

# TOOL KIT

## United Methodist Church Affiliation Agreement



BOY SCOUTS OF AMERICA®  
LINCOLN HERITAGE COUNCIL





**1: RELEASE OF CHARTER**

**TO:** \_\_\_\_\_

*Please print contact information for existing Chartered Organization below.*

**FROM:** \_\_\_\_\_

\_\_\_\_\_  
*Name of Releasing Charter Organization*

\_\_\_\_\_  
*Institutional Head/Executive Officer Name*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

We hereby release the charter for unit(s): \_\_\_\_\_  
so that the unit may be assumed by a new chartering organization. It is understood that this includes all unit equipment and the unit treasury.

\_\_\_\_\_  
*Signed by: Executive Officer of Releasing Organization*

\_\_\_\_\_  
*Date*

**2: ASSUMPTION OF CHARTER**

**TO:** \_\_\_\_\_

*Please print contact information for new Chartered Organization below.*

**FROM:** \_\_\_\_\_

\_\_\_\_\_  
*Name of New Charter Organization*

\_\_\_\_\_  
*Institutional Head/Executive Officer Name*

\_\_\_\_\_  
*Organization Mailing Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

\_\_\_\_\_  
*Organization Telephone Number:*

\_\_\_\_\_  
*Organization Website*

We hereby assume the charter for unit(s): \_\_\_\_\_  
It is understood that this includes all unit equipment and the unit treasury.

\_\_\_\_\_  
*Signed by: Executive Officer of New Organization*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*New Executive Officer Email Address*

\_\_\_\_\_  
*Telephone Number*

**To Complete the Charter Organization Release/Assumption return this form with the following:**

- New Unit Application
- Annual Charter Agreement

**Mail completed forms to:** \_\_\_\_\_

\*\*\*\*\* FOR LOCAL COUNCIL USE \*\*\*\*\*

\_\_\_\_\_  
*Signed by: Council Scout Executive or Designee*

\_\_\_\_\_  
*Date*

# BOY SCOUTS OF AMERICA AFFILIATION AGREEMENT WITH UNITED METHODIST CONGREGATIONS ENGAGED WITH SCOUTING

*Together we seek to prepare young people to make ethical and moral choices over their lifetimes by instilling in scouts the ambition and dedication to be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.*

## ANNUAL AFFILIATION AGREEMENT BETWEEN:

\_\_\_\_\_ (the "Affiliated Organization"),  
Boy Scouts of America ("BSA"),  
\_\_\_\_\_ Council, BSA (the "Local Council"), and  
\_\_\_\_\_ (the "Scouting Unit")

Pack No. \_\_\_\_\_ Troop No. \_\_\_\_\_ Crew No. \_\_\_\_\_ Ship No. \_\_\_\_\_

The mission of the Boy Scouts of America program 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. The Affiliated Organization, in keeping with its own mission to support the community's youth, desires to support the programs of the BSA. To that end, the following terms will govern the relationship between the Affiliated Organization, BSA, the Local Council, and the Scouting Unit for the year running from \_\_\_\_\_, 202\_\_ through \_\_\_\_\_, 202\_\_.

