director of field service	E50	Director support services
E21	Assistant Scout executive	E60	Director finance services
E23	Field service Scout executive	E70	Director camping services
E24	Asst. director of field service	E80	Program director
E30	Field director	E90	Camping director
E31C	Learning for Life director	E91	Activities director
E33C	Learning for Life executive	E92	Training director
E34C	Senior Learning for Life executive	E93	Public relations director
E35	Exploring director	E95	Office manager
E36	Exploring field director	E96	Business Manager
E41	District executive	E97	Special position professional
E44	Exploring executive	E98	Endowment director
E45	District director	E99	Finance director

Council Employee Positions

Noncommissioned Professional

Code	Description	Code	Description
E31	Learning for Life director	E40	Director Learning for Life
E33	Learning for Life executive	E46	Program paraprofessional
E34	Senior Learning for Life executive	E42	District paraprofessional
E38	Paraprofessional LFL program aide	E43	District preprofessional
E39	Paraprofessional LFL coordinator		

Council Employee Position

Code Description

54 Council employee

Council Employee Functional Role

Code Description

66 Council administrator (registrar access to my.Scouting tools)

LONE SCOUT PROGRAM REQUIREMENTS

This program is available for Cub Scout–age and Scouts BSA–age youth who do not have access to a pack or troop.

Youth who are eligible to become Lone Scouts, with the Scout executive’s approval, include:

- Youth being home-schooled
- Children of American citizens who live abroad
- Exchange students away from the United States for a year or more
- Youth with disabilities that may prevent them from attending regular meetings
- Youth in rural communities who live far from a Scouting unit
- Children of migratory farm workers
- Youth who attend special schools, night schools, or boarding schools
- Youth who have jobs that conflict with meetings
- Youth whose families frequently travel or whose families live on boats
- Youth who alternate living arrangements with parents who live in different communities
- Youth who are unable to attend unit meetings because of life-threatening communicable diseases
- Youth whose parents believe their child might be in danger of being harmed getting to Scout unit meetings

Youth members must complete a BSA youth application and pay the annual registration fee.

A Lone Scout must have a Lone Scout counselor who is at least 21 years old.

Individuals applying to be a Lone Scout counselor must complete an adult application and Youth Protection training, authorize a criminal background check, and pay a registration fee. All Lone Scout counselors receive *Scouting* magazine as part of their registration fee.

The position code for a Lone Cub Scout counselor is 88, and Lone Scout Counselor is position code 96.

A Lone Scout and Lone Scout Counselor may register for a term of one (1) to 12 months, and registration expiration may be at any time. For management purposes, it is recommended that registration for all Lone Scouts and Lone Scout counselors in your council expire in the same month.

EXCEPTIONS

Signatures on BSA Forms

Councils should make every effort to comply with standard registration requirements. This includes obtaining documents with original signatures. However, if reasonable attempts to obtain an original signature are not successful, the following alternative methods for obtaining signatures and/or approvals for BSA registration forms are acceptable:

- **An emailed or faxed copy of the form.** A staff member can scan or fax the form to the individual who needs to sign it and they can return the signed form to the council service center by mail, email, fax, or in person. A copy of the email, scan, or fax should be attached to the original application.
- **An email from the appropriate person in lieu of a signature. A copy of the email should be attached to the BSA form and should follow the same retention policy** as the original form.
 - a. The email from a parent should contain the following language: “I understand that my child is being registered in a program offered by the Boy Scouts of America and I give my consent to my child being registered and participating in the program.” The name, email address, and phone number of the parent must be included in the email.
 - b. The email from a chartered organization representative or unit leader should contain the following language: “I approve the application for *(name)* to be registered as *(position)* in *(unit type and number)*.” The name, position, email address, and phone number of the approving leader must be included in the email.

Telephone or other confirmation of approval by notations on an application or form is not acceptable.

Photocopies of Applications

When adults are registered in multiple units, a completed application for each position must be obtained unless the units are chartered by the same organization. Where the units are chartered by the same organization, a photocopy of the application may be used in each unit file, so long as each copy used is individually signed and reflects the specific unit position that the adult leader is registered to hold in that unit.

Council or Third-Party Paid Membership (grants, foundations, etc.)

If a council serves youth members through “Scoutreach,” defined as units where the council provides leadership and/or funding resources, a volunteer Scoutreach committee or a council vice-president must be appointed and be accountable to the executive board. A specific budget covering all council paid expenses is approved by the board, the unit meets the minimum program requirements, and the Registration Funding Assistance Request Form and Routing Sheet is used for each request for council or third-party paid registration.

Additionally, the unit should be assigned special interest code 0418—Scoutreach and council paid membership indicated in the BSA membership system.

Alternate Applications

In all cases, an effort to obtain an official BSA application and to notify parents must be made for every youth in every unit. If an application cannot be obtained in an individual case, the following alternative may be used, but only with respect to council or third-party paid membership.

If an individual’s parent refuses to use the official BSA application, an official application may be completed and signed by the unit leader and processed by the council, but only if accompanied by a signed statement or email acknowledgment of receipt and understanding from a parent or guardian containing the following language:

“I understand that my child is being registered in a program offered by the Boy Scouts of America. I give my consent to my child being registered and participating in the program.”

The name, mailing address or email address, and phone number of the parent must be included with the written acknowledgment. Telephone or other confirmation of approval by notations on the application are not acceptable.

Roster Registration

A roster may be used in exceptional circumstances in a few Scoutreach units where obtaining completed applications or parental signatures is not possible for a special group of members. This exception applies only to situations where privacy regulations or the safety of the youth or the youth’s family preclude obtaining the information, e.g., where the youth is living in a protected environment such as an abuse shelter, group home, or detention facility. Or, a roster may be permitted when participants are enrolled in a school-based program provided to the students, and the school does not want individual applications used. When this exception is utilized, the following minimum information must be obtained and used for registration:

- Name (first name and first initial of last name when required)
- Contact information (the facility)
- Date of birth
- Gender

Additionally, when using the roster registration exception, the following requirements must be met:

1. The program meets approved minimum requirements. In the Cub Scouting program, the national BSA Cub Scouts 1-2-3 program is to be used at a minimum. For Scouts BSA, Venturing, Sea Scouting, and Exploring, until minimum requirements are published by the BSA, the program must have a written curriculum reviewed and approved by your council Scoutreach committee on an annual basis.
2. The chartered organization representative or institutional head must sign the roster with the following statement on the roster or attached to it: “Our organization is unable to (provide the information) or (permit the written applications to be completed by parents) required for the BSA registration. The attached roster accurately represents the youth enrolled and attending the Scouting program. Our organization has or will provide notice to the parents or guardians of the youth in our Scouting program that they are enrolled in and attending the (Cub Scouting, Scouts BSA, Venturing, Sea Scouting, or Exploring) program. Attendance will be taken by the unit leader at each meeting and provided to the council monthly.”
3. The area director must approve the use of the roster, and a copy of the roster with the statement of the chartered organization and the approval of the area director must be maintained in the unit file, along with copies of the attendance rosters for each meeting.
4. A new signed and up-to-date roster is required for each registration period and it must meet the requirements noted above each year.

Routing Sheet Required With All Council or Third-Party Paid Membership

A Registration Funding Assistance Request and Routing Sheet (*see Appendix*) must be utilized for all membership paid by the council or other entity. The routing sheet must include the signature and printed name of each of the following to confirm their belief in the validity of the applications or roster and to acknowledge that the council (or third-party) is paying all or part of the membership fee in accordance with an approved council plan.

- The unit leader or program aide in charge of the unit
- The staff advisor
- The director of field service and/or assistant/deputy Scout executive if applicable
- The Scout executive (after the other signatures have been obtained)

Governance

When the registration of members in a unit is paid by the council or a third party, the following is also required:

- There must be an annual charter agreement signed by the chartered organization representative and by a commissioned professional or key council/district volunteer in the current unit file at the council service center.
- There must be a written annual evaluation based upon an actual unit visit by a council volunteer stating that the unit is meeting and is receiving a Scouting program, and the youth present generally reflect the current unit roster.
- Meeting attendance is documented by the unit leader.
- At one executive board meeting each year (but NOT at the council annual meeting), a summary sheet of specific assistance funds spent on registration detailing the units, the number of youth registered, and the dollar amount spent must be in the agenda for approval or in the minutes as reported during the membership report. It must also be documented at this board meeting that the board has reviewed the curriculum established for all the Scoutreach units, ensured that it meets the BSA minimum program requirements, and approved these units and curriculum for the year.

All membership fees paid by the council are to be approved by the Scout executive following written guidelines established by the executive board. Council-paid fees must be a budgeted expense item approved annually by board resolution.

Volunteers Without a Social Security Number

In situations where an adult applicant does not have a Social Security number (SSN), an SSN exemption can be requested by the Scout executive. The Scout executive can also request an SSN exemption for an individual who HAS BEEN a victim of identity theft. All SSN exemption requests must be submitted on the Social Security Exemption Request form (*see Appendix*). Each request is reviewed on a case-by-case basis based on information provided by the local council. If the exemption is granted, the person profile will be flagged as “SSN not required,” enabling the registrar to post the registration with no SSN recorded.

Adults Without the Mental Capacity to Take Youth Protection Training

There are some exceptional situations when an adult applicant does not have the mental capacity to take and/or to comprehend the concepts being delivered in Youth Protection training (YPT). In those situations, the Scout executive can request a YPT exemption for the individual. All YPT exemption requests must be submitted on the Youth Protection Training Exemption Request form (*see Appendix*). Exemptions will be granted on a case-by-case basis. If the exemption is granted, the person profile will be flagged as “YPT not required” enabling the registrar to post the registration with no YPT recorded.

Registering Youth With Disabilities

The basic premise of Scouting for youth with disabilities is that every child wants to participate fully and be respected like every other member of a unit. While there are, by necessity, units exclusively composed of Scouts with disabilities, experience has shown that Scouting usually succeeds best when every Scout is part of a traditional unit. For additional information on Scouts with disabilities and special needs, refer to *Information for Working With Scouts With Special Needs and Disabilities* and *Guide to Disabilities Awareness*.

The Annual Health and Medical Record form (No. 680-001) must be used as part of the procedure for registering a severely physically disabled youth in Scouting. The youth's medical condition must be certified with a signed statement from a licensed physician. In the case of developmentally delayed or cognitively impaired candidates, their condition must be certified by a statement signed by a licensed psychologist or other qualified professional in this area. An individual whose medical condition is not severe most likely does not qualify as a special-needs Scout and should not be registered as such.

Registering Qualified Members Beyond the Age of Eligibility

The Chief Scout Executive may authorize guidelines and policies governing the registration of persons with special needs to accommodate those who are deemed qualified for special registration status outside of the otherwise prescribed program age requirements.

Youth and adults who are developmentally delayed or cognitively impaired, or youth with severe physical challenges, may be considered for registration beyond the age of eligibility for their program: age 11 or older in Cub Scouting, 18 or older in Scouts BSA, or 21 or older in Venturing and Sea Scouting. It is not necessary to wait until the Scout has reached the end of the age eligibility for their respective program to submit the request. An adult of any age who is developmentally disabled or cognitively impaired may be considered for *youth* program participation and join Scouting if a qualified medical professional is able to correlate cognitive abilities to less than the upper limit of an eligibility age. Members approved to be so registered are indicated in the BSA membership system with a disability code.

- D—Developmental
- E—Emotional
- H—Hearing impaired
- L—Learning disabled
- M—Mentally disabled
- O—Orthopedically impaired
- U—Multiple disabilities
- V—Visually impaired

To qualify an individual for registration beyond the age of eligibility, a disability must be permanent and so severe that it precludes advancement even at a rate significantly slower than considered normal. If ranks can be achieved under accommodations already provided in official literature, or with modifications as outlined below, then the disability probably does not rise to the level required.

This is often the case in considering advancement potential for youth who have only moderate learning disabilities or such disorders as ADD/ADHD. If ranks can be earned but will just take somewhat longer, registration beyond the age of eligibility is not warranted.

Note that registration beyond the age of eligibility is intended as a permanent designation to allow ongoing participation as a youth member in the Scouting program. This is different from a “time extension,” which is available to Scouts who, due to circumstances beyond their control, cannot achieve Eagle Scout rank before their 18th birthday. Extensions of time may also be available for Quartermaster ranks and for the Venturing Summit Award. Extensions have specific end dates. Refer to the *Guide to Advancement* for detailed information on time extensions.

Possible Criteria for Registering Beyond Age of Eligibility

In considering registration beyond the age of eligibility, members with conditions such as those listed below may meet the severity requirement, but every case must be considered individually. If members are able to take advantage of the flexibility already built into Scouting advancement and participate in essentially the same way as any youth without an extension, then they must not be registered beyond the age of eligibility.

