



# *THE CHARTERED ORGANIZATION REPRESENTATIVE GUIDEBOOK*

*For Serving Your Chartered Organizations's  
Whole Scouting Family  
(Cub Scout Packs, Boy Scout Troops, Varsity Scout  
Teams, Venturing Crews, Sea Scout Ships)*



BOY SCOUTS OF AMERICA®



# THE ROLE OF THE CHARTERED ORGANIZATION REPRESENTATIVE

The Boy Scouts of America (BSA) issues annual charters to religious, community, and education-based organizations whose objectives, mission, and methodologies are compatible with those of the BSA. Scouting is a great youth movement dedicated to the character development, citizenship training, and personal fitness of American youth. This charter allows those organizations to operate the Scouting program and provides them needed literature, training, support materials, and direct professional service.

Each chartered organization appoints a volunteer, other than the unit leader or assistant unit leader, as its chartered organization representative to represent it as a member of the district committee and as a voting member of the local council. The primary responsibilities of the chartered organization representative are to help units be successful and to provide coordination between the chartered organization and the BSA. Every chartered organization representative is encouraged to become an active, participating member of one of the district's committees.

The summary below can serve as a checklist of tasks rather than as specific duties to be performed by any one person. Many of these tasks are shared by members of the unit committee and the unit commissioner. When a function is not being performed or has been overlooked, the chartered organization representative serves as a counselor, motivator, and resource to ensure that the Scouting program continues to thrive. These leadership tasks include:

- ☐ Serve as a member of the unit Key 3 team and meet together several times a year.
- ☐ Serve as a liaison between your units, your organization, and the council structure.
- ☐ Encourage unit leaders and committee members to take advantage of training opportunities and to regularly attend district roundtables.
- ☐ Promote well-planned unit programs.
- ☐ Organize units to serve the youth needs of your organization and the community.
- ☐ Promote the recruitment of new members.
- ☐ See that youth participants and adult volunteers advance from one program phase to the next.
- ☐ Assist with annual unit charter renewal.
- ☐ Suggest unit Good Turns for your organization.
- ☐ Encourage unit committee meetings.
- ☐ Encourage the pursuit of Journey to Excellence performance.
- ☐ Inform and engage organization leaders and members.
- ☐ Encourage active outdoor unit programs.
- ☐ Emphasize advancement and recognition.
- ☐ Secure district help when needed.
- ☐ Use approved unit finance policies.
- ☐ Encourage recognition of leaders.
- ☐ Cultivate resources to support your organization's units.
- ☐ Represent your organization on the council and district levels.
- ☐ Serve on your council's relationship committees when asked.

# BOY SCOUTS OF AMERICA CHARTERED ORGANIZATION REPRESENTATIVE

The following official description of a chartered organization representative is found in the *Rules and Regulations of the Boy Scouts of America*. Article VI., Local Councils, Section 3, Chartered Organization Representative, Clause 7. It reads: "In territory supervised by local councils, each chartered organization shall appoint a volunteer, other than the unit leader or assistant unit leader, as its chartered organization representative to represent it as a member of the district committee and as a voting member of the local council."

Following are additional requirements for service as a chartered organization representative:

1. The chartered organization representative's primary responsibilities are to help units to be successful and to provide coordination between the chartered organization and Scouting.
2. The chartered organization representative is automatically a voting member of the council and the district upon selection or appointment by the chartered organization. The individual must be an adult, a U.S. citizen, and a registered member of the BSA during the period of time that the chartered organization designates this person as chartered organization representative.
3. The chartered organization representative is encouraged to become an active, participating member of one of the district's committees.



# HOW SCOUTING WORKS

- The Boy Scouts of America serves duly constituted, community-based organizations.
- Beneficiaries are children, youth, adults, families, and communities.
- The BSA offers an educational resource program based on duty to God and duty to country.
- The BSA issues annual charters to community-based organizations and their local councils, which provide program, literature, training, support materials, and direct professional service.
- The chartered organization provides leadership, meeting facilities, encouragement, and other support as needed.
- Packs, troops, teams, ships, and crews are owned, operated, and administered by duly constituted, community-based organizations whose objectives, mission, and methodologies are compatible with those of the BSA.
- Volunteers and professionals work together in a team effort. Scouting is led by more than a million volunteers and nearly 3,800 professionals.
- Charters are granted to local councils and to community-based organizations to operate the Scouting program for one year, and are renewable annually.



# YOUR RESPONSIBILITIES ARE IMPORTANT

Scouting is a great youth movement dedicated to the character development, citizenship training, and personal fitness of American youth.

As a chartered organization representative, you hold a key position in Scouting. While this is a position of honor, it is not only honorary. Important work must be done. Whatever time and talent you invest will come back to you a hundredfold in satisfaction.

Your responsibilities fall into the following four areas:

1. You head the "Scouting department" in your organization and are responsible for the success of its Scouting units. As such, you are one of each unit's Key 3 leaders guiding its operation.
2. If you are not the head of the organization, you are charged with maintaining a positive relationship and communication with the organizational head.
3. You represent your organization as a voting member of the BSA local council, the overall governing body of the local Scouting organization.
4. You are a voting member of the district committee where your chartered organization is located, and you are encouraged to serve as needed, and as may be agreed upon, as a member of one of the district's committees. Chartered organization representatives are invited to report regularly to the district on the "state of the program" within their units at a district meeting. This meeting also provides an opportunity for the chartered organization representative to request any needed support.

The purpose of this manual is to help you understand your responsibilities and fulfill them.



# HOW SCOUTING OPERATES

Local organizations with aims and purposes that are in harmony with Scouting's may make use of the Boy Scouts of America's educational resource program. Such an organization may be a religious institution, club, lodge, civic group, urban agency, industry, labor group, or other duly constituted group that assembles for the purpose of providing the Scouting program. The Boy Scouts of America makes its program available by issuing a charter for each unit (Cub Scout pack, Boy Scout troop, Varsity Scout team, Venturing crew, Sea Scout ship) your organization operates.

Thus, your organization may have one or more charters from the Boy Scouts of America for one or more Scouting units. This charter authorizes your organization to make use of the Scouting program as a part of its total program, under leadership your organization has selected, for all youth who want to join and who satisfy joining criteria. The charter for each unit must be renewed annually.

## THE UNITS BELONG TO YOUR ORGANIZATION

Your organization conducts the Scouting program through its charter from the Boy Scouts of America, and the Scouting units and their leaders belong to your organization and are part of its "family." It is most important that this relationship be understood. The BSA local council exists only to support your organization and to help it be successful.

## YOUR ORGANIZATION'S ROLE IN THE COUNCIL

Your BSA local council is itself chartered by the Boy Scouts of America to promote and to administer the Scouting program in a prescribed area, and the council has the following two purposes:

1. To provide the services and facilities each chartered organization needs to operate successful units

2. To extend the use of Scouting to other organizations and help them create a sufficient number of Scouting units so that the program is available to every youth who wants it

There are some services your organization needs that it cannot supply itself. One of these is training in Scouting, especially for the unit leaders, giving them the information and program resources they need to run successful units. From time to time, your leaders will need expert, on-the-scene help, advice, and guidance on problems that may develop or on projects that may be undertaken, and the BSA can provide this support.

