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, subdistrict 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 expire date. Cross out incorrect information and print new information.

A special interest code and description should be entered for units with a special interest or special need. A list of codes and description: Traditional Program–code 0413, Soccer and Scouting–code 0414, Scoutreach–code 0418, Physically disabled–code 0416, and Mentally disabled–code 0417.

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. Please calculate and remit the appropriate state and local taxes. 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. Please calculate and remit the appropriate state and local taxes. 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 helps defray expenses of the general liability insurance program.

Enter the total fees required.

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 under the age of 8, is in the first grade (or is age 7), that each Cub Scout has completed first grade but has not completed third grade (or is age 8 or 9), and that each Webelos Scout has completed third grade but has not completed fifth grade (or is age 10 but not yet 11½) and has parental consent.

Troops. The Scoutmaster certifies that each boy is under the age of 18, has completed the fifth grade, and is at least 10 years old, or has earned the Arrow of Light Award and is at least 10 years old, or is age 11 or older.

Teams. The Varsity Scout Coach certifies that each boy is at least age 14 and not yet age 18.

Crews/Ships. The Advisor/Skipper certifies that each crew or ship youth member is at least 13 years of age with completion of the eighth grade, or 14 years of age, but not yet 21. The youth members in these two units may be male or female.

A. The number of months indicates the completed tenure for this unit as of the last expire date.

B. If the unit is serving a majority of youth with disabilities, indicate the disability on the proper line as follows:
   Physically Disabled
   Mentally Disabled

C. Place a "Y" on the line indicating 100 percent *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 an 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 those that are wrong or missing.

Reregistering With No Change. No action required.

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)
PC	ScoutParent unit coordinator (21)
PS	ScoutParent (21)
92U	Unit College Scouter Reserve (18)
92V	Venturing Unit College Scouter Reserve (21)

Requirements for Adult Leadership Registration

Youth Protection training is required for all BSA registered volunteers.

New leaders are required to take Youth Protection training within 30 days of registering. In addition, the applicant must complete a Disclosure/Authorization form.

Packs—Cubmaster is the top leader and must complete **C40—Cubmaster and Assistant Position Specific Training** as well.

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

Crews—Venturing Advisor is the top leader and must complete **P21—Venturing Leader Specific Training** as well.

Ships—Skipper is the top leader trained and must complete **P21—Venturing Leader Specific Training** as well.

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

Requirements for Pack Registration.

Packs must have: IH, CR, CC, two MCs , or one MC and one PT or PC, CM, and one den leader who may be a Tiger Cub den leader, or a Cub Scout den leader, or a Webelos den leader. There must be an AP registered with each Tiger Cub. This person does not pay a fee in this position or fill out an application if they are the parent of the Tiger Cub.

If they are not the parent, an application must be filled out for this person. The following are optional positions: CA, WA, DA, PT, PS, and 92U.

Requirements for Troop Registration.

Troops must have: IH, CR, CC, two MCs, or one MC and one PC, SM. The SA, PS and 92U positions are optional.

Requirements for Crew Registration.

Crews must have: IH, CR, CC, two MCs, or one MC and one PC, NL. The NA, PS, and 92V positions are optional.

Requirements for Ship Registration.

Ships must have: IH, CR, CC, two MCs, or one MC and one PC, SK. The MT, PS, and 92V positions are optional.

The above are the minimum requirements to register a unit. The only position that may register in more than one position in the same unit is the CR (who may also be the CC or an MC) and the PC (who may multiple as a CR, DA, WA, SA, VA, MT, and leader of the 11-year old Scouts). All requirements can be found inside the adult application.

Fee Paid in Another Position/Unit (Multiple Adult). 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.

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 an 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, and birth dates. Correct those that are wrong or missing.

Reregistering With No Change. No action required.

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.

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 youths without regard to race or ethnic background and are based entirely upon individual merit.