### I. BSA agrees to:

#### A. Indemnification

- TO DEFEND, AND TO THE FULLEST EXTENT PERMITTED BY LAW, INDEMNIFY AND HOLD HARMLESS THE AFFILIATED ORGANIZATION, ITS DISTRICT, ITS ANNUAL CONFERENCE, AND ANY OTHER ENTITY, AGENCY, COMMITTEE, COMMISSION, BOARD, SOCIETY, OR CONFERENCE RELATED TO THE UNITED METHODIST CHURCH, ALONG WITH EACH OF THEIR OFFICERS, DIRECTORS, TRUSTEES, EMPLOYEES, AGENTS, MEMBERS, OR VOLUNTEERS (COLLECTIVELY, "**PROTECTED PARTIES**"), FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, LIABILITY, INJURIES, LOSSES, DAMAGES, OR COSTS, INCLUDING (WITHOUT LIMITATION) LITIGATION FEES, INVESTIGATIVE COSTS, AND COURT COSTS (COLLECTIVELY, "**LOSSES**" OR "**CLAIMS**"), ASSERTED OR SUSTAINED BY ANY SCOUT, SCOUTING UNIT, MEMBER, VISITOR, VOLUNTEER, OR ANY OTHER PERSON, ARISING OUT OF OR IN ANY WAY CONNECTED, DIRECTLY OR INDIRECTLY, WITH SCOUTING, WITH SCOUTING ACTIVITIES, WITH THE ACTIONS OF ANY SCOUT LEADER OR WITH THE USE OR OCCUPANCY OF THE AFFILIATED ORGANIZATION'S PROPERTY FOR SCOUTING ACTIVITIES, WHETHER OR NOT THE LOSSES, CLAIMS, OR THEIR CAUSES ARE FORESEEN OR UNFORESEEN, OR UNRELATED TO SCOUTING OBJECTIVES, EXCEPT TO THE EXTENT THOSE LOSSES ARE CAUSED BY THE WILLFUL ACTS OR NEGLIGENCE OF ANY PROTECTED PARTY WHILE ACTING IN A CAPACITY DISTINCT FROM THE AFFILIATED ORGANIZATION'S SCOUTING RESPONSIBILITIES OR DUTIES.
- Such defense includes providing a legal defense to all Protected Parties using legal counsel that owes a duty of loyalty and zealous advocacy undiminished by any duties that may be owed to BSA or other parties. In civil actions filed or threatened against the Affiliated Organization, BSA shall confer with the Affiliated Organization over the selection of legal counsel to defend the Protected Parties, and BSA and Affiliated Organization shall make a good faith effort to agree upon legal counsel to represent the Protected Parties, taking account of any relevant terms in BSA's insurance policies. This good faith discussion shall include the question of whether or not separate counsel should be retained to represent the interests of the Protected Parties.

#### B. Insurance

To provide Commercial General Liability (GL) and Excess Commercial Automobile Liability (AL) to cover Losses or Claims as defined above. At a minimum, such insurance:

- GL coverage shall be written on an occurrence basis, with limits of \$7,500,000 each occurrence and \$23,000,000 annual aggregate.



2. AL shall be written on a per occurrence basis, with a \$5,000,000 limit per occurrence as excess of the Affiliated Organization's primary AL insurance and any other excess insurance available to the Protected Parties from other sources; provided however, that the underlying primary AL insurance, and other excess (if any), shall be no less than \$1,000,000.
3. As set forth in the GL policy, shall provide coverage for:
  - a. Bodily injury, sickness or disease including illness or death of any person.
  - b. Bodily injury, including physical or sexual abuse, misconduct, or molestation.
  - c. Personal or advertising injury.
  - d. Damages caused by physical damage or destruction of tangible property.
  - e. CONTRACTUAL LIABILITY COVERING THE BSA'S OBLIGATION TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE PROTECTED PARTIES UNDER THIS AGREEMENT, INCLUDING ANY AND ALL COSTS OF DEFENSE OF ANY CLAIMS FOR WHICH ANY PROTECTED PARTY IS ENTITLED TO COVERAGE BY VIRTUE OF BEING NAMED AS AN ADDITIONAL INSURED.
  - f. Punitive or Exemplary Damages coverage equal to that which is provided to BSA entities.
4. Shall name the Protected Parties as Additional Insureds on all primary and excess policies needed to provide the limits of insurance specified in §§ I.B.1 and I.B.2, above.
  - a. Insofar as such insurance provides GL coverages (excluding any AL coverage included within the GL policy), such GL insurance shall be written on a primary and non-contributory basis. Provided further, that any other GL insurance coverage that may be available to the Protected Parties from other sources shall be excess of and non-contributory with the GL coverage provided by BSA in compliance with this Affiliation Agreement.
  - b. Notwithstanding the foregoing, insofar as the Protected Parties are named as Additional Insureds for purposes of the excess AL coverage provided under BSA's GL policy, such AL coverage shall be excess over and non-contributory not only to any primary AL coverage available to the Protected Parties but also to any other excess AL coverage that may be available to the Protected Parties from other sources.
5. Shall provide a 30-Day Advanced Notice of Non-Renewal or Cancellation to the General Secretary of the General Commission on United Methodist Men, which notice shall constitute notice of same to the Affiliated Organization.
6. Shall Include a Waiver of Subrogation in favor of the Protected Parties.

