



# Black Swamp Area Council Recharter



## Handbook

***Black Swamp Area Council***  
***2100 Broad Ave.***  
***Findlay, OH 45840***  
**[www. BSAC449-bsa.org](http://www.BSAC449-bsa.org)**

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**Black Swamp Area Council would like to thank the National Capital Area Council for letting them use their Recharter Handbook as the basis of our Recharter Handbook.**

**2007**

TO: Unit Leaders  
FROM: Council Commissioner  
RE: CHARTER RENEWAL

Enclosed are the materials to renew your unit charter for the next 12 months. The next 60 days are important and your unit commissioner has been charged with the responsibility to assist you with the charter renewal.

Several key steps will make renewing your charter an easy process. 1. During the next 30 days, review your roster for members who are inactive. Contact each one, we don't want to lose members from Scouting! Use a copy of your most recent unit membership roster and correct it before writing on the originals.

2. As part of your year round recruiting program plan to maintain or increase membership before turning in the charter.
3. Check on your leadership to see who will return. Begin to fill vacancies immediately. If the unit leader is changing, ask the commissioner to arrange for a fast start orientation immediately following acceptance of the position.
4. Set a date with your unit commissioner for the charter review to be conducted early in the month prior to the charter due date. (Done as a part of your committee meeting might be a good time to do this and save an extra evening.) Remember, charters are due in the Black Swamp Area Scout Service Center by the 15th of the month of expiration.
5. Full instructions for completing the charter are included in this booklet. It may look complex, but it is really quite easy.
6. At the review meeting, in addition to finalizing the charter, be sure to complete the National Quality Unit Award Report for the past year and to set goals for the next year. This is a self-appraisal form that should be completed and submitted with the rest of the recharter packet. However, if your Unit does not qualify for an item at the time of rechartering but you expect that it can be obtained by the end of the calendar year, the form can be submitted at that time.
7. If adding youth and adults, be sure to keep your unit copy. Also, keep a copy of all the other forms you submit -- quality unit form, charter paperwork, and additional applications.
8. Place all council paperwork in the charter transmittal envelope. Your Unit Commissioner will deliver the package to the Black Swamp Scout Service Center.

If you need assistance, feel free to contact your Unit Commissioner or your District Executive at 1-800--686-4220

#### **Suggested Agenda Items For the Annual Unit Charter Renewal Meeting**

Suggested attendance: Unit Commissioner, Executive Officer (Institutional Head), Chartered Organization Representative, Committee Chair, Committee Members, Leadership, interested parents (for troops/teams/crews you may wish to include Senior Patrol Leader/Team Captain/Crew President)

Make a final review of inactive members, making sure no member is lost without a reason and invite them to return. Review progress of the new member recruitment campaign to bring the unit to strength (increase members over last recharter.) Check results of the current year in the National Quality Unit Award. Did the unit qualify? Set goals for the next 12 months on the Centennial Quality Unit Award application. This is a self-appraisal form that should be completed and submitted with the rest of the recharter packet. However, if your Unit does not qualify for an item at the time of rechartering but you expect that it can be obtained by the end of the calendar year, the form can be submitted at that time.

Review your unit budget for the next year. Compare to the model unit budget plan shown in the Troop/Team Record Book (34508A) or Pack Record Book (33819). Review the functions and assignments of the chartered organization, unit committee members and leaders.

Check for accuracy and completeness of charter renewal papers, youth and adult fees, *Boys' Life*, money due, signatures, birth dates and grades.

Keep your unit copy of all new youth and adult applications, the charter paperwork and the National Quality Unit form.

Discuss completing the recharter paperwork and passing it to your Unit Commissioner. The recharter paperwork is due by the 15th of the month in which it expires.

Be sure to plan a charter presentation with your unit commissioner.