Units need help with advancement opportunities and activities, and Cub Scout packs, Boy Scout troops, Varsity Scout teams, Venturing crews, and Sea Scout ships need camping facilities. The council plans a program and sets up a structure to carry out these opportunities and activities. However, since most councils cover large geographic territory or population or both, the council creates districts which in turn carry out the council program in a segment of the council's geographic area. The people who make up the district committee are members at large from the community and chartered organization representatives.

# THE CHARTERED ORGANIZATION REPRESENTATIVE'S TASKS

In a church, the chartered organization representative might be compared to the superintendent of the Sunday school. The Sunday school superintendent heads and is responsible for the Sunday school department. You head the "Scouting department," and you are a member of each unit's Key 3 leadership team. The person in charge of your organization and its governing group will look to you as the person responsible for the success of the Scouting program.

Your department is made up of the committees and unit leaders of each of your Scouting units. Your organization will depend on your judgment for providing each level of youth with the program that fits its needs.

## THE UNIT CHAIR IS KEY

The image of any organization is a reflection of its leadership. Leadership is the most important factor in your Scouting unit's success. Your first responsibility, then, is to recruit the best possible person to chair each unit committee. The chair should in turn recruit others, encourage committee members to work together, and take the responsibility seriously.

With the right person in this key position, the committee will do a better job of selecting unit leaders, providing proper facilities for meetings, helping finance and equip the unit, and fulfilling other obligations for the success of the unit.

## HOW TO HELP THE UNIT CHAIR

Obviously, the chair's success depends on personal enthusiasm, the extent of experience, a willingness to accept suggestions, and knowledge of the Scouting program. Your support will be needed. You should be careful not to take on the responsibilities of or bypass the chair. The key to success is to work through—not around—the chair.

While the BSA requires five unit committee members for a charter, successful units generally have large and active committees, sometimes with 12 or more members. Adults in your organization and every person who has a child in the unit all can be prospective unit committee members.

## HELP RECRUIT THE RIGHT LEADERS

It's important for the unit to be led by the best possible adult leaders. Undoubtedly, the best reason for having a high-caliber unit committee is so it can recruit and keep the finest possible unit leaders.

The unit leader position should be at least "two deep" so that every unit leader has a competent, trained assistant ready to take over if the need arises. The larger the unit, the more assistant leaders are needed.

**The chartered organization representative must approve all adult leaders and committee members, or he or she may delegate this task. This approval occurs once at the time of initial recruitment; again each year at the time of charter renewal; and whenever adult leaders change registered positions, such as from committee member to den leader.**

## ENCOURAGE UNIT LEADERS TO BE TRAINED

Much of the effectiveness and success of your units will depend on the know-how of your unit committee members and unit leaders in carrying out a good program. Your district and council make a number of training opportunities available throughout the year. There are regularly scheduled formal courses, and personal coaching can also be provided if needed. In addition, there are regular roundtables (sessions that introduce new ideas and techniques) and online training that is available at <https://My.Scouting.org>. Other training resources can be found at [www.scouting.org/Training/Adult.aspx](http://www.scouting.org/Training/Adult.aspx).

You can find out how much training your leaders have had via MyScouting Tools at <https://My.Scouting.org>. Encourage those who need it to complete their training. You will also want to encourage all of your leaders to attend the district roundtables regularly.



# WHAT MAKES A TRAINED LEADER?



SCOUTING U  
Learn. Challenge. Lead.™



Adult leaders in units are considered trained and eligible to wear the official *Trained* emblem when they have completed Youth Protection Training and the training courses outlined below, or have completed Youth Protection Training and a previous basic training course *when it was current*.

**Youth Protection Training is a joining requirement for all registered adults and must be retaken every two years!**

## CUB SCOUTING

*Position-Specific for your position\**

## BOY SCOUTING

*Scoutmaster and Assistant Scoutmaster Position-Specific and Introduction to Outdoor Leader Skills (Scoutmasters and assistants)*

*Troop Committee Challenge (committee members)*

## VARSITY SCOUTING

*Varsity Coach Position-Specific and Introduction to Outdoor Leader Skills (Coaches and assistants)*

*Team Committee Challenge (committee members)*

## VENTURING & SEA SCOUTS\*\*

*Venturing Advisor Position-Specific (Advisors and assistants)*

*Crew Committee Challenge (committee members)*

*All adults in Ships: Sea Scout Adult Leader Basic*

### Need Help?

Contact Scouting University  
972-580-2000  
[www.Scouting.org/training](http://www.Scouting.org/training)

\* Pack Trainers take *Pack Committee Challenge and Fundamentals of Training*.

\*\* Venturing Youth Protection Training  
**Chartered Organization Representatives take This Is Scouting and Training the Chartered Organization Representative.**

11/11/2014

While BSA training is not expensive, there can be fees to cover training costs. Make sure these fees do not keep your leaders from participating in training. If appropriate, ensure that your unit budgets funding to cover the cost of leader training. In particular, be sure your leaders can afford to attend Wood Badge training, a top-level leadership development experience for leaders who have completed their basic training.

## PROMOTE WELL-PLANNED UNIT PROGRAMS

Official Boy Scouts of America resources offer a wealth of material to help the unit plan its program. In addition to the basic handbooks, planning sheets and program helps are available to help project the year's program, and articles in *Scouting* magazine can also provide ideas. In troops, teams, and crews, members build their own program. The important thing is that the unit establishes goals and sets up a planned program. Planning tools can be found on [www.scouting.org](http://www.scouting.org) under the Cub Scouts, Boy Scouts, and Venturing tabs.

*Boys' Life* magazine is published by the Boy Scouts of America to furnish wholesome reading for all boys and to provide additional program material for Cub Scouts and Boy Scouts. There is a special half-price subscription rate for all registered members who subscribe through their units. Encourage your units to be "100 percent *Boys' Life*" units.

## SERVE AS LIAISON

You serve as liaison between your Scouting units and your organization. In fulfilling this part of your responsibility, you should report regularly to the head of the organization on the progress of the units and find appropriate occasions for both the governing board and the entire membership to hear about the Scouting program. If your organization has a number of programs and activities, you should keep the organization aware of its Scouting program and its role in helping the units.

## ORGANIZE ENOUGH UNITS

There should be enough units in your organization to take care of all potential members of each age group who want to belong. If this is not the case, take the initiative to bring it about by securing organizational approval and enlisting the help of the district committee to establish more Scouting units.

## PROMOTE THE RECRUITMENT OF NEW MEMBERS

A unit should recruit new members continually if it is to remain vital. Because of the maturation and advancement of members, ongoing recruitment is necessary. You can help your unit committees determine the number of available youth members in your neighborhood and set up a plan to invite each potential member to join. The best recruiting plans include a contact with parents so they become informed and "recruited" at the same time.

## ENSURE MEMBERS ADVANCE IN THE PROGRAM

As a boy grows older, he may move from the Cub Scout pack to the Boy Scout troop to the Varsity Scout team or the Venturing programs. In effect, he is graduating from one level to the next. However, it is not necessary to have been a member of the pack to become a member of the troop, nor to have been a member of the troop to become a member of a team, ship, or crew.

If you have two or more Scouting units in your organization, one of your responsibilities will be to watch the membership rosters, particularly when your units renew their charters, to discover who is of age to move to the next program phase. You can call the unit committee chair's attention to these individuals and arrange for them to advance to the next program phase.