Examples of conditions that, if severe, *may* be criteria that qualify a youth for registration beyond the age of eligibility include the following:

- Autism spectrum disorders
- Down syndrome
- Traumatic brain injury
- Cognitive disability
- Developmental disorders
- Multiple coexisting disabilities

“Multiple coexisting disabilities” refers to a diagnosis of two or more disabilities, none of which alone may be significant enough to warrant registration beyond the age of eligibility but, when considered in combination, may qualify. For example, a youth with only a moderate learning disorder or ADHD may not be approved to register as a Scout after age 18. However, if another disability also exists, the cumulative impact, including impact from medication, can be significant.

Additional information and resources on working with Scouts who have special needs can be found at www.scouting.org/programs/scouts-bsa/disabilities-awareness.

Requirements to Register a Member Beyond the Age of Eligibility

To register a person who will remain as a youth program participant beyond the age of eligibility, the following documents must be assembled and submitted to the local council. The Request for Registration Beyond the Age of Eligibility, No. 512-935, found in the appendix and at www.scouting.org/advancement, should be submitted in addition to:

- A letter from a parent or guardian that describes the disability and its severity and permanence, and petitions the council for approval of registration beyond the age of eligibility
- A completed youth application for individuals under the age of 18 or a completed adult application for individuals 18 years old and over. A criminal background check and Youth Protection training is required for all adult applicants. *See page 28, Adults Without the Mental Capacity to Take Youth Protection Training.*
- A completed and signed Annual BSA Health and Medical Record form (parts A and C), online at www.scouting.org/health-and-safety/ahmr
- A signed statement from a qualified health professional attesting to the nature of the disability, its severity, and *permanent* limitations connected with it. For physical disabilities, this must be a licensed physician; for developmental or cognitive issues, a licensed psychologist or psychiatrist, or as appropriate, a neurologist or other medical professional in a specialty related to the disability.
- A letter from the unit leader advocating and supporting the registration
- Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional but can make a difference in the decision and can give Scout leaders valuable information on how to work with and help an individual Scout achieve at the best of the Scout's abilities

The council executive board must approve requests directly, or delegate action to a council operating committee or other group of responsible volunteers at the council level. This may or may not be the council advancement committee. Individual cases must be carefully reviewed. Consideration of registration beyond the age of eligibility shall not be delegated to any district or to any single individual, either professional or volunteer. If granted, the Scout executive prepares an approval letter and sends it to the Scout's parent or guardian and the unit leader or committee chair. A copy of the letter is retained in the unit's registration file for as long as the member remains registered. Upon entering the member into the BSA membership system, the council registrar selects the appropriate code based on the nature of the disability.

Once the Scout executive's letter is prepared and filed, and the member is entered as registered beyond the age of eligibility, any supporting private information should be returned to its source—the parent or guardian, or the institution that provided it.

Members approved for registration beyond the age of eligibility may continue working on advancement, including the Eagle Scout rank and Eagle Palms, for as long as they continue to be so registered. If evidence is uncovered that a youth was improperly registered with a disability code, or if, for any reason, the disability no longer meets the required level of severity, the local council or the National Council may make the decision to expire the registration.

These procedures should be followed when youth initially join. If they become unregistered and register again, the same procedures will have to be followed.

CRIMINAL BACKGROUND CHECK PROCEDURES

The Fair Credit Reporting Act is the U.S. law that governs the requirements for criminal background checks for employees and volunteers. The BSA, through its criminal background check vendor, does not report any financial history or records.

Under the federal law, and by contract, the CBC vendor is not allowed to share any of the information they receive from BSA councils.

National Policy

All adults who register with the BSA will have a criminal background check (CBC) and must sign a background check authorization form in addition to the BSA adult application, giving informed consent for the CBC. No one should be submitted for a criminal background check without a signed background check authorization form on file at the council service center.

Background check authorization forms must be kept permanently. It is recommended that background check authorization forms be stored alphabetically in a separate file.

Scout Executive Responsibility

The Scout executive is responsible for making certain that proper screening procedures are being followed and that there is no unauthorized use of the background check program, data, and information that is received. Any misuse by an employee may be cause for termination.

If a criminal record is found, the Scout executive will be personally responsible for seeing that proper procedures are followed in a timely manner and will determine the proper course of action to be taken by referring to the *Procedures for Maintaining Standards of Membership and Leadership*, No. 524-105. Scout executives should call Membership Standards at 972-580-2516 if they have questions on the procedures.

Only those council employees approved by the Scout executive and granted access via system-assigned roles will have access to the background check systems to submit and view criminal background check information.

Registrar Responsibility

Once the registrar posts a new adult to the BSA membership system, the name of the individual and data required to procure a background check is placed in the council's CBC submittal system to be electronically submitted through an encrypted file to the CBC vendor for a background check.

New adults should be submitted for a background check as soon as possible. The registrar should access the CBC submittal system daily to submit new adults posted since the last submittal.

The results of the background check are available for viewing usually 24–48 hours after submitting. Councils access the First Advantage website to view results through a secure link on MyBSA using an assigned user ID and password that is unique to each council and changes every other month.

All recently submitted individuals are listed on the First Advantage website under “View Reports.” There is also a “Search Archive” feature that allows councils to view previously submitted background checks.

If the report status is listed as Pending, the background check is not complete, and the registrar should continue to check the status until it is listed as “Complete.”

A green “Completed” report status indicates that no potentially negative information was found in the background check process. A CBC “Completed Date” will automatically be recorded on the individual's person profile.

Approximately 5 percent of background checks will list potentially negative information. These are indicated with a red “Completed” report status and should be printed and given to the Scout executive along with a copy of the individual's application. The registrar should then immediately enter a CBC “Completed Date” to indicate that the background check has been completed, which stops the CBC “Aging.” A CBC “Completed Date” is **not** an indication of acceptance.

The Scout executive will decide if the red “Completed” volunteers meet the standards of leadership and membership in the Boy Scouts of America.

Those whom the Scout executive decides are eligible for membership in the BSA should be kept on a list by the Scout executive with a brief explanation as to why the registration was approved.

If the Scout executive decides to deny the application and suggests that the individual be placed on the volunteer screening database, the Scout executive should follow the instructions in the *Procedures for Maintaining Standards of Membership and Leadership*, No. 524-105, located on MyBSA under the “Scout Executive Only” tab. The Scout executive should make sure that the most current booklet is being used. Any information sent to the national service center should also include the report from the CBC vendor and the original application.

All documentation related to an individual being designated ineligible for registration and placed in the volunteer screening database is to be sent to the Membership Standards team at the national service center. Upon confirmation that the document has been received, the Scout executive will be instructed to send any additional materials on the individual to Membership Standards.

Printed reports such as the CBC confirmation, CBC submittal edit list, CBC worksheet, CBC tracking report, and CBC complete dates edit list should be shredded after use because they include Social Security numbers.

CBC Aging Totals

There are three dates related to the criminal background checks on an individual's person profile in the BSA membership system: CBC entered date (date the adult registration was posted), CBC submit date (date the council submitted the individual for a background check), and CBC complete date (date the background check was completed or the council retrieved the background check results from the First Advantage website).

Volunteer Screening Database

The volunteer screening database (VSD) was established to maintain the list of individuals designated ineligible for registration for a variety of reasons including the lack of moral, educational, and emotional qualities necessary for leadership. Each time an adult registration is posted in the BSA membership system, their name is checked against the list of names in the VSD. This database provides an additional level of screening to prevent individuals previously designated ineligible from reregistering in Scouting.

RULES AND RECOMMENDATIONS FOR MAINTAINING REGISTRATION FILES

The Scout executive should designate a person to control access to the files. Councils should keep these files in a secured environment, either in a locked cabinet or in a room with restricted access that is locked when the designated control person is not in the room.

The council should maintain four paper files on enrollment and application information. Councils need to determine:

- Where these files are kept and the degree of security required. This will vary from council service center to council service center
- A policy restricting who has access to confidential files

1. Current File

- Current file consists of three years: the present year and the prior two years.
- Current file includes the:
 - Registration Funding Assistance Request Form and Routing Sheet for all council or third-party paid registration
 - Annual charter agreement
 - New unit application or charter renewal roster
 - Adult and youth applications
 - Any correspondence for the unit
 - Expire roster
- Files should be set up numerically by unit number.
- Using a different color for each program (Cub Scouting, Scouts BSA, Venturing, etc.) can simplify the lookup and filing process.
- Keep three folders for each unit: one for the current year and one for each of the past two years.
- An expire roster must be printed each year prior to the unit expiring. Expire rosters are kept permanently and moved to the history file after the third year in the current file.
- At the beginning of a new charter year, place the oldest (fourth) year expire roster and all youth and adult applications in the history file or scan and then shred the remaining (fourth) year folder contents (see Guidelines for Digital Document Retention on page 33). Move the now empty unit folder in front of the other two years for that unit, where it will become the current year folder.

2. History File

- The history file contains the expire rosters for each unit for each year from the beginning of the unit's existence and is its permanent record.
- If the council does not scan and then shred youth and adult applications after the third year in the current file, these should also be stored in the history file.
- Expire rosters can also be scanned to save space (see Guidelines for Digital Document Retention on page 33).

3. Criminal Background Check Authorization Forms File

- The criminal background check authorization forms file contains the CBC authorization forms for each registered adult.
- These forms must be kept permanently.

4. Membership Standards/Youth Protection File

- Information regarding these matters should be secured in the Scout executive's office. If the Scout executive denies or revokes an individual's registration, the file should be sent to the Membership Standards team at the national service center and only a list containing the names of individuals, the date of their denial or revocation, and a brief explanation for the action should be kept.

Retention Schedule for Registration and Membership Records

Official records of the Boy Scouts of America must be retained for as long as they are in use or while retention is necessary for historical reference or contractual or legal requirements. Records may be retained in paper or digital form. **Councils are encouraged to consider batch scanning documents into PDF format for long-term storage.** Documents subject to a litigation hold or which may relate to a pending or threatened lawsuit must be retained until the suit is resolved. If there are any questions regarding documents which may need to be retained

due to a pending or threatened lawsuit, call the legal department. Paper records and documents containing confidential, personal, or other sensitive information should be shredded when destroyed.

Listed below are the minimum retention periods for various registration and membership reports.

Applications (adult and youth applications)	Permanent	Annual charter agreement	3 years
Background check authorization forms	Permanent	Unit health forms	3 years
Unit expire rosters	Permanent	District totals report (month end)	10 years
New unit application	3 years	Objective progress report (month end)	3 years
Charter renewal roster	3 years	EFT transmittal report (daily)	3 years

Guidelines for Digital Document Retention

Documents in the current unit files (current year, plus the past two years) should be stored in a secure environment with controlled access. After the third year, it is recommended that youth and adult applications and expire rosters, which must be retained forever, be stored digitally.

How to Batch-Scan Applications, Expire Rosters, and Reports

- Sort and prepare all documents for scanning. Combine like documents together by year. For example, scan all youth applications, adult applications, and expire rosters in three separate batches. Don't combine adult applications and training records in the same batch scan.
- Before scanning the documents, select the following settings for your scanner: document type (PDF), resolution (150–300 DPI), and black and white. Other options may be available on your scanner such as OCR. Scan the like documents in one batch as one large document.
- Specify the destination location of the scan and give the document a file name using a standard naming convention.

Correct file name: 2015YouthApplications.pdf

Incorrect file name: Feb2015Applications.pdf

Correct file name: 2015DTRs.pdf

Incorrect file name: DTRs2015.pdf

Correct file name: 2015ExpireRosters.pdf

Incorrect file name: 2015_ Expire Rosters.pdf

Where and How to Store for Permanent Retention

- Once the documents have been scanned, they can be saved in a secure, password-protected file on your council network, but they must also be saved onto an external drive, CD, or DVD for permanent storage.
- Permanent storage for the data should be either
 - At the council service center in a secure, fire-proof container
 - Offsite in a bank safe deposit box or at a company that offers secure, offsite storage and retrieval solutions
- IT IS CRITICAL** going forward, as standards for storage devices change and systems are upgraded, that a plan is established for moving files from one medium to another for access or to preserve them. In addition, access and retrieval tools must also be maintained along with the devices and systems containing the files.