## ELECTRONIC RECHARTER INSTRUCTIONS

E-rechartering will enable your unit to complete the rechartering process using approved Scouting management software. This new process will significantly reduce the amount of time you spend preparing the recharter, the amount of time Council needs to update the records, and will accurately transfer the information from your Unit's data. It is important to be sure you are running the appropriate software and any updates before you begin this process.

A few tips to remember during this process:

- The Council supplied charter renewal is only used as reference material.
- The data in your Unit's files will update the National data. **BE SURE IT IS ACCURATE!**
- Signatures must be on the recharter report generated by your Unit's software program.
- Both the diskette and generated paper report must be submitted.

**You must complete all 9 steps or your charter cannot be processed.**

Completion of your unit's charter renewal is an easy and simple process if you follow these steps. At a special meeting the unit committee should complete the charter renewal work. The unit leader, committee chair, treasurer, and other key leaders need to be present to accomplish this task. Also invite your Unit Commissioner.

**STEP 1 GENERAL INFORMATION** – Sections A, B and C list general information about your pack, troop, team, or crew such as your chartered organization and *Boys' Life*. Check this information and make any corrections in your Unit's data files. For BSA units, the *Boys' Life* term, begin date, and end date **MUST RELATE TO UNIT RENEWAL DATE**. *Boys' Life* end date must be two months after unit renewal date.

If your unit was formed for Scouts with special needs, be sure to select that option in your software and indicate a description of the special needs of your unit.

If your unit operates under the auspices of The Church of Jesus Christ of Latter-Day Saints, check the LDS unit box.

449-Black Swamp Area Council

Report #: **0000 V. 6.00**

**County**

Page **00** of **00**

Date : **00/00/00**

Roster

Time : **00:00:00**

District: **Your Pack #**



00-0 **County**

**N or R**

**County:** \_\_\_\_\_

Terms: \_\_\_\_\_

Expire Date: **00/00/00**

**School of Church Name** 000

**Address of above**

**City, State zip**

**Phone #**



Code Executive Officer

**Principal or Pastor Name**

**Address of above**

**City, State zip**

100% Boys Life **Y or N**

Top Leader Trained **Y or N**

Tenure \_\_\_\_\_ months

Quality Unit **Y or N**

Meeting Place:

**School of Church Name**

**Address of above**

**City, State zip**

Frequency:

Day: \_\_\_\_\_

Boy's Life:



Term: **12**

Begin Date: **00/00/00**

End Date: **00/00/00**

**STEP 2 ADULT LEADERS** – Review all of the adult leaders information in your unit data. Verify correct information for: name\*, date of birth, address, phone numbers, leader position, gender and boys' life.

To recharter – your Scouting unit must have a minimum of the following leaders:

### **CUB PACKS**

Cubmaster

Committee Chair

Chartered Organization Representative (May be dual registered as

Committee Chair or Committee Member)

Two Committee Members

At least one Tiger Leader (If there are 1st grade Tiger Cubs)  
At least one Den Leader (If there are 2nd/3rd grade Cub Scouts)  
At least one Webelos Leader (If there are 4th/5th grade Webelos)

### **SCOUT TROOPS/VARSITY TEAMS/VENTURING CREW**

Scoutmaster/Varsity Coach/ Crew Advisor Committee Chair Chartered Organization Representative (May be dual registered as Committee Chair or Committee Member) and Two Committee Members

**STEP 3 YOUTH MEMBERS** – Review all of the youth member information in your Troop data. Verify correct information for; name\*, date of birth, address, phone number, rank\*\*, grade, gender and Boys' Life.

