

UNIT RENEWAL APPLICATION INSTRUCTIONS

UNIT INSTRUCTIONS

Cross out any incorrect information and enter the correct information in the blank space directly **below** each item.

District name and number, county, unit number, status, term, and expire date can be changed if any are incorrect and the change is approved by the local council.

Chartered organization name, address, code number, and Executive Officer's name, address, and phone number can be changed if in error. The chartered organization can be changed **only with the approval** of the local council.

For BSA units, the *Boys' Life* term, begin date, and end date MUST RELATE TO UNIT EXPIRE DATE. *Boys' Life* end date must be two months after unit expiration date. Cross out incorrect information and **print** new information.

For Venturing units, the special interest code and description should be entered.

UNIT REGISTRATION FEES

Enter the number of paid youth members and their fees. Each unit must have at least five paid youth members.

Executive Officer Certification. The Executive Officer of the Chartered Organization, by signature, certifies that the organization approves the application. The Executive Officer also certifies that the organization has approved all registering adults. In BSA units, the responsibility for approval of adults can also be given to the Chartered Organization Representative. The Chartered Organization certifies that all registered adults subscribe to the Declaration of Religious Principle, policy of nondiscrimination, and the Scout Oath or Promise. Adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America.

Enter the number of multiple youth members.

Enter the number of youth member *Boys' Life* subscriptions and the fees. On late registrations, it may be necessary to deliver back issues.

Enter the number of paid adults and their fees.

Council Representative Certification. An individual representing the Council must sign here indicating that all procedures and policies have been followed.

Enter the number of multiple adults.

Enter the number of adult *Boys' Life* subscriptions and fees. On late registrations, it may be necessary to deliver back issues.

Charter Fee. All units are required to pay an annual charter fee of \$20. This fee is submitted with the unit's application and defray expenses of the general liability insurance program.

Enter total fees required.

- A. The number of months indicates the completed tenure for this unit as of the last expiration date.
- B. If the unit is serving a **majority** of youth with disabilities, indicate code on proper line as follows:
- | | |
|-------------------------------|------------------------------|
| V – Visual | O – Orthopedic |
| E – Emotional | H – Hearing |
| D – Developmental | L – Learning Disabled |
| M – Mental Retardation | |

- C. Place a "Y" on the line indicating 100% *Boys' Life* if **at least one subscription** to *Boys' Life* magazine goes to the **home** of each youth member.

Adult Member Listing. Go through the computerized Charter Renewal sheets and draw a line through the complete information for any adult no longer active in the unit. Make sure every active adult in the unit is on the list. If any are missing, you must have a completed Adult Application for those individuals, unless an application has been handed in since the Charter Renewal was originally run. In that case, write in the name and address on the Charter Renewal or the Overflow page. Check all the addresses, phone numbers, and birth dates. Correct any that are wrong or missing. Please be certain to use the person's true first name (not a nickname).

Reregistering with No Change. Do nothing.

Position Codes. Use the following codes to indicate a change in position. All positions may be male or female. The minimum age for these positions is noted in parentheses beside the position.

CR Chartered Organization Representative (21)
 CC Committee Chairman (21)
 MC Committee Member (21)
 TL (Tiger Cub Den Leader (21)
 CM Cubmaster (21)
 CA Assistant Cubmaster (18)
 WL Webelos Den Leader (21)
 WA Assistant Webelos Den Leader (18)
 DL Den Leader (21)
 DA Assistant Den Leader (18)
 PT Pack Trainer (21)
 AP Tiger Cub Adult (18)
 SM Scoutmaster (21)
 SA Assistant Scoutmaster (18)
 VC Varsity Scout Coach (21)
 VA Assistant Varsity Scout Coach (18)
 NL Crew Advisor (21)
 NA Crew Associate Advisor (21)
 SK Ship Skipper (21)
 MT Mate (21)

The Executive Officer (IH) is included in the adult listing. This person is always multiple and does not pay a fee.

Requirements for Pack Registration. Packs must have: IH, CR, CC, two MC's, and CM. **As of May 15, 2004, a Pack may now be registered with only one den leader no matter what the makeup of its membership. In other words, a Pack must have either a TL, DL or WL.** There must be an AP registered with **each** Tiger Cub. This person does not pay a fee in this position or complete an Adult Application if he/she is the parent of the Tiger Cub. If he/she is not the parent, an Adult Application must be completed for this person. The following are optional positions: CA, WA, DA, PT.

Requirements for Troop Registration. Troops must have: IH, CR, CC, two MC's, and SM. The SA is an optional position.