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ADDITIONAL ENROLLMENT

Program <input type="radio"/> Pack <input type="radio"/> Troop <input type="radio"/> Crew <input type="radio"/> Ship <input type="radio"/> Club <input type="radio"/> Post	Unit Number	District Number	District Name	Term	Effective Date	Expire Date
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Registration and Boys' Life Fees

	QTY	INDIVIDUAL PRORATED FEE	TOTAL FEE
PD YOUTH	_____	\$ _____	\$ _____
TRANSFER YOUTH	_____	\$ _____	\$ _____
MULTIPLE YOUTH	_____	\$ _____	\$ _____
YOUTH S/L SUBS	_____	\$ _____	\$ _____
PD ADULTS	_____	\$ _____	\$ _____
TRANSFER ADULTS	_____	\$ _____	\$ _____
MULTIPLEADULTS	_____	\$ _____	\$ _____
NO FEE REQUIRED	_____	\$ _____	\$ _____
ADULT S/L SUBS	_____	\$ _____	\$ _____
ACCIDENT INS.	_____	\$ _____	\$ _____
TOTAL FEES SUBMITTED			\$ _____

Scout Life

Term _____ First Issue _____ Last Issue _____
 months month/year month/year

Chartered Organization

_____ Receipt No. _____ Rec'd by _____ Rec'd date _____
 _____ Post Confirmation No. _____ Entered by _____ Entered date _____

Position Code List

Alphabetical by Description

Unit Positions

Code	Description	Fee Required	Code	Description	Fee Required
CA	Assistant Cubmaster	Y	AA	Post Explorer Post Associate Advisor	Y
SA	Assistant Scoutmaster	Y	PCC	Post Committee Chairman	Y
VA	Assistant Varsity Coach	Y	PMC	Post Committee Member	Y
WA	Assistant Webelos Leader	Y	SP	Principal/Executive Officer	Y
DA	Asst. Den Leader	Y	SM	Scoutmaster	Y
CR	Chartered Organization Rep.	Y	SK	Skipper	Y
CC	Committee Chairman	Y	LG	STEM Lab Guide	Y
MC	Committee Member	Y	AP	Tiger Adult	N
CM	Cubmaster	Y	TL	Tiger Den Leader	Y
DL	Den Leader	Y	212	Unit Chaplain	Y
IH	Executive Officer	N	92U	Unit College Scouter Reserve	Y
EA	Explorer Post Advisor	Y	REU	Unit Religious Emblems Coord	Y
10	Leader of 11-Year-Old Scouts	Y	91U	Unit Scouter Reserve	Y
LP	Lion Adult Partner	N	VC	Varsity Scout Coach	Y
LC	Lion Coordinator	Y	92V	Venturing College Sctr Reserve	Y
LL	Lion Den Leader	Y	NL	Venturing Crew Advisor	Y
MT	Mate	Y	NA	Venturing Crew Assoc. Advisor	Y
NM	New Member Coordinator	Y	VP	Venturing Participant	Y
PT	Pack Trainer	Y	WL	Webelos Leader	Y
P	Participant	Y	M	Youth Member	Y

Unit Functional Positions

Code	Description	Fee Required	Code	Description	Fee Required
112	Unit Advancement Chair	N	122	Unit Secretary	N
113	Unit Blue and Gold Chair	N	123	Unit Treasurer	N
114	Unit Camping / High Adventure	N	124	Unit FOS Chair	N
115	Unit Chaplain	N	125	Unit Health and Safety Chair Unit Membership/Webelos Transition Chair	N
116	Unit Good Turn Chair	N	126	Unit Membership Chair	N
117	Unit High Adventure Chair	N	127	Unit Fund-Raising Chair	N
118	Unit Outdoors / Activities Chair	N	128	Unit Training Chair Unit Scout Show/Special Activities Chair	N
119	Unit Popcorn Chair	N	129	Chair	N
120	Unit Product Sale Chair	N	BU	Bulk B.L. Recipient	N
121	Unit Transportation Chair	N			

Council and District Positions

Code	Description	Fee Required	Code	Description	Fee Required
16	Assistant Council Commissioner	Y	63M	Dist Exploring/LFL Committee Mbr	Y
84	Asst Roundtable Commissioner	Y	61	District Chairman	Y
82	Asst. District Commissioner	Y	213	District Chaplain	Y
92	College Scouter Reserve	Y	81	District Commissioner	Y
46	Council Advisory Council	Y	63	District Exploring/LFL Comm Chr	Y
14	Council Assistant Treasurer	Y	75	District Member-at-Large	Y
45	Council Associate Member	Y	RED	District Religious Emblems Coord	Y
49	Council Camp Staff (Adult)	Y	139	District Service Team Chair	Y
49	Council Camp Staff (Youth)	Y	140	District Service Team Member	Y
214	Council Chaplain	Y	62	District Vice-Chairman	Y
15	Council Commissioner	Y	141	Learning for Life Presenter	N
47	Council Committee Member	Y	89	LFL STEM Day Camp Staff (Adult)	Y
41	Council Executive Board Member	Y	90	LFL STEM Day Camp Staff (Youth)	Y
34	Council Expl/LFL Committee Chr	Y	96	Lone Boy Scout Counselor	Y
34M	Council Expl/LFL Committee Mbr	Y	88	Lone Cub Scout Counselor	Y
44	Council Honorary Member	Y	42	Merit Badge Counselor	N
48	Council Member-at-Large	Y	42F	Merit Badge Counselor - with fee	Y
11	Council President	Y	64	Neighborhood Chairman	Y
REC	Council Religious Emblems Coord	Y	65	Neighborhood Committee	Y
95	Council Scout Alumnus	Y	58	Nova Counselor	N
137	Council Service Team Chair	Y	43	Religious Emblems Counselor	N
138	Council Service Team Member	Y	83	Roundtable Commissioner	Y
13	Council Treasurer	Y	91	Scouter Reserve	Y
12	Council Vice-President	Y	52	Supernova Mentor	N
			80	Unit Commissioner	Y

Council and District Functional Positions

Code	Description	Fee Required	Code	Description	Fee Required
100	Cncl Scout Show/Special Activities Chair	N	23M	Cncl Advancement Comm Mbr	N
101	Cncl Webelos Transition Chair	N	24	Cncl Camping Comm Chair	N
101M	Cncl Scout Show/Special Activities Mbr.	N	24M	Cncl Camping Comm Mbr	N
102	Cncl School Night for Scouting Chair	N	25	Cncl Activities Comm Chair	N
102M	Cncl Webelos Transition Mbr	N	25M	Cncl Activities Comm Mbr	N
103	Cncl Product Sale Chair	N	26	Cncl Health and Safety Comm Chair	N
103M	Cncl School Night for Scouting Mbr	N	26M	Cncl Health and Safety Comm Mbr	N
104M	Cncl Product Sale Comm Mbr	N	27	Cncl Finance Comm Chair	N
105	Cncl FOS Chair	N	27M	Cncl Finance Comm Mbr	N
105M	Cncl FOS Comm Mbr	N	28	Cncl Public Relations Comm Chair	N
106	Cncl Community Service Chair	N	28M	Cncl Public Relations Comm Mbr	N
106M	Cncl Community Service Comm Mbr.	N	31	Cncl Cub Scouting Comm Chair	N
107	Dist FOS Comm Chair	N	31M	Cncl Cub Scouting Comm Mbr	N
107M	Dist FOS Comm Mbr	N	32	Cncl Boy Scouting Comm Chair	N
108	N. R. A. Instructor	N	32M	Cncl Boy Scouting Comm Mbr	N
108M	Dist Popcorn Sale Comm Mbr	N	33	Cncl Venturing Comm Chair	N
109	C. O. P. E. Instructor	N	33M	Cncl Venturing Comm Mbr	N
109M	Dist Product Sale Comm Mbr	N	36	Cncl Sea Scouting Comm Chair	N
110	Dist Community Service/Good Turn Chair	N	36M	Cncl Sea Scouting Comm Mbr	N
110M	Dist Community Service/Good Turn Comm	N	37	Cncl Long-Range Planning Comm Chair	N
111	Dist Scout Show/Special Activities Chair	N	37M	Cncl Long-Range Planning Comm Mbr.	N
111M	Dist Scout Show/Special Activities Comm	N	38	Cncl Relationships Comm Chair	N
130	Dist Activities Comm Chair	N	38M	Cncl Relationships Comm Mbr	N
130M	Dist Activities Comm Mbr	N	39	Cncl Camp Development Comm Chair	N
131	Dist Popcorn Chair	N	39M	Cncl Camp Development Comm Mbr	N
132	Dist Product Sale Chair	N	40	Cncl Properties Comm Chair	N
151	Cncl Campmaster Corps	N	40M	Cncl Properties Comm Mbr	N
170	Dist New Unit Chair	N	71	Dist Mbrship Comm Chair	N
171	Dist. Boy Scout Recruitment Chair	N	71M	Dist Mbrship Comm Mbr	N
172	Dist. Webelos Transition Chair	N	72	Dist Training Comm Chair	N
173	Dist. Venturing Recruitment Chair	N	72M	Dist Training Comm Mbr	N
174	Dist School Night Chair	N	73	Dist Advancement Comm Chair	N
175	Dist Program Chair	N	74	Dist Camping Comm Chair	N
176	Dist FOS Leadership Chair	N	74M	Dist Camping Comm Mbr	N
178	Dist FOS Community Chair	N	76	Dist Health and Safety Comm Chair	N
179	Dist FOS Family Chair	N	76M	Dist Health and Safety Comm Mbr	N
21	Cncl Mbrship Comm Chair	N	77	Dist Finance Comm Chair	N
21M	Cncl Mbrship Comm Mbr	N	77M	Dist Finance Comm Mbr	N
22	Cncl Training Comm Chair	N	78	Dist Public Relations Comm Chair	N
22M	Cncl Training Comm Mbr	N	78M	Dist Public Relations Comm Mbr	N
23	Cncl Advancement Comm Chair	N			

Council Employee Positions

Code	Description	Fee Required	Code	Description	Fee Required
E91	Activities Director	Y	E36	Exploring Field Director	Y
E21	Assistant Scout Executive	Y	E30	Field Director	Y
E24	Asst. Director of Field Service	Y	E99	Finance Director	Y
E23	Borough Scout Executive	Y	E31	Learning for Life Director	Y
E96	Business Manager	Y	E33	Learning for Life Executive	Y
E90	Camping Director Council Certified LFL	Y	E37C	LFL - Director Learning for Life	Y
302	Professional	Y	E31C	LFL - Learning for Life Director	Y
54	Council Employee	Y	E33C	LFL - Learning for Life Executive	Y
301	Council LFL Employee	Y	E34C	LFL - Sr. Learning for Life Exec	Y
E64	Development Director	Y	E40C	LFL-Director of Learning for Life	Y
E70	Director Camping Services	Y	E95	Office Manager	Y
E20	Director Field Service	Y	E39	Para-Pro LFL Coordinator	Y
E60	Director Finance Services	Y	E38	Para-Pro LFL Program Aide	Y
E37	Director Learning for Life	Y	E80	Program Director	Y
E62	Director of Development	Y	E46	Program Paraprofessional	Y
E40	Director of Learning for Life	Y	E93	Public Relations Director	Y
E50	Director Support Services	Y	E10	Scout Executive	Y
E45	District Director	Y	E63	Senior Development Director	Y
E41	District Executive	Y	E48	Senior District Executive	Y
E42	District Paraprofessional	Y	E49	Senior Exploring Executive	Y
E43	District Pre-professional	Y	E97	Spec. Position Professional	Y
E98	Endowment Director	Y	E34	Sr. Learning for Life Exec	Y
E35	Exploring Director	Y	E92	Training Director	Y
E44	Exploring Executive	Y			

Annual Meeting with Chartered Organization

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing Scouting: It Works for Your Youth. The video can be downloaded from www.scouting.org/Membership/Charter_Orgs.aspx.

1. Chartered organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, Guidelines, Policies and other publications available on the BSA National website located at www.scouting.org/membership/charter_orgs/resources.aspx.
 - o The Charter and Bylaws of the Boy Scouts of America
 - o The Mission of the Boy Scouts of America
 - o The Rules and Regulations of the Boy Scouts of America
 - o The Scout Oath and the Scout Law, including Duty to God
 - o BSA youth protection policies and guidelines, including mandatory reporting
 - o The Guide to Safe Scouting:
 - o The Sweet Sixteen of BSA Safety
 - o Scouter Code of Conduct
 - o Chartered Organization Agreement
2. Chartered organizations must not use their chartered organization affiliation or the Scouting brand as a means to imply Scouting's endorsement of the objectives of their organization except with respect to youth development consistent with the goals and objectives of the Scouting program.
3. Chartered organizations must not use the Scouting program to obtain financial support or assistance except as authorized for the chartered unit.

All new organizations applying for a charter must have an approved code issued by the National Council. As a private organization, the Boy Scouts of America is the sole arbiter of whether it will issue a charter to any organization. The Boy Scouts of America may deny a charter for any reason or revoke a previously issued charter failure to abide by these guidelines.

THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Chartered Organization Local Council

Pack No. _____ Troop No. _____ Team No. _____ Crew No. _____ Ship No. _____

(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
 - Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
 - o Youth character development
 - o Career skill development
 - o Community service
 - o Patriotism and military and veteran recognition
 - o Faith-based youth ministry
 - Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: www.scouting.org/Membership/Charter_Orgs/resources.aspx.
 - Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action or controversial legal, political, or social issues or causes.
 - Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
 - Support unit committee(s) made up of at least three persons for each unit.
- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
 - Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
 - Encourage adult leaders to receive additional applicable training made available by the council.

The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed _____ Title _____ Date _____
For the chartered organization

Signed _____ Title _____ Date _____
For the BSA local council

Signed _____ Title _____ Date _____
Chartered Organization Representative

ANNUAL UNIT HEALTH ASSESSMENTS

2019 Pack Assessment

Pack Contact Details

Unit

Date of Contact

Contact Made By

Planning and Budget

Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.

Unit Comments

Membership

Retention: Retains a significant percentage of youth members.

Unit Comments

Building Cub Scouting: Recruit new youth into the pack in order to grow membership.