*\*NAMES: For data entry consistency—*

*NO spaces between prefixes ( DeCarlo not De Carlo ),*

*NO apostrophes ( OBrian not O'Brian )*

*NO hyphens. ( John SmithPayne not John Smith-Payne )*

*\*\*RANK: To update ranks you must generate a separate diskette using the advancement option of the software. This can be done at any time during the year.*

**- YOU MUST HAVE FIVE PAID YOUTH MEMBERS TO RECHARTER. (Multiple registrations DO NOT count as part of the five) - IF FIFTH GRADE WEBELOS HAVE NOT YET TRANSFERRED TO A SCOUT TROOP AS OF THE PACK'S RECHARTER DATE, THEY NEED TO RECHARTER WITH YOUR PACK.**

### **Cub Ranks**

Tiger Cub  
Bobcat  
Wolf

### **Scout Ranks**

Bear  
Webelos  
Arrow of Light

Scout  
Tenderfoot  
2nd Class

1st Class  
Star  
Life

Eagle

**STEP 4 ADDING MEMBERS AND LEADERS** – If a person is not listed on the Council supplied charter, but is listed on your unit's data and is **verifiably** registered, you must include a copy of the previously submitted youth or adult application. ***New members and leaders can only be added by submitting an accompanying application.***

### **STEP 5 Generating your e-recharter report and diskette.**

Depending on the software your unit has, this process will vary. However, all of the packages will verify that your unit meets the minimum requirements to recharter. It is at this point in the process that you will designate the youth and adult members that will be rechartering. Your software will have indicators for those members that are either; paid, multiple unit registered or not registering. *Reminder:* There is no charge for your Executive Officer unless he (she) is taking another leadership position, in which case an adult leader application must be completed and you pay the \$10 fee. An adult partner (AP) of a Tiger Cub does not register or pay unless they are taking a leadership position, in which case an adult leader application must be completed and pay the \$10.00 fee. Also during this process there will be indicators for On-Time Unit and 100% Boys' Life. **100% Boys' Life enrollment for packs and troops is strongly encouraged, as an important part of your overall program.**

Note: 100% means at least one subscription per family even if brothers are in different units.

If you receive an error message or report, be certain to correct all errors before proceeding to the generation of your report and diskette.

Once all errors are corrected, print the rechartering report and save the file to a diskette.

***Label the diskette "recharter" and include the unit number, contact name, phone number and District. If you are including an advancement diskette, label it "advancement" and include the unit, contact and District information.***

### **STEP 6 OBTAIN THE NECESSARY SIGNATURES**

All of the following must sign the Unit generated Recharter report. These must be the signatures of the people entering the positions, not the ones leaving the job. • The Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Adviser) must sign at the end of the youth member list and on all new youth applications. (line O) • The Executive Officer of your Chartered Organization (line D) The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults. 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; they are U.S. Citizens (or have declared intention or are otherwise qualified.)

• The Committee Chair (on all new adult leader applications)

• The Chartered Organization Representative or Executive Officer on all new adult member applications.

• **LEAVE THE COUNCIL REPRESENTATIVE (LINE P) BLANK** – It will be signed at the council office by your District Executive.



Executive Officer

Certification     Name of Principal or Pastor     ( see top of charter form)  
Signature

Our Organization approves this application and all reregistering adults. I understand that responsibility for the approval of new adults can be given to our chartered organization representative (Complete information is on instruction sheet no. 28-420)










Council Representative     Your District Executive name      
Certification Signature



Unit Leader Certification     Cubmaster, Scoutmaster ...    

**STEP 7 NATIONAL QUALITY UNIT AWARD** – Complete and sign the Centennial Quality Unit Award Application and attach it to your charter papers. Rechartering on time is required for this award. This is a self appraisal form that should be completed and submitted with the rest of the recharter packet. However, if your Unit does not qualify for an item at the time of rechartering but you expect that it can be obtained by the end of the calendar year, the form can be submitted at that time.

**STEP 8 FEES** - Your Unit-generated recharter report will automatically calculate the totals for each category and the final amount to be submitted (line K).