## ASSIST WITH UNIT CHARTER RENEWAL

Organizations are chartered to use the program for one year and must renew charters annually. About 90 days before your charter expires, the district executive will confer with the head of your organization and deliver reregistration forms and related instructions to him or her or to someone designated. The commissioner for the unit (pack, troop, team, ship, or crew) will arrange for a charter review meeting, which the head of the organization, chartered organization representative, the unit committee, and unit leaders are invited to attend. The purposes of this meeting are to review the progress of the unit, set Journey to Excellence performance goals for the next year, complete the application for the charter, and plan for the charter presentation ceremony.

## SUGGEST GOOD TURNS FOR YOUR ORGANIZATION

Through your knowledge of the organization and your contacts with its head, you may become aware of ways your Scouting units could render a service for your organization. It is appropriate to pass these ideas to the chairs of the unit committees and help them make plans.

## ENCOURAGE UNIT COMMITTEE MEETINGS

You should encourage regular unit committee meetings. Occasionally you should attend one of the meetings. While there, you should have an attitude of interest and helpfulness. At the same time, you should be careful not to take over the meeting or to supplant the chair. In the meeting, you will explain, as appropriate, the organization's policies and attitudes. You may also say something about what took place at the last district or council meeting you attended. If the opportunity arises, you might say something about future activities in the district and council program. This update is also a responsibility of the unit commissioner.

## MONITOR PROGRESS TOWARD JOURNEY TO EXCELLENCE

You should be a part of the annual unit goal-setting meeting and be an active participant in making sure the unit achieves its performance standards. Periodic checks on progress toward quality performance will be needed. Work with the leaders to make sure youth members are getting the best program possible.

## KEEP ORGANIZATION LEADERS INFORMED

Much of the ongoing success of your organization's Scouting program will depend on the extent of the organization's concern and interest. In some organizations, the leadership changes annually, and you may have the opportunity to develop the Scouting interest of a new organization head. It would be entirely appropriate for you to invite the organization's head to a council or district function such as an annual meeting, recognition dinner, one of the unit's activities, or the council camp. You should also encourage an annual visit to each unit.

## ENCOURAGE ACTIVE OUTDOOR UNIT AND SPORTS PROGRAMS

Cub Scouting stresses outdoor activity in day camps and in backyard, family, and neighborhood settings, especially in the summertime. Webelos overnights and Webelos extended camping are available. In Boy Scouting, hiking and camping are especially valuable, and one of the most important responsibilities of the troop committee is to see that the troop has at least one outdoor activity per month. The Venturing program offers activity in the out-of-doors with super activities and high-adventure programs.

## EMPHASIZE ADVANCEMENT AND YOUTH RECOGNITION

In Cub Scouting and Boy Scouting, each youth member is challenged to meet certain requirements of learning and doing and to advance from one rank to another. Consistent advancement is evidence of a fulfilling and active program.

In Varsity Scouting, boys follow the Boy Scout advancement trail, but each boy also has the unique opportunity to participate in all five program fields of emphasis (advancement, high adventure and sports, personal development, service, and special programs and events) and earn his Varsity Scout letter. In Venturing, growth and development of members are provided through four program pillars: Adventure, Leadership, Personal Growth, and Service.

Spiritual growth can be emphasized through the religious emblems programs of the various faiths. Learn more at [www.scouting.org/awards/religiousawards.aspx](http://www.scouting.org/awards/religiousawards.aspx).

## COORDINATE WITH OTHER UNITS IN YOUR COMMUNITY

Units can sometimes become insular toward packs, troops, teams, and crews in their neighborhood. Ideally, all Scouting units are working toward the same goals and should be helping one another.

Get to know your counterparts from other units in your community and the leaders of those units. Do what you can to see that relations are friendly and supportive. These positive relationships will be particularly helpful when youth transition from one program to another, as from a pack to a troop or from a troop to a crew.

## BRING DISTRICT HELP, AND PROMOTE ITS USE

Through your contact with the district and council, you will learn of all of the facilities, activities, services, and programs that are made available both by the council and by the district. You should encourage your units to take advantage of opportunities that are provided by the district and council—from encouraging troops to make use of the council camping facilities to attending district, council, and national training events.

Regularly held district roundtables are sources of training, program help, and inspiration for Scouters and committee members. At these meetings, unit leaders in the district meet others who are interested in the same program, and they benefit from the camaraderie and stimulation that comes from this association. You should encourage unit leaders and committee members to attend these meetings regularly.

Every unit needs the regular service and help of a unit commissioner. If any of your units are not getting this help, talk to the district commissioner or district executive to secure this service. It is most important to a unit's success to have an actively involved unit commissioner.

## USE APPROVED UNIT FINANCE POLICIES

Units are encouraged to operate on a budget and to “pay their own way.” Nominal dues usually provide the money needed. The same principles of accounting and money handling that apply to good business also apply to a unit.

There are definite policies regulating the types of activities that units may use to earn money. The unit should have specific approval from the district before starting any money-earning project. You are the key to ensuring adherence to all policies of both the Boy Scouts of America and your organization.

## ENCOURAGE RECOGNITION OF LEADERS

Besides the satisfaction that unit leaders derive from serving the unit, their greatest compensation comes from the recognition they receive. Some recognition is made by the chair of the unit committee, and other by the head of the organization's governing board at membership meetings. All good leaders need a pat on the back to know they are appreciated.

Many denominations have adult leader recognition awards, which can be found on the *Duty to God* brochure, No. 512-879, and at [www.scouting.org/Awards\\_Central.aspx](http://www.scouting.org/Awards_Central.aspx).

Follow through on training, tenure, and performance recognition awards offered by the Boy Scouts of America. You also can ensure that your most outstanding key leaders are nominated for other recognition such as the District Award of Merit and the Silver Beaver Award.

## CULTIVATE RESOURCES TO SUPPORT YOUR ORGANIZATION'S UNITS

By observing the units in your organization, you will become aware of their needs. Many resources will be found in your organization; others will have to be discovered. Always be alert to available resources and opportunities that will help your organization's Scouting program.

## REPRESENT YOUR ORGANIZATION AT THE COUNCIL AND DISTRICT LEVELS

As an official appointed by the head of your organization, you are an automatic voting member of the BSA council and district committees. You carry the vote of your organization that will help determine the effectiveness of the Scouting program in your council.

Also remember to use your organization and its connections to help publicize news about your units through newspapers and any bulletins or publications circulated in your organization.

## MEDIATE UNIT DISAGREEMENTS

On rare occasions, disagreements may occur among unit leaders. Some disagreements may become so intense that they escalate to the chartered organization and to you, as the chartered organization representative.