Within ten (10) days after signing this Agreement, BSA shall provide a certificate of insurance confirming the existence of the coverages, limits, and endorsements meeting the requirements set forth in this Agreement.

## **II. The Local Council agrees to:**

### **A. Scouting Resources**

1. Provide program training, program resources, and other Scouting support services.
2. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
3. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.
4. Provide recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.

### **B. Adult Leadership**

1. Review and select all adult leaders, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
2. Determine the number of leaders necessary for Units and confirm that each Unit has the required number of leaders.
3. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed; by indication of the council designees' signature.
4. Require and track all unit leaders to complete BSA Youth Protection Training.



### C. Financial Services

1. Provide the Unit with the Council EIN and permission to use the EIN to open a bank account in the name of the Unit, which would be managed by the Unit.
2. Provide the Unit with policies and procedures for financial reporting and asset management, and report Unit financial activity as directed by the Local Council.

## III. The Affiliated Organization agrees to:

### A. Generally

1. Support the scouting program through its prayers, financial gifts, and volunteer service.
2. Include a Scout Sunday in its annual calendar and include Scouts and Scout leaders in the worship service.
3. Advertise the scouting program and volunteer needs in church publications and communications.
4. Welcome and provide opportunities for Scouts to participate in the Church's youth programs and promote religious awards.

### B. Use of Facilities

1. Provide appropriate facilities, described below, for Unit(s) for its regular meetings, in keeping with its ministry of facilitating the service of youth in the community:

Facilities Address: \_\_\_\_\_

Facilities Description: \_\_\_\_\_

Available Days/Times: \_\_\_\_\_

2. Allow Unit(s) to store a reasonable amount of materials and equipment in a designated area or areas, while maintaining property insurance sufficient to protect such materials against loss or theft while on the premises. Follow all Guide to Safe Scouting requirements to ensure the adequate review and inspection of trailers and other assets.

Storage Description: \_\_\_\_\_

### C. Contribution and Indemnification.

THE AFFILIATED ORGANIZATION ACKNOWLEDGES AND AGREES THAT, IN THE EVENT THERE ARE LOSSES OR CLAIMS ASSERTED AGAINST OR SUSTAINED BY BSA OR THE LOCAL COUNCIL THAT ARE ATTRIBUTABLE TO THE WILLFUL ACTS OR NEGLIGENCE OF THE PROTECTED PARTIES AND FALL OUTSIDE OF THE INDEMNIFICATION REQUIREMENTS OF BSA IN § I.A.1 (ABOVE), NOTHING IN THIS AGREEMENT SHALL BE DEEMED TO LIMIT BSA'S RIGHT TO SEEK CONTRIBUTION OR INDEMNIFICATION FROM THE PROTECTED PARTIES FOR SUCH LOSSES OR CLAIMS, INCLUDING ATTORNEYS' FEES AND COSTS RELATED THERETO.

### D. Scouting Resources

1. Reasonably support the Scouting Unit Committee, comprised of at least three members for each Unit.
2. Coordinate with the local council to provide annual recruitment opportunities to grow the BSA movement as well as publicize BSA through in-house publications.
3. Refrain from using the Scouting program to obtain financial support or assistance except as authorized for the benefit of the Unit or the Local Council.
4. Refrain from using the Scouting brand as a means to imply BSA's endorsement of the objectives of the Affiliated Organization, except with respect to youth development, consistent with the goals and objectives of the Scouting program.

## IV. The Scouting Unit agrees to:

### A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the local council

or BSA.

4. Maintain accurate and timely registration records of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.
6. Ensure that the unit has two-deep leadership at all times.

#### **B. Program**

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See <http://www.scouting.org/about/membership-standards/>
2. Use the Scouting program to accomplish specific objectives related to one or more of the following: faith-based youth ministry, youth character development, career skill development, community service, patriotism, and military and veteran recognition.
3. Abstain from using 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.

#### **C. Use of Facilities**

1. Return the Facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.
2. Ensure that all use of the Facilities is consistent with and does not detract from the Affiliated Organization's mission.

#### **D. Assets and Equipment**

1. Be a good steward of the Unit's resources and comply with the BSA's Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA's and the Local Council's guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Reimburse the Affiliated Organization for cost of insuring Unit's assets and equipment, if requested.
5. Follow all Local Council policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit annual finance report and other reporting as prescribed by the Local Council.