Registration	Qty	Fee
 Paid Youth 	<u>5</u>	\$ <u>50.00</u>
Multiple Youth	<u>0</u>	\$ <u>XXXX</u>
 Paid Youth BL Subscriptions	<u>5</u>	\$ <u>60.00</u>
 Paid Adults 	<u>4</u>	\$ <u>40.00</u>
Multiple Adults	<u>1</u>	\$ <u>XXXX</u>
 Paid Adult BL Subscriptions	<u>4</u>	\$ <u>36.00</u>
Charter Fee		\$ <u>20.00</u>
 Total Fees Submitted		\$ <u>206.00</u> 

**IMPORTANT! - Line Q - You must add the total insurance line on the software generated charter. \$1.00 each for the Total of all paid youth (E), paid Adults (H) AND Tiger Partners. Add \$12.00 for every Boy's Life subscription. Then adjust the Total Fees Submitted Line (K).**

**PLEASE WRITE ONE CHECK FOR THE TOTAL AMOUNT FROM YOUR UNIT TREASURY PAYABLE TO BSAC/BSA and attach it to your completed charter and diskette.**

**STEP 9 TURN IN YOUR CHARTER TO YOUR UNIT COMMISSIONER BEFORE THE 1<sup>st</sup> OF THE MONTH OF EXPIRATION!!! USE THE "TRANSMITTAL ENVELOPE."** On-time rechartering is a quality unit requirement!

**CONGRATULATIONS ON COMPLETING YOUR CHARTER!**

## PAPER (traditional) RECHARTER INSTRUCTIONS

You must complete all 11 steps or your charter cannot be processed. Completion of your unit's charter renewal is an easy and simple process if you follow these steps. At a special meeting, the unit committee should complete the attached charter renewal work. The unit leader, committee chair, treasurer, and other key leaders need to be present to accomplish this task. Also invite your Unit Commissioner. Refer to the sample and action items "Charter Renewal Application" on pages A and B of this booklet's Appendix.

**STEP 1 GENERAL INFORMATION** – Sections A, B and C list general information about your pack, troop, team, crew, or ship such as your chartered organization and *Boys' Life*. Check this information to make sure it is correct and make any changes necessary by drawing a single line through the incorrect information and writing in the new information.

For BSA units, the *Boys' Life* term, begin date, and end date **MUST RELATE TO UNIT RENEWAL DATE**. *Boys' Life* end date must be two months after unit renewal date.

449-Black Swamp Area Council

Report #: **0000 V. 6.00**

County

Page **00** of **00**

Date : **00/00/00**

Roster

Time : **00:00:00**

District: **Your Pack #**



00-0 County  
N or R

County: \_\_\_\_\_

Terms: \_\_\_\_\_

Expire Date: **00/00/00**

School of Church Name **000**

Address of above

City, State zip

Phone #



Code Executive Officer

100% Boys Life **Y** or **N**

Principal or Pastor Name

Top Leader Trained **Y** or **N**

Address of above

City, State zip

Tenure \_\_\_\_\_ months

Quality Unit **Y** or **N**

Meeting Place:

School of Church Name

Address of above

City, State zip

Frequency:

Day: \_\_\_\_\_

Boy's Life:



Term: **12**

Begin Date: **00/00/00**

End Date: **00/00/00**

**STEP 2 ADULT LEADERS** – Starting on the first page is a list of your adult leaders who are registered. This should be updated by the Committee Chair. Cross off the leaders who are no longer active by drawing a line through their name and address. **DO NOT CROSS OFF A LEADER UNLESS YOU ARE CERTAIN THAT THEY ARE NO LONGER ACTIVE.**

There is no charge for your Executive Officer unless he (she) is taking another leadership position in which case an adult leader application must be completed and you pay the \$10 fee. An adult partner (AP) of a Tiger Cub does not register or pay unless they are taking a leadership position, in which case an adult leader application must be completed and pay the \$10.00 fee.

For the remaining leaders, make sure their name\*, address, phone numbers, and **date of birth** are correct and write in any changes. **Date of birth is required for every listed adult and adult partner of a Tiger Cub.**

**\*NAMES: For data entry consistency—**

**NO spaces between prefixes ( DeCarlo not De Carlo ),**

**NO apostrophes ( OBrian not O'Brian )**

**NO hyphens. ( John SmithPayne not John Smith-Payne )**

Finally, make any needed changes to the position each leader holds.

