

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, 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 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 11 1/2) 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 has completed the eighth grade and is at least 14 or 15 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 any 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)