Requirements for Crew Registration. Crews must have: IH, CR, CC, two MC's, and NL. The NA position is optional.

Requirements for Ship Registration. Ships must have: IH, CR, CC, two MC's, and SK. The MT position is optional.

The above are the **minimum** requirements to register a unit. **The only position that may register in more than one**

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position in the same unit is the CR. This person may also be the CC or an MC. All requirements can be found inside the Adult Application.

Fee Paid in Another Position/Unit. An adult who paid a registration fee as an adult in another unit does not pay a registration fee in this unit. **Circle the position.**

Training – How to Update Direct Contact Leaders. Following is a brief summary of what makes the direct contact leader trained from September 1, 2001 and forward. The positions trained must also include the top leader position in order for the training to reflect on Council reports. All trained adults must have completed **A01 – New Leader Essentials** as well as the program-specific training listed below. All training is recorded through the Scout Office computers after receiving notice of completion of a District or Council training session.

Packs – Cubmaster is the top leader and must additionally complete **C40 – Cubmaster Specific Training.**

- **Tiger Cub Den Leader** must additionally complete **C41 – Tiger Cub Den Leader**
- **Den Leader** must additionally complete **C42 – Cub Scout Den Leader**
- **Webelos Den Leader** must additionally complete **C61 – Webelos Den Leader**

Troops – Scoutmaster is the top leader and must additionally complete **S11 – Intro to Outdoor Leadership Skills and S24 – Scoutmaster Specific Training.**

Crews – Venturing Crew Advisor is the top leader and must additionally complete **P21 – Venturing Leader Specific Training.**

Ships – Skipper is the top leader and must additionally complete **P21 – Venturing Leader Specific Training.**

Teams – Varsity Scout Team Coach is the top leader and must additionally complete **S11 – Intro to Outdoor Leadership Skills and V21 – Varsity Leader Specific Training.**

Posts – Explorer Advisor is the top leader and must complete **E21 – Explorer Leader Basic Self-Study Course and L01 – Explorer Leader Adult Basic Training.**

Youth Member Listing. Go through the computerized Charter Renewal sheets and draw a line through the complete information for any youth no longer active in the unit. Make sure every active youth in the unit is on the list. If any are missing, you must have a completed youth application for those individuals unless an application has been handed in since the Charter Renewal was originally run. In that case, write in the name and address on the Charter Renewal or on the Overflow page. Check all addresses, phone numbers, grades, ranks, and birth dates. Correct any that are wrong or missing.

Reregistering with No Change. Do nothing.

Ranks. Use the following codes to indicate changes in rank:

Pack	Troop/Team
I Tiger Cub	N Boy Scout
C Bobcat	T Tenderfoot
W Wolf	2 Second Class
B Bear	1 First Class
R Webelos	S Star
A Arrow of Light	L Life
	E Eagle

Membership Inventory. Note this information on the unit copy of the charter renewal by using the following codes:

A/I – **A** for Active member, **I** for Inactive member
O – Yes or no for participation in outdoor programs
AD – Yes or no for advancement during past year
UIS – Actual uniform inspection score

Registered but Not Listed. An individual who is registered in this unit now, but whose name is not on the renewal application. **PRINT** all information in the proper space on the first available line, or on an overflow sheet.

For Venturing youth members, indicate sex by using the letter M for male and F for female.

Boys' Life. A youth member wants to get *Boys' Life*. Mark a "Y" in the *Boys' Life* column.

Follow the same steps as for adults regarding individuals with no change, dropped individuals, and new members.

Unit Leader Certification. The unit leader certifies that each member meets the age requirements as follows:

Packs. The Cubmaster certifies that each Tiger Cub is in the first grade (or 7 years old); that each Cub Scout is in the second or third grade (or at least 8 or 9 years old); and that each Webelos Scout is in the fourth or fifth grade (or is 10 or 11 years old); and each has parental consent.

Troops. The Scoutmaster certifies that each boy is 11 years of age or has completed the fifth grade or has earned the Arrow of Light Award, has parental consent, and is not yet 18.

Teams. The Varsity Scout Coach certifies that each boy has completed the eighth grade or is 14 years of age, has parental consent, and is not yet 18.

Crew/Ship. The Advisor/Skipper certifies that each Venturing youth member is at least 14 and completed the eighth grade, or is 15 years of age but not yet 21. The youth members in these units may be male or female.

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 and, 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.

Only persons willing to subscribe to the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

POLICY OF NONDISCRIMINATION

Youth membership in the Boy Scouts of America is open to all boys and young adults who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youth without regard to race or ethnic background and are based entirely upon individual merit.