To recharter – your Scouting unit must have a minimum of the following leaders:

### CUB PACKS

Cubmaster

Committee Chair

Chartered Organization Representative (May be dual registered as Committee Chair or Committee Member)

Two Committee Members

Tiger Leader (If there are 1st grade Tiger Cubs)  
At least one Den Leader (If there are 2nd/3rd grade Cub Scouts)  
At least one Webelos Leader (If there are 4th/5th grade Webelos)

**SCOUT TROOPS/VARSITY TEAMS/VENTURING CREW**

Scoutmaster/Varsity Coach/ Crew Advisor

Committee Chair

Chartered Organization Representative (May be dual registered as Committee Chair or Committee Member)

Two Committee Members

**CHARTERED ORGANIZATION** (line D)

The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults.

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; they are U.S. Citizens (or have declared intention or are otherwise qualified.)



Executive Officer

Certification           Name of Principal or Pastor           ( see top of charter form)

Signature

Our Organization approves this application and all reregistering adults. I understand that responsibility for the approval of new adults can be given to our chartered organization representative (Complete information is on instruction sheet no. 28-420)



Council Representative

          Your District Executive name          

Certification

Signature

**STEP 3 YOUTH MEMBERS** – The remaining pages of your charter are your youth members and should be completed by the unit leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor.) Cross off the names of youth who are no longer active in your unit, keeping in mind the following:

**- YOU MUST HAVE FIVE PAID YOUTH MEMBERS TO RECHARTER. (Multiple registrations DO NOT count as part of the five) - DO NOT CROSS OUT A YOUTH MEMBER UNLESS YOU ARE CERTAIN THEY ARE NO LONGER ACTIVE. - IF FIFTH GRADE WEBELOS HAVE NOT YET TRANSFERRED TO A SCOUT TROOP AS OF THE PACK'S RECHARTER DATE, THEY NEED TO RECHARTER WITH YOUR PACK.**

For every member, check the date of birth, address, name\* and phone. **Update each member's RANK and GRADE LEVEL to correspond to the rank they last earned and the grade they are currently in. Date of birth is required for every boy! THIS IS CRITICAL!**

*\*NAMES: For data entry consistency—*

*NO spaces between prefixes ( DeCarlo not De Carlo ),*

*NO apostrophes ( OBrian not O'Brian )*

*NO hyphens. ( John Smith Payne not John Smith-Payne )*

**Cub Ranks      Scout Ranks**

Tiger Cub	Bear	Scout	1st Class	Eagle
Bobcat	Webelos	Tenderfoot	Star	
Wolf	Arrow of Light	2nd Class	Life	

**STEP 4 ADDING MEMBERS AND LEADERS** – If a person is not listed on the computer print-out, but is verifiably registered, you must include a copy of the previously submitted youth or adult application.

**New members and leaders can only be added by using an application. Do not write additional names on the recharter roster.** Be sure to include all of these in the totals.

**STEP 5 BOYS' LIFE** – For both youth and adult members, update the *Boys' Life* status for those who wish to receive *Boys' Life* magazine. Those subscribing should be marked I, and those not subscribing should be left blank or changed to a **N** in the *Boys' Life* column. **We strongly encourage 100% Boys' Life enrollment for packs and troops as an important part of your over all program.**








Note: 100% means at least one subscription per family even if brothers are in different units.

**STEP 6** If you have adult or youth members who have paid a registration fee elsewhere (in another unit, in the district, or at the Black Swamp Area Council level), they are considered "multiple" and need not pay to be registered

again. Indicate this by circling their position (if adults) or name (if youth) and indicate unit number where they have paid. Count them up and write the number (if any) in the spaces on lines F and I.