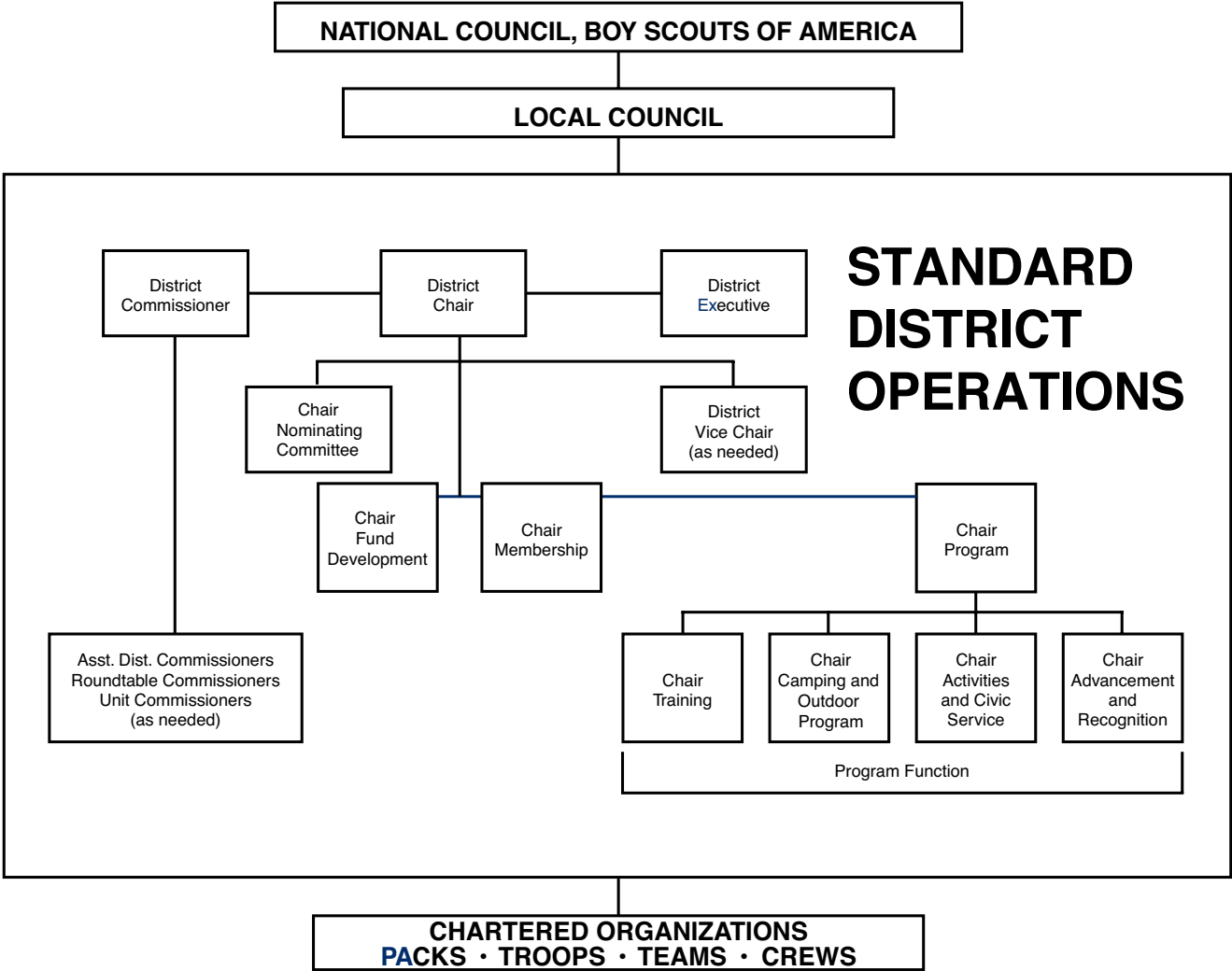
How you choose to address these disagreements is a matter of preference and style. Disagreements may arise about specific technical areas of Scouting, and there is no way you can be expected to be the technical expert. Rather, your position is to be the wise counselor and, if possible, move toward a

resolution that enables all to move forward in the best interests of youth members.

Ultimately, the chartered organization, the institutional head, and you, the chartered organization representative, have the responsibility. No one has a “right” to be a Scout leader, and service should continue only as long as it benefits youth in line with the desires of the institution. As the chartered organization representative, you have the authority and responsibility to “hire and fire”

the leadership of the unit. The institution also must approve the charter renewal of the unit each year, and the charter renewal of any leader or youth is not automatic; it must be approved.

It is worth noting, however, that when a beloved leader is replaced, there often is a major impact on the membership and activity of a unit. Prudence, care, and the Scout Oath and Scout Law should guide any such discussions. Fortunately, these cases are very rare.





# CHECKLIST OF CHARTERED ORGANIZATION REPRESENTATIVE TASKS (\*PRIORITY)

The summary shown below can serve as a checklist of tasks rather than as specific duties to be performed by any one person. Many of these tasks are shared by members of the unit committee and the unit commissioner. When a function is not being performed or has been overlooked, the chartered organization representative serves as a counselor, motivator, and resource. These leadership tasks include:

- ☐ Serve as a member of the unit Key 3 team (chartered organization representative, committee chair, and unit leader), and meet monthly with your unit commissioner.
- ☐ Serve as liaison between your units, your organization, and the council structure.\*
- ☐ Encourage unit leaders and committee members to take advantage of training opportunities and to regularly attend district roundtables.
- ☐ Promote well-planned unit programs.
- ☐ Organize units to serve the youth needs of your organization and the community.
- ☐ Promote the recruitment of new members.
- ☐ See that boys and adult volunteers advance from one program phase to the next.
- ☐ Assist with annual unit charter renewal.
- ☐ Suggest unit Good Turns for your organization.
- ☐ Encourage unit committee meetings.
- ☐ Encourage the pursuit of Journey to Excellence performance.\*
- ☐ Inform and engage organization leaders and members.\*
- ☐ Encourage active outdoor unit programs.
- ☐ Emphasize advancement and recognition.
- ☐ Secure district help when needed.
- ☐ Use approved unit finance policies.
- ☐ Encourage recognition of leaders.
- ☐ Cultivate resources to support your organization's units.\*
- ☐ Represent your organization on the council and district levels.\*
- ☐ Serve on your council's relationship committees when asked.

# HOW THE VOLUNTEER DISTRICT COMMITTEE FUNCTIONS

Scouting is administered in the district by a group of volunteer Scouters called the **district committee**. In addition, a professional Scouter known as the district executive serves the district. (In large districts, two or more district executives may be needed.)

The district committee, under the leadership of the **district chair**, carries out the council program through committees. These committees cover functions such as membership, finance, training, activities, camp promotion, and advancement. The committees carry out their functions for the chartered organization. They want to support your unit leadership. It is your responsibility to be familiar with these resources and to use them to meet every unit's needs. This knowledge will come to you from attendance at district and council meetings.

The district committee also coordinates all the functions of the district for the purposes of (a) organizing and supporting Journey to Excellence units, (b) carrying out the policies and objectives of the council, and (c) extending the program to the greatest number of youth.

**District members at large** are elected annually at the district annual meeting. All chartered organization representatives (selected by community organizations operating units) are automatically members of the council and of their district committee, thus providing a close tie-in with chartered organizations. District chairs should be universally recognized in their communities as outstanding because of their character and achievements as leaders with executive ability. Their positive personalities and organizational experience inspire confidence that will win support for Scouting. Because of their business and social relationships, they should be able to help the council secure adequate financial support from the community.

**Commissioner service** devotes itself to helping individual units. Each unit commissioner visits his or her assigned units regularly, working mostly with the leaders and committees and advising them on the operation and program of the unit. The commissioner is responsible for assisting you with renewal of your organization's unit charters.

The Cub Scout leader roundtable is held monthly for Cubmasters and their assistants, pack committee members, den leaders, den leader assistants, and Webelos den leaders. The Boy Scout leader roundtable is held monthly for Scoutmasters, assistant Scoutmasters, and troop committee members. The Varsity Scout leader huddle is held monthly for Varsity Scout Coaches and team committee members. Venturing leaders, crew presidents, and vice presidents attend program planning conferences. These sessions are key opportunities for unit leaders and others to get help with their program. You will want to become acquainted with the commissioner assigned to the units in your organization.