**AFFILIATED ORGANIZATION:** \_\_\_\_\_

By: \_\_\_\_\_

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

Title: Chair of Board of Trustees

\_\_\_\_\_  
Date

**LOCAL BSA COUNCIL:** \_\_\_\_\_

By: \_\_\_\_\_

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

Title: Scout Executive or Designee

\_\_\_\_\_  
Date

**SCOUTING UNIT:** \_\_\_\_\_

By: \_\_\_\_\_

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

Title: Unit Committee Chair

\_\_\_\_\_  
Date

## BOY SCOUTS OF AMERICA

By: Roger C. Mosby \*\*

Roger C. Mosby  
President and Chief Executive Officer

\*\*\*

Date

\*\* BSA's endorsement of this Agreement relates solely to the Indemnification and Insurance provisions set forth in §§ I.A and I.B of this Agreement.

\*\*\* This is a BSA-approved form as of the month and year reflected in the bottom margin of this Affiliation Agreement. Once signed by all other parties to this Agreement, and provided no more recent form agreement has been approved by BSA as of the date those signatures are applied, Mr. Mosby's pre-printed electronic signature on this Agreement will be recognized as valid and binding on BSA as of the same date with respect to the Indemnification and Insurance provisions set forth in §§ I.A and I.B of this Agreement.

## RESOURCES

- ❖ The Scouting program must be utilized in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website located at <https://www.scouting.org/about/membership-standards/>
  - 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
  - Scouting Safely section found at <https://www.scouting.org/health-and-safety/>
  - The Guide to Safe Scouting
  - The Sweet Sixteen of BSA Safety
  - Scouter Code of Conduct
  - Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>
- ❖ Scouting Units should utilize the BSA Brand Center for all branding guidelines, images, and logos. The BSA Brand Center can be located at [www.scoutingwire.org](http://www.scoutingwire.org)

### **Scout Mission:**

*The mission of the Boy Scouts of America 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.*

### **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.*



# THE ANNUAL COUNCIL UNIT REGISTRATION AGREEMENT BETWEEN:

Pack(b/f)/Troop(b/g)/Crew/Ship \_\_\_\_\_ and the \_\_\_\_\_ Council, BSA

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 Local Council provides the support and service necessary to help the unit succeed in its use of Scouting.

## The Local Council agrees to:

### A. Scouting Resources

1. Provide program training, program resources, and other Scouting support services.
2. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
3. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.
4. Provide recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.

### B. Adult Leadership

1. Review and select all adult leaders, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
2. Determine the number of leaders necessary for Units and confirm that each Unit has the required number of leaders.
3. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed; by indication of the council designees' signature.
4. Require and track all unit leaders to complete BSA Youth Protection Training.

### C. Financial Services

1. Provide the Unit with the Council EIN and permission to use the EIN to open a bank account in the name of the Unit, which would be managed by the Unit.
2. Provide the Unit with policies and procedures for financial reporting and asset management, and report Unit financial activity as directed by the Local Council.

## The Unit agrees to:

### A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the Local Council or BSA.
4. Maintain accurate and timely registration records of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.
6. Ensure that the unit has two-deep leadership at all times.

### B. Program

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See <http://www.scouting.org/about/membership-standards/>
2. Use the Scouting program to accomplish specific objectives related to one or more of the following: faith-based youth ministry, youth character development, career skill development, community service, patriotism, and military and veteran recognition.

3. Abstain from using 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.

**C. Use of Facilities**

1. Secure appropriate facilities for a safe meeting environment for the unit to hold regular meetings to facilitate the aims and methods of the BSA.
2. Return the Facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.

**D. Assets and Equipment**

1. Be a good steward of the Unit's resources and comply with the BSA's Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA's and the Local Council's guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Reimburse the Affiliated Organization for cost of insuring Unit's assets and equipment, if requested.
5. Follow all Local Council policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit annual finance report and other reporting as prescribed by the Local Council.