**ADD UP TOTALS** – Count up your total number of non-multiple adults and total number of youth to be registered including those new applications, and write your totals in the spaces provided on lines E and H. There is no charge for your Chartering Organization’s Executive Officer.

Finally count the number of “I’s” you have in the *Boys’ Life* column for leaders and members and write these totals in the spaces provided in lines G and J.

	Qty	Fee
 Paid Youth 	<u>5</u>	\$ 50.00
Multiple Youth	<u>0</u>	\$ XXXX
 Paid Youth BL Subscriptions	<u>5</u>	\$ 60.00
 Paid Adults 	<u>4</u>	\$ 40.00
Multiple Adults	<u>1</u>	\$ XXXX
 Paid Adult BL Subscriptions	<u>4</u>	\$ 36.00
Charter Fee		\$ 20.00
 Total Fees Submitted		 \$ 206.00 

**STEP 7** Multiply lines E and H by \$10.00 and write the amount in. Multiply lines G and J by \$12.00 and write the amount in. Add \$20.00 for the unit-chartering fee. **Line Q - You must add the total insurance line. \$1.00 each for the Total of all paid youth (E), paid Adults (H) AND Tiger Adults** Add these items together and you have the total amount due for your unit to recharter, line K. Be sure to double-check your calculations.

**PLEASE WRITE ONE CHECK FOR THE TOTAL AMOUNT FROM YOUR UNIT TREASURY PAYABLE TO BSAC/BSA** and attach it to your completed charter renewal papers.

**STEP 8 ADDITIONAL INFORMATION:**

Line L **Disability** If the unit serves a majority of youth with disabilities, indicate code on proper line as follows:  
 V-Visual O-Orthopedic M-Mental Retardation  
 E-Emotional D-Development Line M 100% *Boys’ Life* indicate yes or no.  
 H-Hearing L-Learning Line N On time unit indicate yes or no

Disability Code  \_\_\_\_\_ 100 % Boys Life  Yes or No On time Unit?  Yes or No

**STEP 9 NATIONAL QUALITY UNIT AWARD** – Complete and sign the Centennial Quality Unit Award Application and attach it to your charter papers. Rechartering on time is required for this award. This is a self-appraisal form that should be completed and submitted with the rest of the recharter packet. However, if your Unit does not qualify for an item at the time of rechartering but you expect that it can be obtained by the end of the calendar year, the form can be submitted at that time.

**STEP 10 OBTAIN NECESSARY SIGNATURES** – All of the following must sign your papers. These must be the signatures of the people entering the positions, not the ones leaving the job.

- The Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Adviser) must sign at the end of the youth member list and on all new youth applications. (line O)
- The Executive Officer of your Chartered Organization (line D)
- The Committee Chair (on all new adult leader applications)
- The Chartered Organization Representative or Executive Officer on all new adult member applications.
- **LEAVE THE COUNCIL REPRESENTATIVE (LINE P) BLANK** – It will be signed at the council office by your District Executive



Executive Officer

Certification     **Name of Principal or Pastor**     ( see top of charter form)  
Signature

Our Organization approves this application and all reregistering adults. I understand that responsibility for the approval of new adults can be given to our chartered organization representative (Complete information is on instruction sheet no. 28-420)



Council Representative     **Your District Executive name**      
Certification Signature



Unit Leader Certification     **Cubmaster, Scoutmaster ...**    

**STEP 11 TURN IN YOUR CHARTER TO YOUR UNIT COMMISSIONER BEFORE THE 1<sup>st</sup> OF THE MONTH OF EXPIRATION!!! USE THE "TRANSMITTAL ENVELOPE."** On-time rechartering is a quality unit requirement!  
**CONGRATULATIONS ON COMPLETING YOUR CHARTER!**

# 2007 Centennial Quality Unit Award Commitment

Unit Type \_\_\_\_\_ Unit Number \_\_\_\_\_

Use interpretations with the unit leader in understanding what each requirement means. All units are encouraged to establish goals that increase their participation over the previous year.