Unit Comments

Webelos-to-Scout Transition: Pack has an effective plan to graduate Webelos Scouts into Boy Scout troop(s).

Unit Comments

Program

2019 Pack Assessment

Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.

Unit Comments

Outdoor Activities: Conduct outdoor activities and field trips.

Unit Comments

Day/Resident/Family Camp: Cub Scouts attend day camp, family camp, and/or resident camp.

Unit Comments

Service Projects: Participate in service projects.

Unit Comments

Pack and den meetings and activities: Dens and the pack have regular meetings and activities.

Unit Comments

Volunteer Leadership

Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.

Unit Comments

Leadership Recruitment: The pack is proactive in recruiting sufficient leaders.

Unit Comments

Unit Service Plan

2019 Pack Assessment

Do you want to create a Unit Service Plan?

Yes No

Select Add Service Plan to begin.

Please select a category for this service plan

Describe an action that will help raise assessment of performance (e.g., Develop a budget for the year)

Identify person and entity responsible for the above action. (e.g., Jennifer Jones, committee member)

Target Completion Date

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Actual Completion Date

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2019 Troop Assessment

Troop Contact Details

Unit

Date of Contact

Contact Made By

Planning and Budget

Planning and Budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising.

Unit Comments

Membership

Retention: Retains a significant percentage of youth members.

Unit Comments

Building Boy Scouting: Recruit new youth into the troop in order to grow membership.

Unit Comments

Webelos-to-Scout Transition: Troop has an effective plan to recruit Webelos Scouts into the troop.

Unit Comments

Program

2019 Troop Assessment

Advancement: Achieve a high percentage of Scouts earning rank advancements.

Unit Comments

Commissioner Comments

Short-Term Camping: Conduct short-term or weekend campouts throughout the year.

Unit Comments

Participate in a long-term camp with a majority of the troop in attendance.

Commissioner Comments

Long-Term Camping: Participate in a long-term camp with a majority of the troop in attendance.

Unit Comments

Service Projects: Participate in service projects, with at least one benefitting the chartered organization.

Unit Comments

Use the patrol method to develop youth leaders.

Commissioner Comments

Patrol Method: Use the patrol method to develop youth leaders.

Conduct short-term or weekend campouts throughout the year.

Unit Comments

Volunteer Leadership

2019 Troop Assessment

Trained Leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.

Unit Comments

Commissioner Comments

Leadership and Family Engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.

Unit Comments

Unit Service Plan

Do you want to create a Unit Service Plan?

Yes No

Select Add Service Plan to begin.

Please select a category for this service plan

Describe an action that will help raise assessment of performance (e.g., Develop a budget for the year)

Identify person and entity responsible for the above action. (e.g., Jennifer Jones, committee member)

Target Completion Date

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Actual Completion Date

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2019 Crew Assessment

Crew Contact Details

Unit

Date of Contact

Contact Made By

Planning and Budget

Planning and Budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.

Unit Comments

Membership

Retention: Retains a significant percentage of youth members.

Unit Comments

Building Venturing: Recruit new youth into the crew in order to grow membership.

Unit Comments

Program

2019 Crew Assessment

Adventure: Conduct regular activities including Tier II or Tier III adventure.

Unit Comments

Leadership: Develop youth who will provide leadership to crew meetings and activities.

Unit Comments

Service: Participate in service projects, with at least one benefitting the chartered organization.

Unit Comments

Commissioner Comments

Personal Growth: Provide opportunities for achievement and self-actualization.

Unit Comments

Volunteer Leadership

Trained Leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.

Unit Comments

Leadership Recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents.

Unit Comments

Unit Service Plan

Do you want to create a Unit Service Plan?

Yes No

2019 Crew Assessment

Select Add Service Plan to begin.

Please select a category for this service plan

Describe an action that will help raise assessment of performance (e.g., Develop a budget for the year)

Identify person and entity responsible for the above action. (e.g., Jennifer Jones, committee member)

Target Completion Date

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Actual Completion Date

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2019 Ship Assessment

Ship Contact Details

Unit Name

Date of Contact

Contact Made By

Planning and Budget

Planning and Budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.

Unit Comments

Membership

Retention: Retains a significant percentage of youth members.

Unit Comments

Building Sea Scouting: Recruit new youth into the ship in order to grow membership.

Unit Comments

Program

2019 Ship Assessment

Activities: Conduct regular activities including a super activity or long cruise.

Unit Comments

Commissioner Comments

Leadership: Develop youth who will provide leadership to ship meetings and activities.

Unit Comments

Service: Participate in service projects, with at least one benefitting the chartered organization.

Unit Comments

Advancement: Provide opportunities for advancement and personal development.

Unit Comments

Volunteer Leadership

Trained Leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.

Unit Comments

Leadership Recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents.

Unit Comments

Unit Service Plan

Do you want to create a Unit Service Plan?

Yes No

2019 Ship Assessment

Select Add Service Plan to begin.

Please select a category for this service plan

Describe an action that will help raise assessment of performance (e.g., Develop a budget for the year)

Identify person and entity responsible for the above action. (e.g., Jennifer Jones, committee member)

Target Completion Date

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Actual Completion Date

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2019 Post/Club Assessment

Post/Club Contact Details

Unit

Date of Contact

Contact Made By

Committee and Planning

Committee and Planning Assessment Score

Select Manual Score Or Calculated Score To Begin

Commissioner Comments

Committee and Planning: Have an active post or club committee.

Unit Comments

Participants and Growth

Participants and Growth Assessment Score

Select Manual Score Or Calculated Score To Begin

Conduct an open house or recruitment event.

Commissioner Comments

Open house: Conduct an open house or recruitment event.

Unit Comments

Recruit and retain youth in the post in order to grow membership.

2019 Post/Club Assessment

Commissioner Comments

Growth: Recruit and retain youth in the post in order to grow membership.

Unit Comments

Program

Post or club program: Include interactive activities in the post or club program/meetings.

Unit Comments

Youth leadership: Have trained youth leadership.

Unit Comments

Super activity: The post or club plans and/or participates in a super activity

Unit Comments

Service Projects: The post or club participates in one or more community service projects.

Unit Comments

Volunteer Leadership

Post/Club adult leadership: Have registered and engaged adult leaders.

Unit Comments

2019 Post/Club Assessment

Club adult leadership: Have registered and engaged adult leaders

Unit Comments

Have trained adult leaders. All adult volunteers have current youth protection training.

Commissioner Comments

Trained adults: Have trained adult leaders. All adult volunteers have current youth protection training.

Unit Comments

Unit Service Plan

Do you want to create a Unit Service Plan?

Yes No

Select Add Service Plan to begin.

Please select a category for this service plan

Describe an action that will help raise assessment of performance (e.g., Develop a budget for the year)

Identify person and entity responsible for the above action. (e.g., Jennifer Jones, committee member)

Target Completion Date

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Actual Completion Date

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Chartered Organization Code List

Alphabetical

Code	Name of Organization	Code	Name of Organization
122	Academies	223	Banks, Savings/Loan Associations, Banking Business
222	Accounting Firms, Business-Industry	175	Baptist Association, American
091	AF and AM—Eastern Star, Shriners, Sojourners, Masons	175	Baptist Churches
049	AFL-CIO (Affiliates)	175	Baptist Convention, Southern
001	African Methodist Episcopal Church	175	Baptist General Conference
002	African Methodist Episcopal Zion Church	175	Baptist Missionary Association of America
050	Air Force (Bases, Reserves)*	175	Baptist Seventh Day
051	Air National Guard*	058	Bar Associations
005	Albanian Orthodox Diocese of America	214	Beachy Amish Mennonite Church
242	Alpha Kappa Alpha	214	Berean Fundamental Church
235	Alpha Phi Alpha	032	B'nai B'rith
237	Alpha Phi Omega	123	Board of Education*
151	Ambulance/First Aid/Rescue Squad*	059	Board of Trade, Chambers of Commerce, Community Booster Clubs (not school-affiliated)
175	American Baptist Association	064	Boys and Girls Clubs
175	American Baptist Churches in the U.S.A.	142	BPOE (Elks)
058	American Bar Association	022	Brethren Church (Ashland, Ohio)
005	American-Carpatho-Russian Orthodox Greek Catholic Church	022	Brethren, Church of the
025	American Evangelical Christian Church	022	Brethren, Christian Brethren of Plymouth
216	American Indian Reservation	022	Brethren in Christ Church
216	American Indian Tribal Council	022	Brethren in Christ, United
052	American Legion and Auxiliary	008	Brethren of America, Church of the Lutheran
053	American Red Cross	010	Buddhist Churches of America
054	AMVETS	016	Bugle/Fife and Drum Corps
004	Anglican Church	226	Burlington Northern Company
174	Animal Veterinarian Hospitals, Clinics	063	Businessmen's Clubs (Local)
005	Antiochian Orthodox Christian Archdiocese of N. America	243	Business-to-School Support Agencies
131	Arc, The	039	Byzantine Rite Catholic Church
231	Armenian Church of America	065	Camps, Parks, Recreational Boards
055	Army (Bases, Reserves)*	005	Catholic Church, American-Carpatho-Russian Orthodox Greek
056	Army National Guard*	039	Catholic Church, Byzantine Rite
006	Assemblies of God	214	Catholic Church, Christian
007	Associate Reformed Presbyterian Church	039	Catholic Church, Eastern
401	Athletic Booster Clubs	214	Catholic Church, North American Old Roman
214	Baha'i Faith		

Code	Name of Organization	Code	Name of Organization
039	Catholic Church, Roman	074	Civitan International
039	Catholic, Holy Name Society, Roman	073	Club, Improvement Home Owners, Tenants Assoc.
039	Catholic, Hospitals, Roman	039	Club, Sierra International
084	Catholic, Knights of Columbus, Roman	064	Clubs, Boys and Girls
039	Catholic Men's Club, Roman	059	Clubs, Community Booster (not school-affiliated), Boards of Trade, Chambers of Commerce
039	Catholic, Other	078	Clubs, Gun and Rifle
039	Catholic Parents Associations, Schools, PTAs	102	Clubs, Industry, Fraternal Groups
039	Catholic War Veterans	086	Clubs, Ladies
039	Catholic Youth Organization (CYO)	063	Clubs, (Local) Businessmen's
059	Chambers of Commerce, Community Booster Clubs (not school-affiliated), Business Assn.	094	Clubs, Men's
105	Chemist Societies	102	Clubs, Organizations, Fraternal Groups, Other (unclassified)
048	Child Care Centers/Day Care Centers	102	Clubs, Other (not listed elsewhere), Service (unclassified)
233	Christian and Missionary Alliance	039	Clubs, Roman Catholic Men's
214	Christian Catholic Church	086	Clubs, Women's
012	Christian Church (Disciples of Christ)	121	Clubs, Yacht
214	Christian Church of North America	075	Coast Guard (Stations, Reserves and Auxiliaries)*
214	Christian Congregation Inc.	124	Colleges, Universities, Junior Colleges, Seminaries
015	Christian Methodist Episcopal Church	224	Communications, Business-Industry
214	Christian Nation, U.S.A.	261	Community Action Group—Nongovernmental
214	Christian Reformed Church in North America	076	Community Action Program*
214	Christian Union	059	Community Booster Clubs (not school-affiliated), Boards of Trade, Chambers of Commerce
045	Church of Christ, United	097	Community Center, Settlement House (except Jewish)
028	Church of God	041	Community of Christ
028	Church of God (Anderson, Ind.)	011	Community Churches
028	Church of God by Faith Inc.	124	Community College
028	Church of God (Cleveland, Tenn.)	228	Computer Science, Business-Industry
028	Church of God General Conference (Oregon, Ill.)	025	Congregational Church, Evangelical
003	Church of God in Christ	045	Congregational Church (United Church of Christ)
003	Church of God in Christ, International	078	Conservation Clubs and Groups—Hunting, Fishing, and Sportsmen
003	Church of God in Christ (Mennonite)	175	Conservative Baptist Association of America
028	Church of God of Prophecy	133	Consolidated School*
028	Church of God of the Mountain Assembly Inc.	079	Consular and Diplomatic Service*
021	Church of Jesus Christ of Latter-day Saints (Mormon)	005	Coptic Orthodox Church
022	Church of the Brethren	129	Correctional Institution
008	Church of the Lutheran Brethren of America	102	Cosmopolitan International
023	Church of the Nazarene	164	Council of Churches, Ministerial Association
214	Church, Religious Groups, Other		
017	Churches of Christ		
070	Citizens for Scouting, Groups of Citizens		
071	City Council, Zoos, Libraries, Town Board, City Government*		
229	Civil Air Patrol (CAP)		
072	Civil Defense*		