## YOUR ROLE AS CHARTERED ORGANIZATION REPRESENTATIVE IN THE DISTRICT

**You are your organization's voice on the council, district, and unit committees.**

Your district committee—usually at its meeting just before the annual council meeting—elects a district chair and one or more vice-chairs to serve for a term of one year. You will want to be present to vote.

Chartered organizations that operate more than one unit must register the same individual as the chartered organization representative. Since the chartered organization representative is a member of the district and council, you are entitled to one vote on any issue being considered. We encourage the chartered organization representative position to be singly registered and not multiple in other unit committee positions so you can focus on your major responsibilities. (See your *Local Council Articles of Incorporation and Bylaws*.)

Your district committee may occasionally tackle a big project by working as a team or "committee of the whole," but most of its work is done through each of its operating committees, the chair and members of which are named by the district chair.

Most district committees meet monthly at a set date and time. This regular meeting time enables you and

your organization to plan ahead and keep conflicts to a minimum, which can assure well-attended meetings.

In some districts, the chartered organization representative may occasionally be asked to give a brief report on the organization's Scouting program, or the meeting organizer may ask for specific information.

At the monthly district committee meetings, you and the other chartered organization representatives can contribute facts from the units' standpoint based on your knowledge. These reports are valuable to the committee and help keep the program realistic and tuned to the needs of the units.

You may also want to serve on one of the district's operating committees. Accepting an assignment on one of these committees will keep you abreast of all the happenings in your district. Here are some of the operating committees:

**Membership.** Present Scouting from the chartered organization's point of view, and tell the story to others. Help organize packs, troops, teams, ships, and crews with community organizations that desire to use Scouting as a ministry or outreach for youth.

**Program.** If you're interested in camping, health and safety, advancement, leadership training, or activities at the district level, serving on the program committee may interest you.

**Finance.** If you like to work with budgets, Friends of Scouting campaigns, or building United Way relationships, this important committee may be for you.

Regardless of the role you serve, don't hesitate to ask questions. Your chair and every individual on the committee will be eager to help you. As with anything else, it may seem involved and complicated at first, but the basic ideas are not complicated, and as you work, the position becomes easier.

## YOUR RELATIONSHIP TO THE COUNCIL

As a chartered organization representative, you become a voting member of the overall governing body of your local council. The term "council" has several applications, as you will see. It refers to the territory served, the organization itself, and the governing body.

The council as a governing body consists of members at large and one representative from each chartered organization. The bylaws require that chartered organization representatives be in the majority.

Your relationship to the council is important even though your activity as a council member will require only about one or two meetings a year, one of which is the annual meeting where elections are held. At this meeting, your vote will help select the officers, the members at large of the council, and the members of the executive board. The executive board may meet monthly or less often and exercises most of the council's authority between council meetings.

You may be invited to participate in your council's annual planning conference, where your council's annual plan and program are created. Thus, you represent your organization in selecting those who will govern the council and in determining the program the council will carry out.

Most councils hold an annual recognition or appreciation dinner to honor Scouting leaders, particularly those who lead units. One of your pleasant duties will be to ensure the presence of the leaders from your organization so they can share in the recognition and get the inspiration these occasions generate.

Your council is entirely dependent on voluntary support for its budget. As a council member, you may be invited to take a part in the finance effort. In some councils, part of the budget will come from the United Way. Therefore, helping with the United Way drive can be a valuable source of funding. In addition, you may play a part in the council's Friends of Scouting

campaign. Perhaps you will help by organizing a team of people in your own organization or neighborhood who, in turn, will present to parents and others the opportunity to support the council.

### THE PRINCIPLE OF VOLUNTEER RESPONSIBILITY WITH PROFESSIONAL GUIDANCE

The policy of maintaining Scouting as a volunteer movement finds full expression in the organization and operation of the local council. Council, district, and unit leaders are all volunteers with the exception of the Scout executive and a small staff. Within the limits of national policy, the volunteers carry the responsibility for formulating and executing the plans necessary for the promotion of Scouting in the council and districts. They determine membership goals, budgets, camp facilities, program events, leadership

training, programs, and other details of local council operation. Scouting in each council prospers in proportion to the stature, vision, and enthusiasm of the volunteers who plan and carry out the local council program.

The staff of professional Scouters serves in an advisory role for officers and committees. Staff members know and pass on to the volunteers the skills and techniques of youth leadership, finance campaigns, leadership training methods, camp development, and many other functions. They are familiar with Scouting literature and, through conferences and professional training, keep abreast of new procedures and methods for carrying out the Scouting program. Another great resource is the BSA website, located at [www.scouting.org](http://www.scouting.org). Go there, and click on "Volunteer."

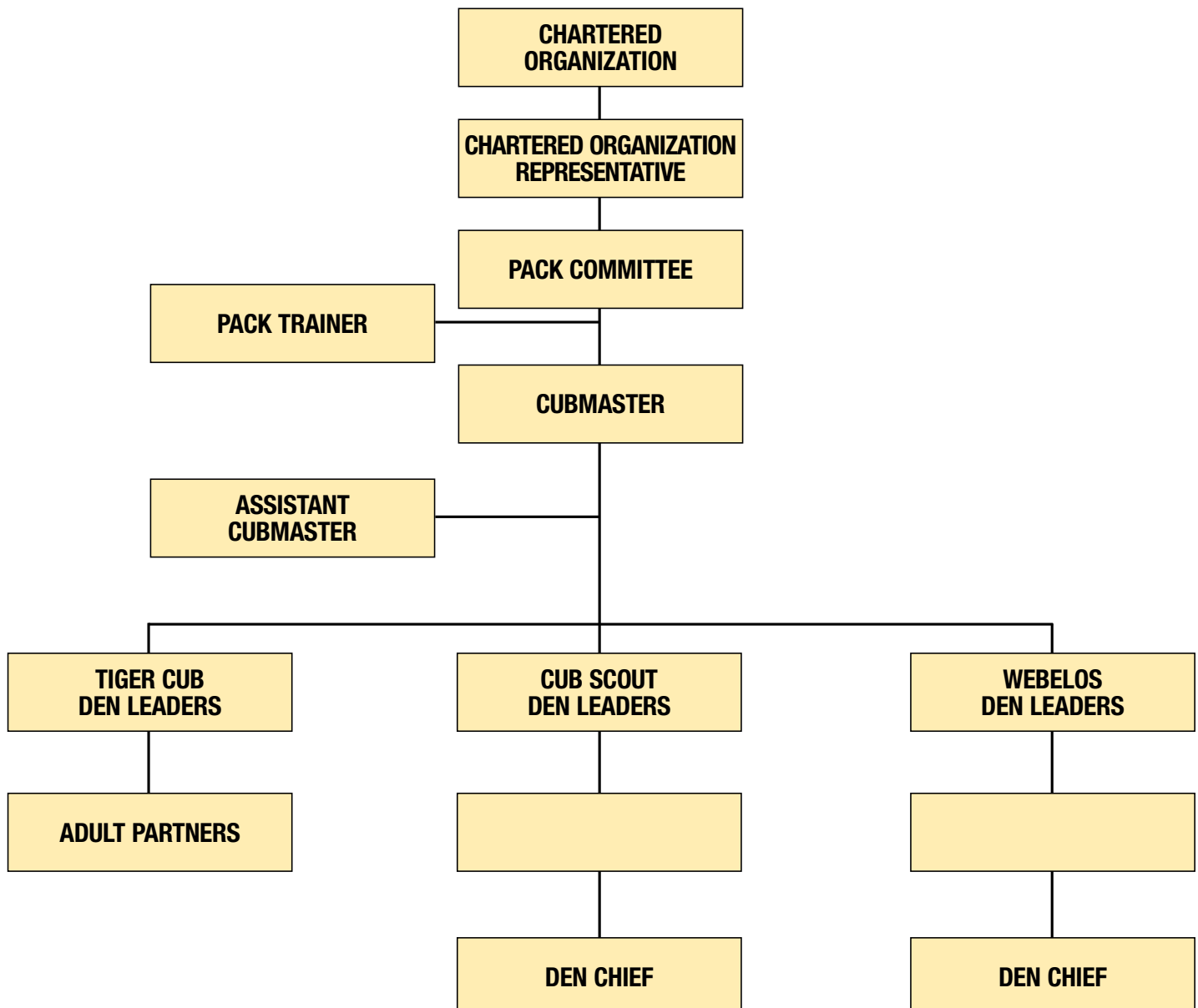
## RESPONSIBILITIES OF THE UNIT COMMITTEE(S)

