

APPLICATION FOR RENEWAL OF  
**LOCAL COUNCIL CHARTER**  
and  
**MEMBERSHIP VALIDATION**

for the year beginning July 1, 2016

Send signed original or scan and email to LCCR@scouting.org  
before March 1, 2016.

Region \_\_\_\_\_ Area \_\_\_\_\_  
Council No. \_\_\_\_\_  
Headquarters city and state \_\_\_\_\_  
\_\_\_\_\_

**Part A**

**Application for Renewal of LOCAL COUNCIL CHARTER**

The Boy Scouts of America charters local councils in order to accomplish its purposes and carry out its programs. The charters are issued for a period of one year and may be renewed annually upon application by the local council. The renewal of the charter is based on annual reports that show satisfactory efforts to meet the responsibilities of a local council in the corporation. The Boy Scouts of America may revoke or decline to renew council charters for failure to comply with the Bylaws, Rules and Regulations, or policies of the Boy Scouts of America, or in any instance where it deems such action advisable in the interests of Scouting.

The \_\_\_\_\_ Council, Boy Scouts of America, hereby applies for renewal of its charter for the year beginning July 1, 2016.

This application has been reviewed and approved by the executive committee or executive board at a duly called meeting on \_\_\_\_\_, 20\_\_\_\_, at which meeting a quorum was present, and the council specifically accepted its obligation to cooperate with the Boy Scouts of America and its representatives in promoting the program of the Boy Scouts of America in accordance with the provisions of the Charter, Bylaws, resolutions, policies, and Rules and Regulations of the Boy Scouts of America. The Scout executive's letter of employment has been reviewed as part of the annual performance review process.

**The council agrees to pay a charter fee of \$1000; however, the \$1000 fee is waived if this form is signed by all parties and received in the National Service Center prior to March 1, 2016.**

The charter fee of \$1000 as well as a national service fee estimated to be \$ \_\_\_\_\_ is to be paid in 10 equal monthly installments beginning February 2017.

The final amount of the fee will be based upon data extracted from the council's general ledger, and using the formula outlined in the section "Computation of Estimated National Service Fee for 2017."

This council agrees with and accepts credit terms of the National Service Center, and agrees to the payment of "late payment charge" commensurate with the laws of the state of Texas, from which invoices are issued.

In 2015 we had \_\_\_\_\_ paid LFL participants with a license fee of \$ \_\_\_\_\_.

Data submitted, to the best of our knowledge, represents an accurate and complete report of requested information. Finance reports have been prepared in conformity with accounting standards set forth in the *Local Council Accounting Manual*.

1. Mail checks to address shown on monthly statement or invoice.
2. Required financial audit report for fiscal year ending December 31, 2015. One copy of the 990 form, audit and management letter is due to LCCR@scouting.org, by July 30, 2016.

Our accounts { have been audited   
will be audited  by \_\_\_\_\_  
(Name of CPA)

\_\_\_\_\_  
Email address

## Computation of Estimated National Service Fee for 2017

The 2017 estimate will be subject to adjustment after a review of the council's 2015 independent financial audit.  
Round all figures to the nearest dollar.

- |  |          |
|--|----------|
| 1. 2015 professional salaries (account No. 7002) for all funds<br>(all funds being defined as Operating, Capital, and Endowment)     | \$ _____ |
| 2. 2015 office salaries (account No. 7003) for all funds<br>(all funds being defined as Operating, Capital, and Endowment)           | \$ _____ |
| 3. Calculate the qualifying salaries for use in determining the 2017 national service fee<br>(sum of figures 1 and 2 above)          | \$ _____ |
| 4. The council's national service fee for 2017 is 3.5 percent of the qualifying salaries above*<br>(multiply figure 3 above by .035) | \$ _____ |

\*For those councils that will be charged a national service fee of \$40,000 or greater for the year 2016, their fee will increase at the same rate of qualifying salary growth from 2014 to 2015, not to exceed 10 percent.

**Examples:**

- 1) If the council's 2016 national service fee will be \$48,783 and the qualifying salaries recorded in accounts 7002 and 7003 increased by 6.2 percent from 2014 to 2015, then the council's national service fee for 2017 would also increase by 6.2 percent, or be \$51,808.
- 2) If the council's 2016 national service fee will be \$48,783 and the qualifying salaries recorded in accounts 7002 and 7003 were the same or decreased, the council agrees to and will be invoiced a national service fee of \$48,783 for 2017.

### Insurance Summary

#### Changes to automobile liability insurance requirements

The new requirement for local council automobile liability insurance is coverage of \$1,000,000 combined single limit (CSL) for owned, non-owned and leased or hired vehicles which provides coverage for volunteers and employees engaged in official Scouting activities or on Scouting business or on council business or under your direction effective March 1, 2016. Councils must annually submit certificates of insurance with a volunteer-coverage endorsement or equivalent language to the National Service Center prior to the expiration of their policies. BSA should be listed as a certificate holder. Failure to maintain the required coverage could result in local councils having an uninsured auto liability for claims of \$1,000,000 or less. The BSA GLIP program will continue to provide excess coverage for auto liability claims above \$1,000,000.

Send the certificate of insurance to:

Boy Scouts of America, Insurance and Risk Management, 1325 West Walnut Hill Lane, PO Box 152079, Irving, TX 75015-2079

If the council has no owned or leased vehicles, insurance should still be purchased to cover the council for non-owned automobile liability for employees and volunteers. **Certificates of insurance issued to the Boy Scouts of America must be submitted annually to the Risk and Insurance Team, SUM 402, at the National Service Center.**

- We certify this council is in compliance with the Boy Scouts of America automobile liability requirements.
- We have purchased owned (if applicable), non-owned, leased (if applicable), or hired automobile liability insurance for our employees and volunteers while engaged in an official Scouting activity or on Scouting business or under our direction.