Code	Name of Organization	Code	Name of Organization
137	Councils/Districts of BSA	145	4-H
112	County or State Government*	102	Fraternal Groups, Other Clubs, Organizations
007	Cumberland Presbyterian Church	140	Fraternal Order of Eagles (FOE)
128	Dads' Club, Mothers' Club	103	Fraternal Order of Police (IUPA)*
138	DAV (Disabled American Veterans)	008	Free Lutheran Congregations
048	Day Care Centers, Nurseries	026	Free Methodist Church of North America
139	Dental Associations	175	Free Will Baptist
244	Delta Sigma Theta	027	Friends General Conference (Quakers)
129	Detention Home	248	Friends of Libraries/Zoos/Museums, etc.
012	Disciples of Christ (Christian Church)	027	Friends, Religious Society of (Quakers)
191	Distributing Industry, Utilities	027	Friends United Meeting (Quakers)
137	District Committees/Local Councils of BSA	102	Frontiers of America
140	Eagles, Fraternal Order of (FOE)	214	Full Gospel Assemblies and Fellowship
039	Eastern Catholic Church	026	Fundamental Methodist Church Inc.
091	Eastern Star, Masonic Lodges	175	General Association of Regular Baptist Churches
099	Economic Opportunity Commission (EOC)*	226	General Motors Corp.
142	Elks Lodges (BPOE)	071	Government (Town Boards, City Councils, Zoos, Libraries), City*
143	Engineering Societies	148	Government, Federal*
024	Episcopal Church	112	Government, State or County*
214	Episcopal Church, Reformed	141	Grange, National
025	Evangelical Christian Church, American	005	Greek Orthodox Church
025	Evangelical Church of North America	070	Groups of Citizens, Citizens for Scouting
025	Evangelical Congregational Church	078	Gun and Rifle Clubs
025	Evangelical Covenant Church	171	Halfway Houses, Group Homes
025	Evangelical Free Church of America	234	Hindu/Sikh
025	Evangelical/Independent Churches	039	Holy Name Society (Roman Catholic)
008	Evangelical Lutheran Church	128	Home and School Groups
008	Evangelical Lutheran Synod	073	Homeowners Associations
026	Evangelical Methodist Church	125	Homeschool Associations
144	Exchange Club, National	172	Hospitals, Clinics
190	Fabricating, Business-Industry	174	Hospitals, Clinics, Animal or Veterinarian
145	Farm Bureau, Farm Cooperatives	130	Hospitals for Handicapped
128	Fathers' Club	039	Hospitals, Roman Catholic
148	Federal Government*	195	Housing Authority (HUD)*
009	Federated Churches	214	Hungarian Reformed Church in America
145	FFA	078	Hunting, Fishing, Sportsmen, Conservation Clubs and Groups
160	Fire Chiefs Association (IAFC)*	073	Improvement Clubs, Block Clubs
160	Fire Departments, Professional*	325	Independent Christian Schools
160	Fire Departments, Volunteer*	214	Independent Churches/ Congregations, Unaffiliated
160	Firefighters Union (IAFF)*	214	Independent Fundamental Churches of America
160	Fire Services (specify)*	216	Indian Reservation, American
151	First Aid/Rescue Squads/Ambulance*	216	Indian Tribal Councils
078	Fishing, Hunting, Sportsmen, Conservation Clubs and Groups		
257	Foreign Schools and Agencies		

Code	Name of Organization	Code	Name of Organization
102	Industry Clubs	036	Masjid, Islam, Muslim
215	Insurance and Real Estate, Business Industry	091	Masons (AF and AM)—Eastern Star, Shriners, Sojourners
214	International Church of the Four Square Gospel	093	Medical Societies
031	International Pentecostal Church of Christ (Pentecostal)	214	Mennonite Brethren Churches
098	IOOF Lodge (Odd Fellows)	214	Mennonite Church
239	Iota Phi Theta	094	Men's Clubs
036	Islam, Muslim, Masjid	039	Men's Clubs (Roman Catholic)
194	Izaak Walton League	026	Methodist Church, Evangelical
081	Jaycees—Junior Chamber of Commerce	026	Methodist Church Inc., Fundamental
214	Jehovah's Witnesses	026	Methodist Church of North America, Free
032	Jewish Community Centers	026	Methodist Church Southern
332	Jewish Day Schools	026	Methodist Church, United
032	Jewish, Other	026	Methodist Church, U.S.A., Primitive
032	Jewish Synagogues, Temples, and Other Organizations	001	Methodist Episcopal Church, African
032	Jewish War Veteran Posts	015	Methodist Episcopal Church, Christian
249	Jewish War Veterans	002	Methodist Episcopal Zion Church, African
082	Job Corps Centers*	026	Methodist, except Episcopal and the Wesleyan
240	Kappa Alpha Phi	214	Metropolitan Community Church
083	Kiwanis International	095	Military Order of Cooties (VFW)
084	Knights of Columbus, Roman Catholic	250	Military Order of the World Wars
085	Knights of Pythias	247	Military Schools, ROTC
049	Labor Organizations (AFL-CIO Affiliates)	164	Ministerial Association, Council of Churches
090	Labor Organizations (other than AFL-CIO, i.e., IBT, UMW, NEA)	214	Missionary Church
086	Ladies' Clubs	102	Mobile Home Park Association
214	Latvian Evangelical Church in America	099	Model Cities
103	Law Enforcement Agencies (Specify)*	089	Moose, Loyal Order of
021	LDS—The Church of Jesus Christ of Latter-day Saints (Mormon)	035	Moravian Church in America
071	Libraries, City Government, Town Boards, City Councils, Zoos*	021	"Mormon," (LDS) The Church of Jesus Christ of Latter-day Saints
087	Lions International	128	Mothers' Clubs
089	Loyal Order of Moose	036	Muslim, Masjid, Islam
008	Lutheran Brethren of America, Church of the	259	NAACP and Other Advocacy Groups
008	Lutheran Church in America	175	National Association of Free Will Baptists
008	Lutheran Church—Missouri Synod	176	National Baptist Convention of America
008	Lutheran Church, Other	178	National Baptist Convention of America Inc.
008	Lutheran Churches, Evangelical	177	National Baptist Convention, USA
008	Lutheran Congregations, Free	051	National Guard—Air*
308	Lutheran Schools	056	National Guard—Army*
190	Manufacturing, Business Industries/ General Motors Corp.	176	National Missionary Baptist Convention of America
260	Marine Corps League	175	National Primitive Baptist Convention Inc.
092	Marines, Marine Reserves	230	Navy, Naval Reserve*
		023	Nazarene, Church of the
		097	Neighborhood Community Center, Settlement House

Code	Name of Organization	Code	Name of Organization
097	Neighborhood Opportunity Center	007	Presbyterian
214	Netherlands Reformed Congregations	007	Presbyterian Church, Associate Reformed
214	New Apostolic Church of North America	007	Presbyterian Church, Cumberland
214	Nondenominational Churches	007	Presbyterian Church Evangelical
256	Nonprofit Agencies	007	Presbyterian Church of North America, Reformed
175	North American Baptist Conference	007	Presbyterian Church, Orthodox
214	North American Old Roman Catholic Church	007	Presbyterian Church (U.S.A.)
048	Nurseries, Day Care Centers	175	Primitive Baptists
098	Odd Fellows (IOOF) Lodge	026	Primitive Methodist Church, USA
076	Office of Economic Opportunity (OEO)*	122	Private School, Academies
238	Omega Psi Phi	105	Professional, Scientific Societies, See Also 58 (Bar), 93 (Medical), 139 (Dental), 143 (Engineering)
100	Optimist International	179	Progressive National Baptist Convention Inc.
102	Organizations, Fraternal Groups, Other Clubs	127	PTA
101	Orphanages (non-church affiliated)	039	PTA, Catholic Schools
005	Orthodox Christian Archdiocese of North America, Antiochian	128	PTO, PTSA
005	Orthodox Church, Coptic	133	Public Schools*
005	Orthodox Church, Greek	027	Quakers (Friends Church)
005	Orthodox Church in America	226	Railroads, Business Industry
005	Orthodox Church in America, U.S.A., Ukrainian	215	Real Estate and Insurance, Business Industry
005	Orthodox Church in America, Romanian	065	Recreational Boards, Camps, Parks
005	Orthodox Church of Antioch Syrian	053	Red Cross, American
005	Orthodox Church, Serbian	129	Reform School
005	Orthodox Diocese of America, Albanian	175	Reformed Baptists
005	Orthodox Greek Catholic Church, American-Russian	040	Reformed Church in America
007	Orthodox Presbyterian Church	214	Reformed Episcopal Church
175	Other Baptist	007	Reformed Presbyterian Church, Associate
039	Other Catholic	007	Reformed Presbyterian Church of North America
102	Other Clubs, Organizations, Fraternal Groups	027	Religious Society of Friends (Quakers)
126	Other Educational Institutions	151	Rescue Squad/Ambulance/First Aid*
032	Other Jewish	050	Reserves—Air Force*
008	Other Lutheran	055	Reserves—Army*
258	Other Service Clubs or Organizations	075	Reserves—Coast Guard*
128	Parents' Clubs, PTOs, PTSAs	092	Reserves—Marines*
128	Parents/Faculty Club	230	Reserves—Naval*
104	Parents Without Partners	225	Retail Stores, Business Industry
065	Parks, Park Boards, Camps, Playgrounds	039	Roman Catholic Church
031	Pentecostal Church, International, United	039	Roman Catholic Holy Name Society
031	Pentecostal Church of Christ, International	039	Roman Catholic Hospitals
031	Pentecostal Church of God in America Inc.	084	Roman Catholic Knights of Columbus
241	Phi Beta Sigma	039	Roman Catholic Men's Club
022	Plymouth, Christian Brethren	005	Romanian Orthodox Church in America
103	Police, Sheriff Departments, Fraternal Order of Police (IUPA) *	107	Rotary International
214	Polish National Catholic Church of America		

Code	Name of Organization	Code	Name of Organization
102	Roundtable International	214	Unaffiliated Church/Congregations, Independent
109	Ruritan Club	227	Unclassified, Business Industry
005	Russian Orthodox Greek Catholic Church, American-Carpatho	214	Unclassified Churches
223	Savings/Loan Associations, Banks, Business-Industry	102	Unclassified Groups, Organizations, Fraternal Groups
133	School Faculty*	044	Unitarian Universalist Association
339	Schools, Catholic, and Catholic Parents Association	022	United Brethren in Christ
135	Schools for the Handicapped	045	United Church of Christ (Congregational Church)
105	Scientific Societies, See also 58 (Bar), 93 (Medical), 139 (Dental)	026	United Methodist Church
254	Search and Rescue/First Aid/Ambulance Services	031	United Pentecostal Church International
005	Serbian Eastern Orthodox Church	236	United States Power Squadrons
111	Sertoma International	190	United States Steel Company
102	Service Clubs—Other (unclassified)	255	United Way, Foundations, Other Similar Agencies
097	Settlement House	102	Urban League
214	Seventh Day Adventists	191	Utilities, Distributing Business-Industry
175	Seventh Day Baptist	174	Veterinarian, Animal Hospitals/Clinics
103	Sheriff's Departments*	095	VFW, Auxiliaries, Cooties
091	Shriners, Sojourners	252	Volunteer Emergency Auxiliaries
039	Sierra International Club	253	Volunteer Fire Auxiliaries
245	Sigma Gamma Rho	160	Volunteer Fire Company*
402	Soccer Leagues and Clubs	102	Volunteers of American
102	Sons of the American Revolution	251	Volunteers Police Auxiliaries
124	Sororities and Fraternities	047	Wesleyan Church
175	Southern Baptist Convention	086	Women's Clubs
026	Southern Methodist Church	121	Yacht Clubs
078	Sportsmen, Conservation, Hunting, Fishing Clubs and Groups	120	YMCA
403	Sports Organizations, Other	032	YMHA
112	State or County Government*	120	YWCA
214	Swedenborgian Church	032	YWHA
032	Synagogues, Temples, and Congregations, Jewish	097	Youth Centers
005	Syrian Orthodox Church of Antioch	243	Zeta Phi Beta
224	Telephone Pioneers of America	071	Zoos, Libraries, City Government, Town Boards, City Councils*
032	Temples, Congregations, and Synagogues, Jewish		
042	The Salvation Army		
071	Town Boards, City Councils, Zoos, Libraries, City Government*		
102	Trailer Park		
129	Training Schools (Reform)		
226	Transportation, Business Industry		
216	Tribal Council (American Indian)		
005	Ukrainian Orthodox Church in America, U.S.A.		

* Available to Learning for Life only

COUNCIL/DISTRICT SCOUTER REREGISTRATION

Dear Scouter:

The registration of all Scouters serving the district or council is due to be renewed. You have been selected to serve the youth of our area in the position shown at the bottom of this page.

We look forward to the coming year and your help in meeting the challenges and opportunities of Scouting.

As a registered Scouter, you are entitled to a *Boys' Life* subscription for \$12 (half the regular rate of \$24). This will help keep you informed about Scouting and about the interests and concerns of today's youth.

To complete your registration, return the form with the appropriate fees.

Signed _____

I am presently registered and paid as _____ (Position) _____ (Council)

Enclosed is my membership fee of \$33 to register as

_____ in _____
(Title) (District, Council, or Committee)

By all means, include a subscription to *Boys' Life*
(\$12 for one year)

Name _____

Address _____

City, State, Zip _____

PLEASE RETURN FORM BY _____

CURRENT UNIT FILE CHECKLIST OF ITEMS

Unit Type and Number

District

Date

REQUIRED UNIT FILE DOCUMENTS

Annual Charter Agreement form

Current unit charter renewal documents or new unit application

Scout executive approval if necessary (Fewer than 5 paid youth, more than 100 paid youth, etc.)