**1. We will have \_\_\_\_\_ percent of our direct contact leaders complete Basic Leader Training for their position, including Youth Protection Training.** Each of our adult leaders (Cubmasters, den leaders, Webelos leaders and all assistants, Scoutmasters and assistants, crew Advisors and associates) who meet with youth regularly are trained in Fast Start and Basic Leader Training. You identify how many are registered and develop a plan to have them trained. If a leader is newly signed up within the past two months, you will want them to commit to getting trained, but they do not keep the unit from earning the award.

\_\_\_\_\_ Number of direct contact leaders registered \_\_\_\_\_ Number trained

**2. As one of the committed units in our district, we commit to retaining \_\_\_\_\_ percent of our members, recruiting \_\_\_\_\_ new youth, and rechartering on time.**

(Goal of retention of youth and goal for recruiting of new youth to be set with commissioner and unit leader at beginning of calendar year.)

\_\_\_\_\_ Goal new youth to recruit \_\_\_\_\_ Actual new youth recruited

\_\_\_\_\_ percent retention last year \_\_\_\_\_ percent retention this year

\_\_\_\_\_ Rechartered on time (Yes or No)

**3. As a participating unit in the national parent initiative, we commit to recruit and train \_\_\_ new adults to be active.** \_\_\_\_\_ Number of new adults recruited

**4. We had a minimum of 60 percent of our youth members advance in rank for Cub Scouting and Boy Scouting or earn Venturing recognition awards, or we improved by 10 percent over last year.**

This includes the basic ranks of Cub Scouting and Boy Scouting. The recognition award program is the measure for Venturing.

Percent advanced/earned \_\_\_\_\_ last year, \_\_\_\_\_ this year

**5. At least 70 percent of our youth members had an outdoor experience or one activity per month, or improve the percentage over last year.** Specify in advance the events that will be used and how many are required to qualify. (For Cub Scouting, this would include a pack meeting.) This may vary for each type of program.

\_\_\_\_\_ percent participated last year. \_\_\_\_\_ percent participated this year.

**6. We will conduct annual program planning and will provide the financial resources to deliver a quality program to our members.** Our unit has an annually planned program. The unit develops a budget of needed expenses and plans how they will provide the finances to achieve a quality program, either through unit fund-raisers or each member providing their own finances. \_\_\_\_ Yes \_\_\_\_ No

**Additional Goals.** When commissioners meet with units as part of the **action planning meeting**, they will review other areas critical to providing a quality program. These are part of the **unit self-assessment** process, provided to commissioners as a part of their monthly unit visit. These include 100 percent of families subscribing to *Boys' Life*, an annual service project recorded on the Good Turn for America Web site, two-deep leadership, an active committee, youth training for Boy Scouting and Venturing, use of the patrol method for Boy Scouting, and other areas as needed for special emphasis annually.

## Registration Fees Chart

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Jan.	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085
Feb.	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70
March	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55
April	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40
May	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25
June	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10
July	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95
Aug.	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65	\$6.80
Sept.	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50	\$7.65
Oct.	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35	\$8.50
Nov.	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>	\$9.35
Dec.	\$9.35	\$8.50	\$7.65	\$6.80	\$5.95	\$5.10	\$4.25	\$3.40	\$2.55	\$1.70	\$.085	<b>\$10.00</b>

## Charter Expiration Month

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Jan.	<b>1</b>	2	3	4	5	6	7	8	9	10	11	12
Feb.	12	<b>1</b>	2	3	4	5	6	7	8	9	10	11
March	11	12	<b>1</b>	2	3	4	5	6	7	8	9	10
April	10	11	12	<b>1</b>	2	3	4	5	6	7	8	9
May	9	10	11	12	<b>1</b>	2	3	4	5	6	7	8
June	8	9	10	11	12	<b>1</b>	2	3	4	5	6	7
July	7	8	9	10	11	12	<b>1</b>	2	3	4	5	6
Aug.	6	7	8	9	10	11	12	<b>1</b>	2	3	4	5
Sept.	5	6	7	8	9	10	11	12	<b>1</b>	2	3	4
Oct.	4	5	6	7	8	9	10	11	12	<b>1</b>	2	3
Nov.	3	4	5	6	7	8	9	10	11	12	<b>1</b>	2
Dec.	2	3	4	5	6	7	8	9	10	11	12	<b>1</b>