Following are the tasks a unit committee must complete to ensure successful unit operation:

- Select the unit leader and one or more assistants, and help them get the necessary training.
- Advise the leader from time to time about Scouting policies and organization policies that affect the unit.
- Encourage and provide assistance, as needed, so that all youth members participate actively in the advancement program.
- Encourage all leaders and youth to have and properly use the uniforms, badges, and insignia.
- Suggest that the unit use the unit budget plan as the best method of accounting for funds and equipment and maintaining solvency. Use only approved ways of earning money for uniforms, equipment, and other expenses incidental to Scouting.
- Operate the unit in such a way that it lasts.
- Be responsible for getting and maintaining unit equipment.
- Run the unit when the leader is unable to serve and until a successor is appointed and trained.
- Assure every youth member a year-round outdoor program—including day camp, camporee, summer camp, and other programs.
- Carry out the aims and purpose of the Boy Scouts of America as noted in the Charter.
- Advance Cub Scouts into Boy Scouting and encourage tenure.
- Survey eligible youth, and recruit them from within your community.
- Survey the adults, and recruit them from within your organization.

- Carry out the aims and policies of the organization in order that its objectives are achieved.
- Maintain, through your relationship with the unit commissioner, close association with the district committee and its resources to help the organization and its Scouting units.
- Evaluate and ensure the quality of Scouting in the organization.
- Make sure that the Scouting program serves the organization well and reaches most of its young people.
- Recognize unit leaders periodically to show them that their efforts are appreciated.
- Encourage every member family to subscribe to *Boys' Life* magazine.

## BELOW IS AN ORGANIZATION CHART FOR A CUB SCOUT PACK





# COUNCIL AND CHARTERED ORGANIZATION RESPONSIBILITIES

The Boy Scouts of America is an educational resource program. It charters community or religious organizations or groups to use Scouting as part of their service to their own members, as well as to the community at large.

## **The chartered organization agrees to**

- Use Scouting to further the chartered organization's aims and values for youth.
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: [www.scouting.org/Membership/Charter\\_Orgs/resources.aspx](http://www.scouting.org/Membership/Charter_Orgs/resources.aspx).
- Be represented in the local council and the local Scouting district by a chartered organization representative, who will be appointed by the chartered organization. The chartered organization representative will be the point of contact between the chartered organization and the local council; will serve as a voting member of district and council committees on which the chartered organization representative serves; and will, with the chartered organization, select and approve volunteer leaders for submission to the local council for its consideration. The chartered organization representative will work with the unit committees sponsored by the chartered organization.
- Support unit committee(s) made up of at least three persons for each unit.
- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the chartered organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the chartered organization and Scouting.

- Encourage adult leaders to receive additional applicable training made available by the council.

The BSA local council provides the services necessary to help the chartered organization succeed in its support of the program. Following are descriptions of the responsibilities of the BSA local council to the chartered organization.

## **The council agrees to**

- Respect the aims and objectives of the chartered organization and assist the chartered organization by making available Scouting resources.
- Make available to the chartered organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the chartered organization and for the chartered organization representative, the primary link between the chartered organization, the local council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the chartered organization.
- Provide camping opportunities, administrative support, and professional staff to assist the chartered organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the chartered organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

# ANNUAL MEETING WITH CHARTERED ORGANIZATION

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing *Scouting: It Works for Your Youth*. The video can be downloaded from [www.scouting.org/Membership/Charter\\_Orgs.aspx](http://www.scouting.org/Membership/Charter_Orgs.aspx).

## Agenda

**Review *Scouting: It Works for Your Youth* together.** Discuss how the chartered organization and the local council are working together.

### Review highlights or concerns.

- The chartered organization representative
  - Is the chartered organization representative carrying out his or her function well?
- Quality unit leadership
  - What is the training status of the unit leaders?
  - Is two-deep leadership in place?
  - If there are vacancies, the head of the chartered organization will need to approve quality leadership to fill them, including the verification of references.

- Unit committee
  - Is it meeting regularly?
  - Is the committee functioning well?
- Unit program
  - What level of Journey to Excellence award has the unit achieved and is more progress expected?
  - Discuss advancement, membership, summer activities, and *Boys' Life* magazine subscriptions.
- Chartered organization's mission
  - How does the unit support the aims and mission of the chartered organization?
  - Is there an opportunity for an additional new unit in the chartered organization?
- Charter review process
  - Review charter renewal meeting agenda and charter presentation ceremony and set tentative dates.

### Develop an action plan to address concerns.

# BSA YOUTH PROTECTION RESOURCES

Child abuse is a serious problem in our society and, unfortunately, can occur anywhere, even in Scouting. Youth protection is Scouting's No. 1 concern. Youth Protection training and resources have been developed to safeguard both our youth and our adult members. This list of published and audiovisual material has been prepared to give Scouters and parents information about the resources available to educate our membership about child abuse—how to prevent it, how to identify it, and how to respond to it. The *Guide to Safe Scouting* ([www.scouting.org/HealthandSafety/GSS/gss01.aspx](http://www.scouting.org/HealthandSafety/GSS/gss01.aspx)) contains additional information regarding Youth Protection, as does the Youth Protection tab of the [www.scouting.org](http://www.scouting.org) website ([www.scouting.org/Training/YouthProtection.aspx](http://www.scouting.org/Training/YouthProtection.aspx)).

## ADULT MATERIALS

**Youth Protection Pledge Card**—A four-sided pocket card bearing the Youth Protection Pledge and instructions, the Pledge signatory page, Scouting's Barriers to Abuse, and a Reporting Procedures page. These cards have a space left blank for local council branding. The professional print-ready card templates may be found at [www.scouting.org/filestore/youthprotection/pdf/100-084.pdf](http://www.scouting.org/filestore/youthprotection/pdf/100-084.pdf) (English) and [www.scouting.org/filestore/youthprotection/pdf/100-083.pdf](http://www.scouting.org/filestore/youthprotection/pdf/100-083.pdf) (Spanish).