Fully completed applications with all required signatures (Applicant or parent, COR for adults and Unit Leader for youth)

Receipts for registration and Boys' Life fees received

Special authorizations if necessary (Youth with disabilities confirmation, etc.)

Registration Funding Assistance Request Form and Routing Sheet for all council or 3rd-party paid membership

Unit Expire Roster (This may be filed directly in the unit history file or scanned if space is an issue)

Unit information that should be stored in a separate alphabetical file indefinitely: Background Check Authorization form

DEFECTIVE REGISTRATION NOTICE

Date: _____ Unit Type / #: _____ District: _____

Charter Application Additional Registrants

		\$\$ Remitted	\$\$ Needed	
_____ Youth		\$ _____	\$ _____	<input type="checkbox"/> Unit Liability Insurance Fee
_____ Adults		\$ _____	\$ _____	
_____ <i>Boys' Life</i>		\$ _____	\$ _____	

Registration Defective

Paying for _____ months; Registering for _____ months

Paying for _____ Youth _____ Adults; Actually have _____ Youth _____ Adults

More than 18 Months Less than 6 Months Term Incorrect

Wrong Position Code _____

Duplicate Positions _____

Multiple Members _____ Other _____

Less than 2 paying members _____

Youth too young or too old

Omissions

Unit Number District Term Expiration Date

Applications for _____

Chartered Organization and/or Code No. _____

<input type="checkbox"/> Memorandum of Understanding	<input type="checkbox"/> LFL Roster	<input type="checkbox"/> Leader Training
<input type="checkbox"/> Missing Signatures	<input type="checkbox"/> Executive Officer	<input type="checkbox"/> Birthdate
	<input type="checkbox"/> Unit Leader	<input type="checkbox"/> Address(es)
	<input type="checkbox"/> Council Certification	<input type="checkbox"/> Zip Code(s)
	<input type="checkbox"/> Rank	

Social Security No. for _____

Missing Positions (circle) CC MC DL WL TL AP CR IH Unit Leader

Other _____

Boys' Life

Paying for _____ subscriptions; _____ Subscriptions indicated

Bulk Subscriptions—Recipient's Name and Address missing

Notes: _____

Registrar



VARSITY



V E N T U R I N G · B S A ®

MEMBERSHIP INVENTORY

**(To be conducted sixty days prior to the charter renewal date
as well as during the month of December)**

PURPOSE

1. Provides a roll call in which each unit member is contacted to determine quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year and thus increases tenure of members.

The membership inventory is a part of the unit's charter renewal and will assist the unit in building strength with a quality program. It should be conducted sixty days prior to the unit's charter review meeting. Membership inventory is also held again in December to be sure all members are registered by year end.

INSTRUCTIONS

1. Select a unit adult to lead the inventory.
2. Invite your commissioner to assist.

3. Using the computer printout for charter renewal, the commissioner and unit adults conduct an inventory of youth and adults who are still active.
4. All inactive members are listed and assigned to various persons who will visit them or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.
5. Agree on a plan to recruit new youth and adults so the unit can reregister with no loss in membership. One of the criteria for the Journey to Excellence Unit Award is to renew the unit's charter on time.
6. Now make every effort to recruit additional youth and adults.
7. Also be sure to register any youth who are participating but are not yet registered.



BOY SCOUTS OF AMERICA®

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INSTRUCTIONS FOR MERIT BADGE COUNSELORS

What's It All About?

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communication)—as a merit badge counselor, you play a vital role in stirring a Scout's curiosity about it. By serving as a counselor, you offer your time, knowledge, and other resources so Scouts have the opportunity to broaden their horizons. And in doing so, your mission is to combine fun with learning.

You are both teacher and mentor as the Scout learns by doing. By presenting opportunities for growth via engaging activities like designing a webpage (Computers), performing an ollie and a wheelie (Snow Sports), or fabricating rope (Pioneering), you may pique a Scout's interest and inspire a Scout to develop a lifelong hobby, pursue a particular career, or become an independent, self-supporting adult.

Learning to Be a Merit Badge Counselor

All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and also of the recommended practices for quality counseling. The presentation "The Essentials of Merit Badge Counseling" has been designed for this purpose and covers the following topics:

A Scouting overview: mission, aims, and methods	Merit badge program role and benefits
Merit badge counselor qualifications	How to become a counselor
The merit badge counseling process	Merit badge requirements
Effective counseling	Group instruction and camp settings

The session can be downloaded and viewed from www.scouting.org/programs/boy-scouts/resources/advancement-presentations/.

Another resource is the *Guide for Merit Badge Counseling*, No. 512-065. This resource can be found online at www.scouting.org/programs/boy-scouts/advancement-and-awards/resources/.

Processing This Application

Merit badge counselors *must* register as adult Scouters and be approved by the council advancement committee for each merit badge listed on this Merit Badge Counselor Information form. A merit badge counselor does not have to pay a registration fee, but must complete an Adult Application for position code 42, fill out this form, and complete BSA Youth Protection training. Submit the Adult Application with the Merit Badge Counselor Information form to your council. Counselors may wish to associate with a particular unit but are encouraged to serve any Scout from any unit.

Special Qualifications and Guidelines for Merit Badge Counselors

A number of merit badges involve activities that are restricted or require certification or special training for those supervising these activities. See the *Guide to Advancement*, topic 7.0.1.1, "Qualifications of Counselors." Merit badge counselors may personally meet these required qualifications, or they may use others so qualified. Additionally, the BSA *Guide to Safe Scouting* has specific requirements and procedures for shooting sports and for aquatics, winter, and other activities. These policies apply to all BSA activities, including merit badge instruction. For other merit badges where specific BSA requirements do not exist, counselors should have sufficient depth of knowledge and experience to understand how to safely present the material.

Instructions to Counselors

- The unit leader (Scoutmaster, crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the Scout's merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must be accompanied by a buddy at each meeting with a merit badge counselor. This buddy could be another Scout, a parent or guardian, a brother or sister, or a relative or friend. There is no one-on-one contact allowed with Scouts and counselors—the buddy requirement is mandatory.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make this most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate's projects and progress, and assure each has actually and personally fulfilled *all* the requirements. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must individually do so. It is unacceptable to award badges on the basis of Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year *Boy Scout Requirements* book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, the requirements that were in effect when the Scout began working on the badge can still be followed unless the BSA's National Council places a specific timeline on the implementation of new requirements.





Boy Scouts of America MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name* _____ Primary phone* _____ Home Cell Work
 Address* _____ Other phone _____ Home Cell Work
 City/state/zip* _____ Other phone _____ Home Cell Work
 Email address* _____ I do not have email. Age _____
 District _____ Unit: Troop Team Crew Ship No. _____ BSA ID _____
 I am not affiliated with a district. I am not affiliated with a unit.

*Required field. Primary phone and email address indicate how Scouts should contact you.

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America (position code 42).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age boys.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.	A	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

- This is a new application (first time to register as a merit badge counselor).
Attach this form to the BSA Adult Application, indicating position code 42.
- This is an update to an existing list of merit badge subjects.
- I no longer wish to serve as a merit badge counselor.

Youth Protection training date _____
(Attach copy of the current certificate.)

I agree to work with:

- All Scouts
- All Scouts in these districts: _____
- Only with Scouts in these units (indicate whether troop, team, or crew): _____

Counselors are encouraged to be available to work with any Scout in any unit.

- I plan to serve as a merit badge counselor for this event or outside organization: _____

Council Approval:

Name (print) _____

Position _____

Date _____

Signature _____ Date _____

**NEW UNIT WELCOMING CALL
CONTACT REPORT**

Call made by: _____
Completed on: _____
Into unit file: _____

Unit leader name: _____

Unit leader phone: Work: _____ Home: _____

Email: _____

(Please circle one): pack/troop/ _____ crew/ship No.: _____

Hello, my name is _____ and I am calling on behalf of the Boy Scouts to follow up on your new _____ (pack, troop, crew, ship).

Have you been notified of training? Yes No

Have you started to plan your program for the year? Yes No

Do you feel you are getting enough support? Yes No

What can we do to help?

May I confirm several items?

Chartered organization name: _____

Number of adults: _____ Number of youth: _____

Your district executive's name: _____

Phone number: _____ Email: _____

Anything you would like to tell us? _____

REGISTRATION FEES FOR PACKS, TROOPS, CREWS, AND SHIPS																		
M O N T H S	NUMBER OF REGISTRANTS (YOUTH MEMBERS/ADULTS)																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	\$2.75	\$5.50	\$8.25	\$11.00	\$13.75	\$16.50	\$19.25	\$22.00	\$24.75	\$27.50	\$30.25	\$33.00	\$35.75	\$38.50	\$41.25	\$44.00	\$46.75	\$49.50
2	\$5.50	\$11.00	\$16.50	\$22.00	\$27.50	\$33.00	\$38.50	\$44.00	\$49.50	\$55.00	\$60.50	\$66.00	\$71.50	\$77.00	\$82.50	\$88.00	\$93.50	\$99.00
3	\$8.25	\$16.50	\$24.75	\$33.00	\$41.25	\$49.50	\$57.75	\$66.00	\$74.25	\$82.50	\$90.75	\$99.00	\$107.25	\$115.50	\$123.75	\$132.00	\$140.25	\$148.50
4	\$11.00	\$22.00	\$33.00	\$44.00	\$55.00	\$66.00	\$77.00	\$88.00	\$99.00	\$110.00	\$121.00	\$132.00	\$143.00	\$154.00	\$165.00	\$176.00	\$187.00	\$198.00
5	\$13.75	\$27.50	\$41.25	\$55.00	\$68.75	\$82.50	\$96.25	\$110.00	\$123.75	\$137.50	\$151.25	\$165.00	\$178.75	\$192.50	\$206.25	\$220.00	\$233.75	\$247.50
6	\$16.50	\$33.00	\$49.50	\$66.00	\$82.50	\$99.00	\$115.50	\$132.00	\$148.50	\$165.00	\$181.50	\$198.00	\$214.50	\$231.00	\$247.50	\$264.00	\$280.50	\$297.00
7	\$19.25	\$38.50	\$57.75	\$77.00	\$96.25	\$115.50	\$134.75	\$154.00	\$173.25	\$192.50	\$211.75	\$231.00	\$250.25	\$269.50	\$288.75	\$308.00	\$327.25	\$346.50
8	\$22.00	\$44.00	\$66.00	\$88.00	\$110.00	\$132.00	\$154.00	\$176.00	\$198.00	\$220.00	\$242.00	\$264.00	\$286.00	\$308.00	\$330.00	\$352.00	\$374.00	\$396.00
9	\$24.75	\$49.50	\$74.25	\$99.00	\$123.75	\$148.50	\$173.25	\$198.00	\$222.75	\$247.50	\$272.25	\$297.00	\$321.75	\$346.50	\$371.25	\$396.00	\$420.75	\$445.50
10	\$27.50	\$55.00	\$82.50	\$110.00	\$137.50	\$165.00	\$192.50	\$220.00	\$247.50	\$275.00	\$302.50	\$330.00	\$357.50	\$385.00	\$412.50	\$440.00	\$467.50	\$495.00
11	\$30.25	\$60.50	\$90.75	\$121.00	\$151.25	\$181.50	\$211.75	\$242.00	\$272.25	\$302.50	\$332.75	\$363.00	\$393.25	\$423.50	\$453.75	\$484.00	\$514.25	\$544.50
12	\$33.00	\$66.00	\$99.00	\$132.00	\$165.00	\$198.00	\$231.00	\$264.00	\$297.00	\$330.00	\$363.00	\$396.00	\$429.00	\$462.00	\$495.00	\$528.00	\$561.00	\$594.00