---

Unit Committee Chair

---

Title

---

Date

---

Local BSA Council

---

Title

---

Date

## Insurance

The Boy Scouts of America provides Commercial General Liability (GL) and Excess Commercial Automobile Liability (AL) to cover losses or claims asserted or sustained by any Scout, Scouting Unit, member, visitor, volunteer, or any other person, arising out of or in any way connected, directly or indirectly, with Scouting. This insurance covers the Local Council, along with its Officers, Directors, Trustees, Employees, Agents, Members, or Volunteers (collectively, "Protected Parties"). At a minimum, such insurance:

1. GL coverage shall be written on an occurrence basis, with limits of \$7,500,000 each occurrence and \$23,000,000 annual aggregate for the policy year ending March 1, 2023. GL coverage limits are subject to change upon renewal, but at a minimum GL coverage shall be written on an occurrence basis, with limits of \$1,000,000 each occurrence and \$10,000,000 aggregate.
2. AL shall be written on a per occurrence basis, with a \$5,000,000 limit per occurrence as excess of the Local Council's primary AL insurance and any other excess insurance available from other sources; provided however, that the underlying primary AL insurance, and other excess (if any), shall be no less than \$1,000,000.
3. As set forth in the GL policy, shall provide coverage for:
  - Bodily injury, sickness or disease including illness or death of any person.
  - Bodily injury, including physical or sexual abuse, misconduct, or molestation.
  - Personal or advertising injury.
  - Damages caused by physical damage or destruction of tangible property.
  - Contractual liability covering the BSA's obligation to defend, indemnify, and hold harmless the Protected Parties.
  - Punitive or Exemplary Damages coverage equal to that which is provided to BSA entities.

## Resources

Units 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/about/membership-standards/](http://www.scouting.org/about/membership-standards/)

- 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 SAFE Checklist
- Scouter Code of Conduct
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>

### ***Scout Mission:***

*The mission of the Boy Scouts of America 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.*

### ***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, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.*





# NEW-UNIT APPLICATION



**Cub Scouting**

## **Purpose of the Boy Scouts of America**

Its purpose is to promote, through cooperation with other agencies, 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.

## **Pack**

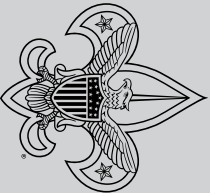
Cub Scouting is for parents, leaders, and organizations to use with boys and girls who are kindergarten-age through fifth grade.

## **Troop**

Scouts BSA is an educational program filled with fun and adventure that appeals to boys and girls. Youth can be Scouts if they have completed the fifth grade and are at least 10 years old. OR have earned the Arrow of Light Award and are at least 10 years old. OR are age 11 but have not yet reached age 18.

## **Venturing Crew or Sea Scout Ship**

Venturing and Sea Scouting will help your organization meet the needs, desires, and concerns of young adults. Young men and women must be at least 13 years old who have completed the eighth grade, or age 14 and not yet 21.



**Scouts BSA**



**BOY SCOUTS OF AMERICA**



**Venturing**



**Sea Scouting**

## A CHARTERED ORGANIZATION

**The chartered organization** selects one of its members to register as chartered organization representative who may also serve as chair or as unit committee member if needed. All units must have a unit leader and a minimum of five paid youth or program participants. There must be at least three committee members, with one named chair. Packs must have a den leader who should be registered as an adult in the pack. Cub Scout dens must be single gender—all boys or all girls. The chartered organization also provides meeting facilities for the unit. No one may register in more than one position in the same unit, except the chartered organization representative.

**Unit Liability Insurance Fee.** Units are required to pay an annual unit liability insurance fee of \$75. This fee must be submitted with the unit's charter application and will help defray the expenses for the general liability insurance program.

**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 as follows:

- **Packs**—All leaders must be at least 21 years of age except assistants, who must be at least 18 years of age. Lion and Tiger adult partners must be at least 18 years of age.
- **Troops**—Assistant Scoutmasters may be 18. All other adults in the troop must be at least 21.
- **Crews/Ships**—All leaders must be at least 21 years old.

### CHARTERED ORGANIZATION USE OF THE SCOUTING PROGRAM:

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](http://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

2. 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

3. 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.

4. Chartered organizations must not use their chartered organization affiliation or the Scouting brand as a means to imply Scouting's endorsement of the objec-

tives of their organization except with respect to youth development consistent with the goals and objectives of the Scouting program.

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

6. To your knowledge, your organization, or anyone currently employed/affiliated with it, has never been investigated for, accused of, or charged with violence or abuse of another; possession, manufacture, or distribution of illegal substances or pornography; or engaged in behavior that may call into question their suitability to work with youth.