## DVDs and Online Training

**Youth Protection Training for Volunteer Leaders and Parents**—Training is available online via our e-Learning site ([www.MyScouting.org](http://www.MyScouting.org)); on DVD, available at local council service centers; and through local council courses. This is a key component of educating the BSA's membership and raising society's awareness about child abuse. The facilitator's guide and handout material ([www.scouting.org/YouthProtection](http://www.scouting.org/YouthProtection)) should be used in conjunction with the DVD. The guide provides step-by-step instructions to help presenters prepare for and present Youth Protection Training for Volunteer Leaders and Parents. The DVD and written materials may be duplicated locally as needed.

**Youth Protection Guidelines: Training for Adult Venturing Leaders**—This DVD provides information to leaders in the coeducational Venturing program and deals with issues pertinent to young people 14 through 20 years of age. The training is available online via our e-Learning site ([www.MyScouting.org](http://www.MyScouting.org)); on DVD, which can be purchased from your local Scout shop or from [www.scoutstuff.org](http://www.scoutstuff.org); and through local council courses. The training guide may be found at [www.scouting.org/training/YouthProtection/Venturing](http://www.scouting.org/training/YouthProtection/Venturing).

## Brochures/Guides

**How to Protect Your Children From Child Abuse: A Parent's Guide** provides parents and their children with basic information that will increase their awareness of the magnitude of child abuse. The booklet also provides information youth need to assist in self-protection. It is included in all Boy Scouts of America handbooks as a special insert.

Additional copies in English and Spanish may be downloaded and printed from [www.scouting.org/training/YouthProtection/CubScout](http://www.scouting.org/training/YouthProtection/CubScout) or [www.scouting.org/training/YouthProtection/BoyScout](http://www.scouting.org/training/YouthProtection/BoyScout).

**Camp Leadership – Youth Protection Begins With You: A Guide for Camp Staff** will help camp staff be prepared to fulfill their youth protection responsibilities. The brochure provides information on how to recognize and report suspected child abuse.

Copies can be downloaded and printed from [www.scouting.org/filestore/pdf/623-127.pdf](http://www.scouting.org/filestore/pdf/623-127.pdf).

## Bullying/Harassment

**Stop Bullying Now: Tips for Scouting Leaders and Scouts**—The values of Scouting make it clear that bullying cannot be tolerated. Scouting leaders have a unique opportunity to teach respect and acceptance of others. These simple, basic presentations created by the BSA in conjunction with the U.S. Department of Health and Human Services can be used by

individuals or in a group setting to help our members and families learn more about preventing bullying in Scouting. Materials may be found on [www.scouting.org/training/supplemental](http://www.scouting.org/training/supplemental).

**ScoutCast**—ScoutCast and CubCast are monthly podcasts that address issues or program features. Look for the January 2013 edition of ScoutCast “How to Handle Bullying in the Troop” at [www.scouting.org/ScoutCast](http://www.scouting.org/ScoutCast).



## PERSONAL SAFETY AWARENESS MATERIALS FOR YOUTH

**Cyber Chip**, a 21st century Totin’ Chip, is a tool youth can use to show their skill and commitment to safety in all their cyberspace interactions. Age-appropriate training is available at [www.scouting.org/CyberChip](http://www.scouting.org/CyberChip). Cyber Chip safety pledge cards and Cyber Chip patches are available through your local Scout shop or [www.scoutstuff.org](http://www.scoutstuff.org).

**It Happened to Me** is a training program developed for 6- to 9-year-old boys. It is designed to educate this age group on the four rules of personal safety. The *It Happened to Me* Cub Scout meeting guide is a step-by-step guide for using the DVD with Cub Scout packs or dens. It includes a sample letter to parents, a suggested meeting agenda, and a leader’s guide. The DVD can be purchased from your local Scout shop or from [www.scoutstuff.org](http://www.scoutstuff.org). The leader’s guide can be found at [www.scouting.org/training/YouthProtection/CubScout](http://www.scouting.org/training/YouthProtection/CubScout).

Three **Power Pack Pals** comic books regarding youth protection are available through [www.scoutstuff.org](http://www.scoutstuff.org) in both English and Spanish for Cub Scout-age youth:

- *Power Pack Pals: Bullying*
- *Power Pack Pals: Be Safe on the Internet*
- *Power Pack Pals: 4 Rules for Personal Safety*

**A Time to Tell** is a youth protection program for 10- to 14-year-old youth. It candidly dramatizes the dangers of sexual molestation of adolescent youth, bullying, and Internet safety. It has proven to be a good educational tool for youth. The *A Time to Tell* troop meeting guide is a step-by-step guide for using the DVD with Webelos dens and Boy Scout troops. It includes a suggested meeting agenda and a leader’s guide. The DVD can be purchased from your local Scout shop or from [www.scoutstuff.org](http://www.scoutstuff.org). The leader’s guide can be found at [www.scouting.org/training/YouthProtection/BoyScout](http://www.scouting.org/training/YouthProtection/BoyScout).

**Youth Protection: Personal Safety Awareness**—This DVD is a presentation for any young person 14 through 20 years of age. It is designed to educate this group on such pertinent issues as peer sexual harassment, acquaintance rape, and Internet safety and stalking. The DVD can be purchased from your local Scout shop or from [www.scoutstuff.org](http://www.scoutstuff.org). Use it with the meeting guide and other materials available at [www.scouting.org/training/YouthProtection/Venturing](http://www.scouting.org/training/YouthProtection/Venturing).

# FOUNDATIONS OF THE CHARTERED ORGANIZATION CONCEPT

Originating with founder Robert Baden-Powell in London, England, in January 1908, Scouting was designed to operate within the confines of established youth programs. Simply put, Scouting was meant to augment existing youth programs with a leadership development agenda. However, Scouting's popularity usurped Baden-Powell's intention, and it became its own organization.

When incorporated in the United States in early February 1910 by Chicago newspaperman William D. Boyce, the Boy Scouts of America had an even simpler concept in mind: Let its members or local community bear the costs of supporting an organized troop (or patrol) of Scouts. Convinced of Scouting's potential for success, Boyce submitted paperwork to federal legislators in May 1910 to seek a congressional incorporation. This initial attempt failed but led to the eventual charter that was granted by Congress in 1916.

When quizzed by congressmen about the ways units would be supported, Boyce revealed his theory of civic support: "When a hall is in need," he testified, "[the expense] will be met by the boys or by friends in the local community." With those words, the chartered organization concept had been formed.

With an interested nation watching, BSA organizers opened their first headquarters in New York City in June 1910 in a building (and two-office suite) owned by the first chartered organization, the YMCA.

Employing a managing secretary and a lone stenographer, voluminous amounts of correspondence flowed into the office on a daily basis until stacks of unopened letters "piled up in the corners like cordwood," according to a visiting YMCA executive. Witnessing this mayhem, the BSA's first executive board of volunteer managers came up with a system of disseminating national information locally, which also would assist in organizing community-sponsored Scouting units.

This local committee would consist of businessmen within a community who would keep a watchful eye on the development of local Scouting groups' progress. With its guidance, Scoutmasters and their assistants would be recruited to start new troops and provide them with meeting places. The most enthusiastic of these were churches, schools, and civic organizations such as the Elks Club and local YMCAs.