BOYS' LIFE SUBSCRIPTION FEES																		
M O N T H S	Number of Subscriptions																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	\$2.00	\$4.00	\$6.00	\$8.00	\$10.00	\$12.00	\$14.00	\$16.00	\$18.00	\$20.00	\$22.00	\$24.00	\$26.00	\$28.00	\$30.00	\$32.00	\$34.00	\$36.00
3	\$3.00	\$6.00	\$9.00	\$12.00	\$15.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00	\$42.00	\$45.00	\$48.00	\$51.00	\$54.00
4	\$4.00	\$8.00	\$12.00	\$16.00	\$20.00	\$24.00	\$28.00	\$32.00	\$36.00	\$40.00	\$44.00	\$48.00	\$52.00	\$56.00	\$60.00	\$64.00	\$68.00	\$72.00
5	\$5.00	\$10.00	\$15.00	\$20.00	\$25.00	\$30.00	\$35.00	\$40.00	\$45.00	\$50.00	\$55.00	\$60.00	\$65.00	\$70.00	\$75.00	\$80.00	\$85.00	\$90.00
6	\$6.00	\$12.00	\$18.00	\$24.00	\$30.00	\$36.00	\$42.00	\$48.00	\$54.00	\$60.00	\$66.00	\$72.00	\$78.00	\$84.00	\$90.00	\$96.00	\$102.00	\$108.00
7	\$7.00	\$14.00	\$21.00	\$28.00	\$35.00	\$42.00	\$49.00	\$56.00	\$63.00	\$70.00	\$77.00	\$84.00	\$91.00	\$98.00	\$105.00	\$112.00	\$119.00	\$126.00
8	\$8.00	\$16.00	\$24.00	\$32.00	\$40.00	\$48.00	\$56.00	\$64.00	\$72.00	\$80.00	\$88.00	\$96.00	\$104.00	\$112.00	\$120.00	\$128.00	\$136.00	\$144.00
9	\$9.00	\$18.00	\$27.00	\$36.00	\$45.00	\$54.00	\$63.00	\$72.00	\$81.00	\$90.00	\$99.00	\$108.00	\$117.00	\$126.00	\$135.00	\$144.00	\$153.00	\$162.00
10	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00	\$110.00	\$120.00	\$130.00	\$140.00	\$150.00	\$160.00	\$170.00	\$180.00
11	\$11.00	\$22.00	\$33.00	\$44.00	\$55.00	\$66.00	\$77.00	\$88.00	\$99.00	\$110.00	\$121.00	\$132.00	\$143.00	\$154.00	\$165.00	\$176.00	\$187.00	\$198.00
12	\$12.00	\$24.00	\$36.00	\$48.00	\$60.00	\$72.00	\$84.00	\$96.00	\$108.00	\$120.00	\$132.00	\$144.00	\$156.00	\$168.00	\$180.00	\$192.00	\$204.00	\$216.00

Request for Registration Beyond the Age of Eligibility

Criteria

In order for an individual to qualify for registration beyond the age of eligibility, the individual's disability must be permanent and so severe that it precludes advancement even at a rate significantly slower than considered typical. If ranks can be achieved through accommodations or modifications stated in official BSA literature, then the individual's disability probably does not rise to the level required to apply for this request. Additional information can be found in section 10 of the *Guide to Advancement*.

Parent or guardian: Fill in this page where appropriate and provide documentation as requested.

REQUEST for:

Member's name _____ Date of birth _____

Unit No. _____ District _____ Council _____

Objective: The request for registration beyond the age of eligibility, once approved, gives the individual unlimited time to participate in the Scouting program, if so desired.

Required process: All pertinent documents listed below must be attached to this form and labeled in the appropriate order. Submit the completed request form and attachments to your Scout executive or a designee.

Required Documents	Date Sent	Date Received	Date Reviewed
1. A letter from a parent or guardian describing the disability and its severity and permanence, and petitioning the council for approval of registration beyond the age of eligibility. (Documentation labeled as enclosure 1.)			
2. A completed youth membership application or proof of current membership. (Documentation labeled as enclosure 2.)			
3. A completed and signed BSA Annual Health and Medical Record form (parts A, B, and C), online at www.scouting.org/health-and-safety/ahmr . (Documentation labeled as enclosure 3.)			
4. A signed statement from a qualified health professional attesting to the nature of the disability, its severity, and <i>permanent</i> limitations connected with it. For physical disabilities, this must be a licensed physician; for developmental or cognitive issues, a licensed psychologist or psychiatrist, or as appropriate, a neurologist or other medical professional in a specialty related to the disability. (Documentation labeled as enclosure 4.)			
5. A letter from the unit leader advocating and supporting the registration. (Documentation labeled as enclosure 5.)			
6. Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional but can make a difference in the decision. (Documentation labeled as enclosure 6.)			



BOY SCOUTS OF AMERICA®

Reprinted from the *Guide to Advancement*

10.1.0.2 How to Register a Member Beyond Age of Eligibility

To register a person who will participate as a youth member beyond the age of eligibility, the following documents must be assembled and submitted to the local council.

1. A letter from a parent or guardian describing the disability and its severity and permanence, and petitioning the council for approval of registration beyond the age of eligibility.
2. A completed youth membership application or proof of current membership.
3. A completed and signed BSA Annual Health and Medical Record form (parts A, B, and C), online at www.scouting.org/HealthandSafety/ahmr.
4. A signed statement from a qualified health professional attesting to the nature of the disability, its severity, and *permanent* limitations connected with it. For physical disabilities, this must be a licensed physician; for developmental or cognitive issues, a licensed psychologist or psychiatrist, or as appropriate, a neurologist or other medical professional in a specialty related to the disability.
5. A letter from the unit leader advocating and supporting the registration.
6. Other supporting documentation, such as an Individualized Education Plan (IEP), treatment summaries, etc., which are optional, but can make a difference in the decision. *If done well and available from the parents, an Individualized Education Plan can give valuable information on how to work with and help the individual Scout to achieve at the best of the Scout's abilities.*

The council executive board must approve requests directly, or delegate action to a council operating committee or other group of responsible volunteers at the council level. This may or may not be the council advancement committee. Individual cases must be deliberated upon. Consideration of registration beyond the age of eligibility shall not be delegated to any district or to any single individual, either professional or volunteer. If granted, the Scout executive prepares an approval letter and sends it to the Scout's parent or guardian and unit leader or committee chair. A copy of the letter is retained in the unit's registration file for as long as the member remains registered. Upon entering the member's data, the council registrar selects the appropriate code based on the nature of the disability and follows any other procedures as outlined in the most current edition of the *Registrar Procedures Manual*. The National Member Care Contact Center is available to assist as needed. Members approved for registration beyond the age of eligibility may continue working on advancement, including the Eagle Scout rank and Eagle Palms, for as long as they continue to be so registered. The local council or the National Council, upon uncovering evidence that a youth was improperly registered with a disability code or for whatever reason no longer meets the required level of severity, may make the decision to expire the registration. Registration of an adult as a youth member with a disability code may also be expired if it is determined the registrant has progressed sufficiently to become registered as an adult.

Application approved or disapproved on _____ (date).

Signature of council president
or leader of designated council
committee or volunteer group _____ Date _____

Scout executive or designee signature _____ Date _____

Letter to the following individuals: Scout, parent or guardian, unit leader, and council registrar sent on _____ (date).

Scout reclassified in ScoutNET by _____ (registrar) on _____ (date).

This paperwork and attachments are for council use only and will be retained in the unit's registration file.

Scout Executive Approval

Unit Type: BP GP FP BT GT

Unit Number:

I approve this unit to be registered with:

- Less than 5 paid youth
- More than 100 paid youth
- A loss or gain of 50% or more (at least 25 paid youth)
- No change in youth reregistering
- A paid employee of the council registered without a child registered in the same unit

Signature of Scout executive

Date



Social Security Number Exemption Request

Council Name _____ Council Number _____

Registrar's Name / Ext. _____ Date _____

*Scout Executive's Original Signature (no stamps): _____

In rare situations where an adult applicant does not have a Social Security number or refuses to provide it due to being a victim of identity theft, the Scout Executive can request an SSN override. The council must verify the applicants identity. Exceptions will be granted to those individuals on a case-by-case basis based on information provided or additional information received. **NOTE: A social security number exemption does not exempt an applicant from being submitted for a criminal background check.**

Member ID	Applicants Name	Identity has been verified	Applicant is a Victim of Identity Theft	Applicant has No SSN	For All Other Requests Attach Detailed Reason

Return the approved signed form to the Member Care Contact Center by email at correspondence@scouting.org

*The Scout Executive must request all social security number override requests

Member Care Approval: _____

Completed by: _____ Completed Date: _____



Member Care Contact Center (972) 580-2489

BOY SCOUTS OF AMERICA®

Special Interest Code List

ARTS AND HUMANITIES

0100 Arts and Hobbies
0101 Actor/Actress
0103 Animal Care/Pets
0104 Artist/Sculptor (non-commercial)
0106 Author/Poet
0120 Commercial Artist
0127 Drama/Theater
0130 Fashion Designer/Model/Buyer
0134 Interior Designer/Decorator
0142 Movie Director/Producer
0143 Musician (Instrumental/Choral/Vocal)
0145 Photography

AVIATION

0200 Aviation
0201 Aerospace/Aeronautical Engineer
0207 Aviation Mechanic
0208 Aviation Engineer/Designer
0213 Flight Attendant
0215 Model Aircraft/Rockets
0216 Pilot/Flight Engineer
0217 Radio-Controlled Aircraft
0218 Soaring
0219 Civil Air Patrol

BUSINESS

0300 Business
0301 Accountant/CPA
0302 Advertising/Public Relations
0306 Banker/Teller
0313 Computer Programmer/Operator
0316 Data Processing Management
0317 Fashion Buyer (Merchandising)
0319 Financial Analyst
0320 Food Service/Restaurant Mgmt/Caterer
0324 Hotel Management
0333 Marketing
0336 Personnel Manager/Counselor
0337 Real Estate/Insurance
0338 Receptionist
0339 Retail Store Manager
0342 Secretary/Stenographer
0344 Small Business Manager/Owner
0345 Stock Broker/Investments
0349 Travel Agent

COMMUNICATIONS

0500 Communications
0501 Broadcasting
0504 Editor–Newspaper/Magazine

0505 Graphic Artist
0506 Journalist//Reporter/ Newspaper/Magazine
0507 Public Relations Manager
0510 Radio/TV Producer/Broadcaster

ENGINEERING AND TECHNOLOGY

1300 General Engineering
1305 Architect
1313 Chemical and Petroleum–Engineer
1315 Civil Engineer
1316 Computer Engineer
1320 Environmental Engineer
1322 Electronics Engineer
1341 Mechanical Engineer
1348 Solar Engineer
1349 Surveyor
1350 Plastic Engineer
1805 Robotics

FIRE/EMERGENCY SERVICE

0600 Fire/Emergency Service
0601 Civil Defense/Emergency Service
0602 First Aid/Ambulance Corps
0603 Firefighter/Rescue Service
0604 Paramedic/EMT (Emergency Service)
0606 Search and Rescue
0607 Volunteer Fireman
0608 Ski Patrol

HEALTH CAREERS

0700 Health Careers
0701 Anesthetist
0703 Chiropractor
0704 Dental Assistant/Technician
0705 Dentist
0708 Hospital Administrator
0711 Medical Technician (EEG-EKG)
0712 Nurse/Nurse Aide
0713 Occupational Therapist
0714 Optometrist
0716 Pathologist/Microbiologist
0717 Pharmacist
0718 Physical Therapist
0719 Physician/Surgeon
0721 Psychiatrist/Psychologist
0722 Public Health Worker
0724 Speech/Hearing Therapist
0725 Veterinarian
0726 X-Ray Technician

TELEPHONE REFERENCE CHECKLIST

Name of applicant

Name of reference

Date _____ Telephone

This is _____ . I'm with pack/troop/crew/ship _____ of the Boy
your name number

Scouts of America. _____ has made application to serve as a volunteer
applicant's name

leader in Scouting and has given us your name as a character reference. We have been given written authorization to contact you. It will take only a few minutes. Could you please answer the following questions to the best of your ability?

1. How long have you known the applicant? _____
years/months
2. In what capacity have you been affiliated with the applicant? _____
friend/relative/business
3. What do you think of the applicant? _____
leader/good follower/good with paperwork/fond of outdoor activities
4. What are the applicant's outstanding strong points? _____

5. Does the applicant have any difficulty in getting along with others? _____
cooperative/personable/loner
6. Do you know of any problem the applicant has that would affect the leadership of youth? _____
drug/alcohol/child abuse/immaturity
7. Would you entrust the care of your child to the applicant? _____

Reference checked by: Name _____

Phone _____

UNREGISTERED UNIT REPORT BOY SCOUTS OF AMERICA

To:

Date:

The charter for the following unit will expire on the date indicated and soon will drop. If this unit is to renew its charter and keep the same unit number with a record of continuous service for the unit and its members, prompt registration is essential. We want to help you in any way possible. This report, when returned to the local council service center, will help us to do so.

Council	Name
Address	Position

Pack, Troop, Team, or Crew	No.	Address or district
Charter granted to	Name of organization or group	Expire date
Unit tenure	Number of members	
Leader	Chairman of unit committee	

REPORT OF CHARTERED ORGANIZATION

The above unit, for which we were granted a charter, will not reregister for the following reason.

✓(Please check)

- We plan to reregister this unit by _____
- We believe a reorganization of this unit is necessary before it can be reregistered and request additional help from the district and council to this end.
- This unit will not reregister. The disposition of its funds and property is described on the reverse side.

Comments:

Date	Chairman of unit committee
	Chartered organization representative

IMPORTANT! Please return this report to your local council service center as soon as completed.

REPORT OF THE COMMISSIONER

CONDITIONS FOUND

ACTION TAKEN

RECOMMENDATIONS

Date _____ Signed _____

REPORT OF THE SCOUT EXECUTIVE OR DISTRICT EXECUTIVE

Date _____ Signed _____
Scout executive District Scout executive

REPORT OF THE DISPOSITION OF UNIT FUNDS AND PROPERTY

To be completed only if unit is to be permanently dropped.
Refer to Article XI, Section 1, Clauses 1 and 2 of the 2011 edition of the Rules and Regulations of the BSA for governing procedure.