The fees will be pro-rated as follows: **Dec.** = Exploring Posts, **Jan.** = Great Oaks **Feb.** = Black Walnut, Buckeye, and Hawthorn **March**= Old Sycamore, American Elm

## Boys' Life Fees

Months	1	2	3	4	5	6	7	8	9	10	11	12
Tiger Cubs	*	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
Cubs & Scouts	*	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
Varsity Scouts	*	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
Venturers & Adults	*	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00
Boys' Life	*	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00

\* must be for two months.

### Transfer Fees:

Adult and youth members transferring from one unit to another, one program to another, Scout to adult, during the charter year, pay a \$1.00 transfer fee.

## Glossary

### Chartered Organization Certification

The executive officer of the chartered organization must sign the charter. This 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; they are U.S. Citizens (or have declared intention or are otherwise qualified.)

### 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.

### Multiple Registration

An adult who paid a registration fee in another unit (in a district or a National Capital Area Council position) does not pay a registration fee in this unit. Youth members paid in one unit are not required to pay more than once.

### 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

***This is a tool for the unit. Do not send it in to the council registration department.***

### Adult Position Codes

Use the following codes to fill out an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

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

## **INSURANCE INFORMATION FOR VOLUNTEERS**

### **Comprehensive General Liability Insurance**

This coverage provides protection for the council, all Scouting professionals and employees, Scouting units, chartered organizations, and volunteer Scouters (whether or not registered) with respect to claims arising in the performance of their duties in Scouting. Coverage is more than \$15 million for bodily injury and property damage. The insurance provided Scouting volunteers through the Boy Scouts of America General Liability Insurance program is excess over any other insurance the volunteer might have

to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts. By providing insurance coverage to volunteers on an excess basis, the Boy Scouts of

America is able to purchase higher limits. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

### **Automobile Liability Insurance**

All vehicles MUST be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is registered. It is recommended, however, that coverage limits are at least

\$50,000/\$100,000/\$50,000. Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000, or \$500,000 single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council's \$15,000,000 limit of coverage. A tour permit or a council short-term camping permit is required when units travel overnight or outside their district. The council should establish more specific guidelines setting forth when a local council tour permit is required. National tour permits are required for all trips more than 500 miles. These permits should list the drivers' names and limits of automobile liability insurance carried.

### **Council Accident and Sickness Insurance Plan (Mutual of Omaha)**

This Accident and Sickness Insurance is provided for Cub Scouts (including Tigers), Boy Scouts, Venturers, LFL participants (coverage may be purchased for all participants or only Explorers) and adult volunteer leaders (including Tiger partners) registered in the council, and covers them for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity. This coverage is applied for by the council and is in effect on an annual basis. Additional information on coverage, limits, etc. may be obtained by contacting the council office. The fee is \$1 for all non-multiple youth & leaders. Tigers and Tiger partners also pay the \$1. Tiger Partners serving in another registered volunteer position do not pay more than once.

ALL SERIOUS INCIDENTS, ACCIDENTS AND/OR SICKNESS, OR, IF A SUMMONS IS SERVED ON A VOLUNTEER, PLEASE REPORT TO THE BLACK SWAMP SCOUT SERVICE CENTER IMMEDIATELY.

Our Unit Commissioner is:

Name: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_

Email: (W) \_\_\_\_\_

(H) \_\_\_\_\_

**Black Swamp Area Council**

**Boy Scouts of America**

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*Findlay, OH 45840*

*Telephone: 419-422-4356*

*Fax: 419-422-4681*

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