As the YMCA was actively promoting the BSA through its two national organs, Association Men and Association Boys, Scouting became a popular extension of their budding ministry of the out-of-doors. The YMCA's massive support in sponsoring Scouting patrols and troops helped fuel the BSA's rapid national expansion and garnered positive press in the country's newspapers.

With success came analysis, and national BSA managers discovered that the vast majority of its Scoutmasters held one of three occupations—minister, teacher, or YMCA employee—all of which sponsored the vast majority of Scouting troops. Therefore, the sponsorship concept had to be better developed nationally and thereby was given the official title of "institution with which the troop is connected." From that point, the morphing of the current title, "chartered organization," would begin.



In 1912, the BSA launched a cooperation program with other large national organizations designed to increase both its membership numbers and the hosting institutions'. As yet unnamed, chartered organizations became known in BSA publications as "the groups identified with these organizations [that] have taken up the Scout program."

Within a year, the Catholic Church began to endorse and sponsor Scouting units. They were quickly followed by The Church of Jesus Christ of Latter-day Saints in 1913.

Congress recognized Scouting's potential as an educational resource and, in 1916, granted a federal charter to the Boy Scouts of America to make the program available to boys through community organizations. Under the aegis of its congressional mandate, the Boy Scouts of America issues charters for delivery of its program.

By 1919, the BSA's nomenclature had altered, and chartered organizations were now either a "parent organization" or a "parent institution." Within a decade, those terms were modified to "sponsoring group," with each "giving adequate moral and physical support to [their] troop."

In 1930, the term "sponsoring organization" or "sponsoring institution" entered the BSA's vernacular, remaining in official literature until the mid-1970s, when it was replaced by the term "chartered institution." In 1982, "chartered organization" was coined and adopted as the norm.

—David C. Scott, Boy Scouts of America historian and author

## THE BOY SCOUTS OF AMERICA: A MEMBERSHIP ORGANIZATION

The federal charter from Congress charges the Boy Scouts of America with making its program available to all who are eligible, but recognizes that young people must become members in order to derive the benefits available from the Scouting program. Those who administer the program must, therefore, serve the membership and also actively and purposefully recruit new members.

Scouting is a membership organization, so we must seek opportunities to retain our current members and to increase our new membership. The high values, morals, and philosophy offered by the Boy Scouts of America through its program touch young people's lives long after they become members. Those who believe youth need what the BSA has to offer will redouble efforts to influence the lives of as many as possible.

## CHARTERS

The Boy Scouts of America does not operate Cub Scout packs, Boy Scout troops, Varsity Scout teams, or Venturing crews. The Boy Scouts of America charts organizations to use the program as a resource for children, youth, and families.

Because the program of the Boy Scouts of America is conducted only through chartered organizations, it is imperative that organizations that are chartered to operate units receive effective, meaningful support. The success of Scouting can only be assured if the chartered organization considers itself successful in delivering the Scouting program to young people.

# THE ANNUAL CHARTER AGREEMENT BETWEEN:

\_\_\_\_\_ and the \_\_\_\_\_ Council, BSA  
Chartered Organization Local Council

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

(Please identify those units chartered by the Chartered Organization.)

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 Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

## The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: [www.scouting.org/Membership/Charter\\_Orgs/resources.aspx](http://www.scouting.org/Membership/Charter_Orgs/resources.aspx).
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.
- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

## The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
For the chartered organization

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
For the BSA local council

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
Chartered Organization Representative



BOY SCOUTS OF AMERICA®

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## Annual Meeting With Chartered Organization

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

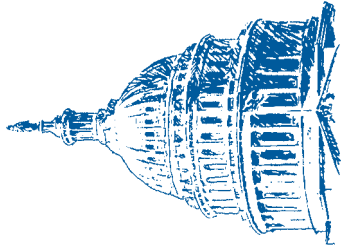
The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing *Scouting: It Works for Your Youth*. The video can be downloaded from [www.scouting.org/Membership/Charter\\_Orgs.aspx](http://www.scouting.org/Membership/Charter_Orgs.aspx).

### Agenda

1. **Review *Scouting: It Works for Your Youth* together.** Discuss how the chartered organization and the local council are working together.
2. **Review highlights or concerns.**
  - a. The chartered organization representative
    - Is the chartered organization representative carrying out his or her function well?
  - b. Quality unit leadership
    - What is the training status of the unit leaders?
    - Is two-deep leadership in place?
    - If there are vacancies, the head of the chartered organization will need to approve quality leadership to fill them, including the verification of references.
  - c. Unit committee
    - Is it meeting regularly?
    - Is the committee functioning well?
  - d. Unit program
    - What level of Journey to Excellence award has the unit achieved and is more progress expected?
    - Discuss advancement, membership, summer activities, and *Boys' Life* magazine subscriptions.
  - e. Chartered organization's mission
    - How does the unit support the aims and mission of the chartered organization?
    - Is there an opportunity for an additional new unit in the chartered organization?
  - f. Charter review process
    - Review charter renewal meeting agenda and charter presentation ceremony and set tentative dates.
3. **Develop an action plan to address concerns.**

See other side for charter agreement.

# CHARTER CONCEPT



**Boy Scouts of America**  
Chartered by Congress in 1916

**BOY SCOUTS OF AMERICA**  
Incorporated 1910

## WHAT IT HAS

**An educational program  
for youth**  
which develops character  
and fitness and prepares  
them for citizenship.

## WHAT IT DOES

- Designs and updates program
- Provides services
- Maintains standards
- Issues CHARTERS.

## CHARTERS TO COMMUNITY GROUPS/ORGANIZATIONS TO

Use the Scouting program for

**TIGER CUBS  
CUB SCOUTS  
BOY SCOUTS  
VARSITY SCOUTS  
VENTURERS**

- Under their own leadership
- To serve youth and families for which they have concern
- To help them accomplish their objectives
- Select and approve unit leaders
- Provide a meeting place
- Follow BSA ideals and principles

## INVITATION

## SERVICE

## CHARTERS TO LOCAL COUNCIL TO

1. Extend an invitation to community groups and organizations to use the Scouting program, interpreting how it will help them.
2. Provide supporting services to help community groups and organizations successfully continue their Scouting program:
  - Volunteer and professional counseling
  - Leadership development
  - Program supplement
  - Service center
  - Outdoor facilities
  - Liability insurance protection
  - Share in the approval of unit leaders

# HOW SCOUTING WORKS

## THE BSA SERVES . . .

Community-based organizations.

## THOSE WHO BENEFIT ARE . . .

Children, youth, adults, families, and communities.

## THE BSA OFFERS . . .

An educational resource program based on  
“Duty to God and Country.”

## THE BSA ISSUES . . .

Annual “charters” to community-based organizations and their local councils, which provide program, literature, training, support materials, and direct professional service.

## THE CHARTERED ORGANIZATION PROVIDES . . .

Leadership, meeting facilities, encouragement, and other support as needed.

## PACKS, TROOPS, TEAMS, AND CREWS ARE OWNED, OPERATED, AND ADMINISTERED BY . . .

Community-based organizations whose objectives, mission, and methodologies are compatible with those of the BSA.

## VOLUNTEERS AND PROFESSIONALS . . .

Work together in a team effort. Scouting is led by more than a million volunteers and nearly 3,800 professionals.

## CHARTERS ARE GRANTED . . .

To local councils and to community-based organizations to operate the Scouting program for one year (renewable annually).