Carrier \_\_\_\_\_ Policy No. \_\_\_\_\_

- We have an enterprise risk management committee (health and safety/risk management).

Our enterprise risk management chair is \_\_\_\_\_  
Mandatory Name Email address

Crime/bond/fiduciary liability insurance:	Carrier _____	Policy No. _____
Workers' compensation insurance:	Carrier _____	Policy No. _____
D&O excess insurance (optional):	Carrier _____	Policy No. _____
Property insurance:	Carrier _____	Policy No. _____

## Part B

# 2016 Annual Local Council Membership Validation Requirements

The following are understood and will be followed by the \_\_\_\_\_ Council during 2016:

### Unit Requirements

1. Every new unit belonging to a chartered or participating organization (packs, troops, teams, crews, ships, clubs, posts)
  - Has an agreement signed by the organization and by a commissioned professional or key council/district volunteer in its current unit file at the council office.
  - Has a new unit application signed by the organization confirming the count of registering adult leaders and youth members in its current unit file at the council office.
  - Has a welcoming telephone call to the unit leader from a council staff employee not accountable for organizing the unit, completed and documented within 60 days of posting the unit to the membership record, with the signed document in the unit's current file at the council office.
2. Every reregistering unit belonging to a chartered or participating organization (packs, troops, teams, crews, ships, clubs, posts)
  - Has an agreement signed by the organization and by a commissioned professional or key council/district volunteer in its current unit file at the council office.
  - Has a charter renewal roster where the chartered or participating organization has approved reregistration of the adult leaders listed and the unit leader has approved the youth members in its current unit file at the council office.
3. If the council serves youth members through Learning for Life groups
  - The executive board approves the specific payment of the annual license fee, with such action documented in meeting minutes.
  - There is a signed agreement from each participating organization, indicating the number of youth members to be served in its current group file at the council office.
4. If the council serves youth members through "Scoutreach," where the council provides leadership and/or funding resources
  - A volunteer "Scoutreach" committee is appointed and is responsible to the executive board. The committee monitors membership participation in the specific "Scoutreach" units and presents an annual report to the board which is reflected in the board minutes.
  - A specific budget covering all council paid registration fees, staffing, and program is approved by the board, with such action documented in meeting minutes.
  - Prior approval by the board, in board minutes, is required if the council is to exceed the budgeted amount.
  - "Scoutreach" units belonging to chartered organizations are reregistered following the same membership and charter renewal standards as any other unit.
5. The Scout executive, not a designee, must approve and sign a document which is present in current unit files when any of the following apply
  - A new or reregistering unit has fewer than five paid or more than 100 youth members. LDS units with fewer than five youth members do not require such approval.
  - A reregistering unit has a drop of 50 percent or more in youth members from the end of the prior year.
  - All adult leaders are multiples in a new or reregistering unit.
  - The council is funding all or any part of youth members' registration fees.
  - A staff employee registers in a unit where he/she does not have a child in the program.
6. Once each year a health assessment is completed by the commissioner staff for every registered unit in the district, which is shared with the district executive and filed in the registration office.

**Adult Leader/Youth Member Requirements**

- 7. All adult leaders are registered with a signed, official BSA or LFL application, complete with background information, and signed disclosure form
  - Signature approval is required on the applications of all unit adult leaders by the chartered or participating organization and unit committee for each unit in which they are registered. The exception is the chartered organization representative, who is approved by signature of the chartered organization head.
  - Signature approval is required on the applications of all non-unit adult leaders by the Scout executive (or commissioned designee) for each council or district position in which they are registered.
- 8. All youth members in packs, troops, teams, crews, ships, clubs, and posts are registered with an official BSA or LFL application\*, or a pre-approved local registration website\*\*.
  - All youth members’ applications are signed by a parent and approved by the unit. In rare situations in which it is not possible to get a parent’s signature, the executive board must have approved a resolution authorizing use of the parental exception form. The form accompanies the necessary youth member applications and is signed by the unit leader and a volunteer who has made a visit to the unit verifying participation of the youth member.
  - \* LDS youth members in LDS units may be registered from lists from the LDS Church database, signed by the unit leader and an appropriate LDS ecclesiastical official.
  - \*\* Approval is obtained by having the Scout executive contact the Strategic Performance Office at spo@scouting.org.
- 9. Membership cards are produced for all adult leaders and youth members registered in units including “Scoutreach” and mailed directly to the unit leader. Cards for council/district volunteers may be distributed at meetings or mailed directly to the individuals.

**Key 3 Certifications for both the council charter renewal and membership validation requirements**

**Council**

We have reviewed the charter application and the annual local council membership validation requirements. The Scout executive certifies that all requirements have been met. The council president and commissioner have no information that the council is not in compliance with all of the membership validation requirements.

_____ Scout executive	_____ Council president	_____ Council commissioner
_____ Date	_____ Date	_____ Date

**Area**

We have reviewed the charter application and the annual local council membership validation requirements. The area director certifies that he has reviewed a representative sample of required documentation. The area president and commissioner have personally confirmed with the council president and commissioner that they have made the above certification and have no information that the council is not in compliance with all of the membership validation requirements.

_____ Area director	_____ Area president	_____ Area commissioner
_____ Date	_____ Date	_____ Date