_____ hereby releases all remaining net funds and property from _____ after settling all unit
Name of Chartered Organization Type of Unit and Number

obligations, to the local council for use in supporting Scouting in the community. We also release the unit number for use by the local council.

RULES AND REGULATIONS OF THE BSA REGARDING UNIT ASSETS TRANSFER

In most cases when a chartered organization wishes to end their relationship with the BSA, the transfer of the unit's assets to a succeeding chartered organization or the local council can be amicably worked out between all parties. Article XI, Section 1, Clause 2b of the **"Rules and Regulations of the Boy Scouts of America"**, July 2011 edition, stipulates that **any funds or equipment which may have been secured as property of the unit shall be held in trust by the chartering organization or the local council as may be agreed upon pending reorganization of the unit or for the promotion of the program of the BSA.** Accordingly, chartered organizations wishing to end their relationship with the BSA immediately should transfer all assets to the local council for appropriate reassignment to the successor unit chartered organization(s) if any. The rules and regulations also stipulate here that **in the event of the dissolution of a unit... the unit committee shall apply unit funds and property to the payment of unit obligations and shall turn over the surplus, if any, to the local council...** for appropriate reassignment or use. These rules clarify that the local council has the authority to reassign assets acquired by units.

Date _____ Signed _____ Signed _____
Committee chairman Executive officer

LOCAL COUNCIL ACTION

On the basis of this report and the above recommendations, (the executive board) (the district committee), at a formal meeting on

_____, decided:
Date

- 1. That further efforts should be made to reregister this unit before _____ while the unit is classified as "lapsed" on the records of the local council and national office. Date
- 2. That every reasonable effort to reregister this unit has been made and that the unit shall be dropped from the records of the local council and national office.

District chairman, council commissioner, or council president Scout executive

Youth Protection Training Exemption Request

Council Name _____ Council Number _____

Registrar's Name / Ext. _____ Date _____

*Scout Executive's Signature: _____

In the event that an adult applicant does not have the mental capacity to comprehend BSA's Youth Protection Training, the Scout Executive can request a Youth Protection Training exemption for the individual. Exemptions are granted on a case-by-case basis and must include a reason explaining the extenuating circumstances.

NOTE: A YPT exemption does not exempt an applicant from being submitted for a criminal background check. All registered individuals 18 years of age or older, must complete an Adult Application and CBC Authorization form.

Member ID	Applicants Name	Date of Birth	Unit Type	Unit Number	Position	Disability
Reason for Request:						

Email the approved signed form to the Membership Standards Team at MembershipStandards@scouting.org for processing.

***The Scout Executive, not a designee, must review and approve all YPT exemption requests.**

Membership Standards Approval: _____

Completed by: _____ Completed Date: _____



INTRODUCTION

LEARNING FOR LIFE

PROGRAMS AND METHODS

Learning for Life is designed to support schools and other youth-serving organizations in their efforts to prepare youth to successfully handle the complexities of today's society and to enhance self-confidence, motivation, and self-worth. Learning for Life also helps youth develop social and life skills, facilitates the formulation of positive personal values, assists in character development, and prepares them to make ethical decisions that will help them achieve their full potential.

Organizations involved with Learning for Life are known as participating organizations. Learning for Life participating organizations are NOT chartered by the BSA. There are no chartered organization representatives in instructional setting programs, Exploring posts, or Exploring clubs. Learning for Life committee participants for a district or council must complete the Learning for Life adult application form.

Learning for Life has two programs: Learning for Life curriculum-based and Exploring.

Learning for Life Curriculum-Based Program

The Learning for Life curriculum-based program method is a character education program that has been proven to improve a school's campus culture using flexible, grade-specific lessons and age-appropriate activities for children in pre-K through grade 12. The lessons focus on the following nine character attributes:

Caring/Fairness	Honesty/Trust	Respect
Citizenship	Life Skills	Responsibility
Courage	Perseverance	Self-discipline

Exploring Program

The second method is Exploring, which is based on a unique relationship between youth and the organizations in their communities. Worksite-based Exploring programs are called "posts" and "clubs," and the participants are not considered members of the BSA. Local community organizations initiate a specific Exploring post by matching their people and program resources to the interests of young people in the community. The result is a program of activities that helps youth pursue their special interests, grow, and develop.

Exploring is part of Learning for Life's career education program for young men and women. An Explorer is a youth participant, age 10 (and having completed the fifth grade) to 20 years old, who is registered in an Exploring post or club.

Exploring's purpose is to provide experiences that help young people mature and to prepare them to become responsible and caring adults. Explorers are ready to investigate the meaning of interdependence in their personal relationships and communities.

Effective July 1, 2019, Explorers age 18–20 years old must complete an adult application and background check authorization form, complete Youth Protection training, and register as position EP, Exploring Participant.

Participating Organizations

Most Learning for Life programs are sponsored by boards of education, school districts, and individual schools. Some programs could be sponsored by traditional community organizations such as churches, service clubs, etc.

The school or organization must be identified clearly; initials or abbreviations cannot be accepted. It is necessary to have the principal or executive officer of the school or organization listed, along with the full physical address, email address, and correct zip code.

Learning for Life curriculum-based programs must complete the Learning for Life Annual Memorandum of Understanding. This form must be signed by the head of the organization. The form includes an estimate of the number of youth that will be served by the program. There is no need for rosters, letters, or forms previously used for renewing or starting a new instructional setting Learning for Life program.

Your council pays an annual license agreement fee (see the fee chart on page 82) to the national service center to use LFL instructional setting programs within the council service area. The annual license agreement replaces the fees for youth and adults, and the organization participating fee collected in the past. Therefore, when renewing or starting a new LFL instructional setting program, there is no electronic fund transfer function in PAS.

The physical location, not the mailing address of the school or organization, must be within your council's geographical area. This determines which council should serve the program.

Remember, the number of youth participants should be indicated on the Annual Memorandum of Understanding. The total participant count should be entered in the computer.

Numbering

A group number and a program code are assigned to the participating organization for internal use only. Programs are no longer separated by grade (elementary school, middle school, high school), except within PAS.

Annual Renewal

An Annual Memorandum of Understanding must be completed by local community organizations, such as schools, youth employment agencies, service clubs, or housing projects, in order to renew a program. The Annual Memorandum of Understanding should be retained at the local council service center. A certificate of participation is issued to each organization conducting the Learning for Life program. Use Form 28-557.

Renewal Dates

All Learning for Life groups are registered through September 30. There are no short- or long-term groups and no lapsed period. All groups drop from membership totals after September 30.

Renewal Procedures

1. Participating organizations must complete the Annual Memorandum of Understanding indicating the number of youth, by gender, who are participating.
2. The organization head (or their designee) must sign the memorandum certifying:
 - They approve the use of the Learning for Life program.
 - All participating adults have had criminal background checks conducted by the organization.
3. A Learning for Life participant certificate should be mailed to the head of the organization with a letter from the council LFL chair.

The following contents must be filed for each program group in the current unit file at the local service center:

- The Annual Memorandum of Understanding signed by the organization head or designee
- The Annual Accreditation Award Application worksheet

2018–2019 Annual License Agreement Fee Schedule

Level	Minimum No. of Students Served	Minimum License Fee	Additional Fee to Be Automatically Charged per Student Over Minimum No. Served
1	1–500	\$2,125	+\$4.25/student 501–2,499
2	2,500	\$10,500	+\$3.75/student 2,501–4,999
3	5,000	\$18,375	+\$3.50/student 5,001–9,999
4	10,000	\$31,500	+\$3.25/student 10,001–29,999
5	30,000	\$78,750	+\$2.75/student 30,001–59,999
6	60,000	\$152,775	+\$2.50/student 60,001–99,999
7	More than 100,000	\$210,000	+\$2.25/student 100,001 +

NOTE: If purchased at time of license agreement:

Digital Curriculum: Price is currently \$4.00 per student. Proposed fee is \$2.50 per student for as many students as covered in the Annual License Agreement.

Anti-Bullying: Price is currently \$399 (\$299 per school if multiple schools within the same school district use the program). Proposed fee for 2018–2019 is \$299 (\$199 for multiple schools).

EXPLORING

Exploring provides students with an opportunity to learn about a wide variety of career fields and network with professionals already working in those fields. Explorers will have hands-on experiences to determine whether a particular career field is right for them. They will develop valuable networking contacts with professionals working in their selected career fields, and they will get to know other youth with the same interests and aspirations.

Exploring is the first step in identifying career possibilities while having fun in an exciting and informal environment.

Participating Organization

The physical location, not the mailing address, of the organization must be within your council's geographical area. In addition, the physical location of the organization, not the mailing address, must be within your district's geographic area.

All participating organizations in Exploring are required to pay a \$40 annual unit liability insurance fee each time a post or club registers. This fee helps defray expenses for general liability insurance.

New Exploring posts and clubs must submit the New Post/Club Application (No. 524-565), the Exploring Memorandum of Understanding, and completed applications for all youth, adult Exploring participants, and adult leaders.

The full name of the participating organization and the organization code should be on the New Post/Club Application.

The Learning for Life Exploring application forms for youth and adults are required; NO rosters may be used.

Most Exploring posts' and clubs' participating organizations are businesses, community groups, or schools, and the participating organization must be identified clearly; initials or abbreviations cannot be accepted. The head of the organization or executive officer of the organization must be listed along with the full physical address, email address, and correct zip code.

Exploring post/club numbers are assigned by the local council.

Registering Posts and/or Clubs

Exploring posts/clubs may register for between six to 18 months, and the expiration date is determined by the council.

Transfers are allowed for youth or adult participants.

There must be at least FIVE paid youth. It is possible to register a post/club with fewer youth, if special circumstances exist. The Scout executive may give permission to allow a post/club to register with as few as two paid youth or adult participants. No post/club can register with fewer than TWO paid youth or adult participants.

A career interest code, located on the Exploring New Post/Club application, is required to identify the type of career specialty that the post/club will emphasize. Note: All clubs, no matter the career specialty, should be designated as code #0999.

A Certificate of Exploring Participation should be issued to each organization conducting the Exploring program. Use Form 524-571.

Exploring participation cards are issued for each youth and adult participant. Use Form 524-572.

Adult and youth participants may not multiple between Learning for Life and Boy Scouts of America programs. Individuals can register in both organizations, but separate registration fees are required.

Youth Participation

Club participants must be at least 10 years old and have completed the fifth grade, but no older than age 14. Post participants must be at least 14 years old and have completed the eighth grade, or be age 15 or older but not yet 21.

There is a yearly participation fee of \$33. The cost can be prorated at \$2.75 a month. No other fees should be included.

Youth who turn 21 and wish to be registered as adults must pay the prorated fee.

Explorers can also be enrolled in a traditional unit by paying the \$33 fee and filling out a youth application.

Explorers wishing to be enrolled in more than one Exploring post can multiple in another post without paying another fee.

Exploring posts/clubs are open to both males and females.

Explorers age 18–20 can participate as youth but must complete an adult application with a background check, complete Youth Protection training, and register as an “18–20-Year-Old Exploring Participant.”

Adult Participation

All Exploring posts require the following adult positions:

Adult Position Codes

These four positions are mandatory for an Exploring post:

- IH—Executive officer
- PCC—Post committee chair (only one)
- PMC—Post committee member (minimum of two)
- EA—Exploring Advisor (only one)
- AA—Associate Advisor (optional)

All Exploring clubs require these two positions:

- Exploring club sponsor (only one)
- Exploring club associate sponsor (minimum of one)

The IH (executive officer) and the PCC (post committee chair) are not voting positions of the council.

All positions are open to both males and females, who **MUST** be at least 21 years of age.

There is a yearly participation fee of \$33. This cost includes liability insurance. The cost can be prorated at \$2.75 a month. No other fees should be included. The IH (executive officer) pays no participation fee.

Adults may be multiple listed if they are already paid in another Exploring post. **However, they cannot be listed in two positions in the same post.**

An adult paying in a traditional BSA unit or the Learning for Life program cannot multiple enroll in an Exploring post or club.

Adults **MUST** have a criminal background check, so their birth date and Social Security number are required. **Exception:** Adults who are employed by local, state, or federal governmental agencies that require background checks as a condition of employment. (Form 28-573 should be completed and signed by the participating organization certifying that a background check has been completed for all individuals on the Exploring adult participants roster or form.)

For more information on criminal background checks and using the Criminal Background Check form (No. 28-573), go to BSA Info and select Learning for Life, and then click on Exploring. Then click on New Posts, Renewals, Applications; and select Criminal Background Check Information, [Criminal Background Check] Form (No. 28-573), and Instruction for Registrars Using Form 28-573.

Forms Located on www.Exploring.org

Post Renewal Application

Instruction

Exploring Memorandum of Understanding

New Post/Club Application

Exploring Adult Application

Exploring Youth Participant Application

Any questions concerning these forms or the school-based or Exploring programs should be directed to Learning for Life at (972) 580-2433.