7. 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."

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 for failure to abide by these guidelines.

### **YOUR LOCAL COUNCIL THROUGH THE BOY SCOUTS OF AMERICA:**

1. Helps you organize your unit.
  - Provides unit committee with proven and accepted methods to recruit leadership.
  - Outlines suggested procedures to recruit youth.
  - Conducts organization meetings.
  - Shares in approval process for unit leaders.
2. Provides training opportunities for your Scouting leaders.
3. Provides year-round help.
  - Leader roundtables
  - Commissioner service
  - Concerned district personnel
  - Special activities and events
4. Maintains a council service center.
  - Program resources
  - Latest editions of literature
  - Professional staff assistance

## **IMPORTANT INFORMATION**

**Special Interest.** A special-interest code and description should be entered for units with a special interest. Use the following descriptions and codes: Soccer through Scouting—code 0414, and Scoutreach—code 0418. Use one of the following disability codes when registering a unit with a majority of members who have special needs: Mentally Disabled—code 0416 or Physically Disabled—code 0417.

**Who Can Join?** 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.

**Who Can Volunteer?** To be eligible for registration, an adult leader must agree to: subscribe to the Scout Oath; fulfill the obligations of his or her position; and perform his or her duties in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America. The Boy Scouts of America allows chartered organizations to select adult leaders without regard to sexual orientation, continuing Scouting's long-standing policy of chartered organizations selecting their leaders. 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. This change also respects the right of religious chartered organizations to continue to choose adult leaders whose beliefs are consistent with their own.



# NEW-UNIT APPLICATION

Council No.  District No.—Name  —

Print one letter in each space—leave a space between words.

Chrt. org. code  Full name of chartered organization

Type of organization

If not for profit, purpose of organization

If religious organization, denomination

Mailing address of chartered organization

City

State

Zip code  —

Physical address of chartered organization, if different

County

City

State

Zip code  —

Website address of chartered organization

Executive officer: First name

Middle name

Last name

Suffix

Gender  Date of birth (mm/dd/yyyy)

Executive officer email address: ☐ Work ☐ Home

Address

City

State

Zip code  —

Phone No.

☐ Boy Pack

☐ Boy Troop

☐ Crew

Unit No.

Effective date (mm/yyyy)

Term (months)

Expire date (mm/yyyy)

No.

☐ Girl Pack

☐ Girl Troop

☐ Ship

☐ Family Pack

☐ Special-interest code—Description

100% Scout Life unit

Does your organization agree to the Declaration of Religious Principle? ☐ Yes ☐ No

Youth registration fees \$

\$

Leader registration fees \$

\$

Scout Life fees (\$15 each) \$

\$

Accident and sickness insurance fees \$

\$

Unit liability insurance fees \$

100.00

Total fees \$

\$

Signature of executive officer

Signature of Scout executive or designee

LINCOLN HERITAGE ANNUAL UNIT FINANCE REPORT	
Unit Name	
Council Name	
Report Year	
<b>Bank Information</b>	
Bank Name	
Branch Name/Location	
Last 4 Account #s	
<b>Signers on Checking Account</b>	
Signer 1	
Signer 2	
<b>Income</b>	
Membership/Registration Fees	
Council Program Fees	
Unit Dues	
Popcorn Sales	
Camp Card Sales	
Other Money Earning Project(s) <sup>(1)</sup>	
Activity/Event Fees	
Other Income	
<b>Total Income</b>	\$ -
<b>Expenses</b>	
Membership/Registration Fees	
Council Program Fees	
Popcorn Sales	
Camp Card Sales	
Other Money Earning Project(s)	
Trips and Events	
Troop Supplies and Food	
Advancement	
Other Expenses/FOS Contribution	
<b>Total Expenses</b>	\$ -
<b>Annual Financial Summary</b>	
Starting Account Bank Balance:	
Annual Income	\$ -
Annual Expenses	\$ -
<b>Ending Account Bank Balance<sup>(2)</sup></b>	<b>\$ -</b>
<sup>(1)</sup> Units must complete money earning project applications and follow fiscal policies & procedures.	
<sup>(2)</sup> Units must submit year end bank statement reflecting ending account balance with this form.	
<b>Notes</b>	