



*THE
CHARTERED
ORGANIZATION
REPRESENTATIVE*



BE PREPARED



BOY SCOUTS OF AMERICA.

BOY SCOUTS OF AMERICA CHARTERED ORGANIZATION REPRESENTATIVE

The following official description of a chartered organization representative is found in the current revision of the *Rules and Regulations of the Boy Scouts of America*. Refer to Article VI., Local Councils, Section 3, Chartered Organization Representative, Clause 7, which 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."

This excerpt means that

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 U.S. citizen and be 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.

REFERENCES

Training the Chartered Organization Representative, No. 4-113, found at <http://www.scouting.org/filestore/pdf/04-113.pdf>.

Promoting Scouting to Potential Charter Organizations DVD, No. 522-915

Scouting Works for Your Youth brochure, No. 04-512A

YOUR RESPONSIBILITIES ARE IMPORTANT

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

As chartered organization representative, you hold a key position in Scouting. While much honor is attached to the position, it is not an honorary one. There is work to it, important work. Whatever time and talent you invest will come back to you a hundredfold in satisfaction.

Your responsibilities fall into the following three areas:

1. You head the "Scouting department" in your organization and are responsible for the success of its Scouting units.
2. You represent your organization as a voting member of the BSA local council, the overall governing body of the local Scouting organization.
3. 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, as a member of one of the district committee's committees. Regularly, chartered organization representatives are invited to report to the district on the "state of the program" within their units. This is also a good time for the chartered organization representative to request any needed support.

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

HOW SCOUTING OPERATES

Any local organization whose aims and purposes 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 group of citizens who get together just for the purpose of having Scouting. 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) 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. Each such charter must be renewed annually.

THE UNITS BELONG TO YOUR ORGANIZATION

Your organization has the Scouting program on charter from the Boy Scouts of America, but 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. (See "Council/Chartered Organization Responsibilities," page 11.)

YOUR ORGANIZATION'S PART 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 it has the following two purposes:

1. To supply certain services and facilities each chartered organization needs in order to operate successful units.
2. To extend the use of Scouting to other organizations and to help them organize enough 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 for 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, and advice and guidance on problems that may develop.

Units need help with advancement and super-activities. Boy Scout troops, Varsity Scout teams, and Venturing crews need camping facilities.

The council plans a program to carry out these purposes and sets up the structure to do it. However, since most councils are large in territory or population or both, rather than attempting to do all the work through one central committee, the council creates "districts," each to carry out the council program in a specific geographic part of the council. The people who make up the district committee are members at large from the total 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." The person in charge of your organization and its governing group will look to you as the person responsible for the success of their 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 as to its needs and desires to serve each level of youth with the program that fits its needs.

THE UNIT CHAIR IS A 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 get the best possible person to chair each unit committee. The chair should be a person who will recruit others, get others to work together, and take the responsibility seriously.

With such a person in this key position, the committee will do a better job of selecting unit leaders, providing proper facilities for meetings, helping to 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 over the responsibilities of or bypass the chair. The key to success is to work through—not around—the chair.

While the Boy Scouts of America requires only three 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 are prospective unit committee members.

HELP RECRUIT THE RIGHT LEADERS

You are interested in having this committee get the right adult leaders for your unit. 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 head of your organization must approve all adult leaders and committee members, or this task may be delegated to you. This approval occurs once at the time of initial recruitment, again each year at the time of rechartering, 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 the regular roundtables (sessions that introduce new ideas and techniques), and online training that is available on the national BSA Web site at www.scouting.org/training/adult.aspx.

Find out how much training your leaders have had and encourage those who need it to complete theirs. You will also want to encourage all of your leaders to attend the district roundtables regularly.

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, which is a top-level experience for leaders completing 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, there are planning sheets suitable for projecting the year's program, program helps, and articles in *Scouting* magazine. In troops, teams, and crews, members build their own program. The important thing is that the unit establish goals and set up a planned program.

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 unit. 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 their 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 RECRUITING OF NEW MEMBERS

A unit should recruit new members continuously if it is to remain vital. Because of the maturation and advancement of members, ongoing recruitment is necessary. You can help your unit committees make a survey of available youth members in your neighborhood and set up a plan to invite each of them 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 crew. This means that he should graduate from one type of unit to another. 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 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 for the next program phase. You can call the unit committee chair's attention to these individuals and arrange for them to graduate into a higher 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 unit (pack, troop, team, or crew) commissioner 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 purpose of this meeting is to review the progress of the unit, to set up Quality Unit Award commitment goals for its next year, to complete the application for the charter, and to 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 in which your Scouting units could render a service for the organization. In these instances 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 is also a unit commissioner's responsibility.

MONITOR PROGRESS TOWARD QUALITY STATUS

You should be a part of the annual unit goal-setting meeting and be an active participant in making sure the unit achieves Quality status. Periodic checks on progress toward Quality status 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 or recognition dinner, one of the superactivities, or the council camp.

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. An expanded Cub Scout Sports program is also offered. 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. Venturing offers activity in the out-of-doors with superactivities 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 one evidence of a good program.

In Varsity Scouting, each boy has the unique opportunity to participate in all five program fields of emphasis (advancement, high adventure/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 six experience areas: social, service, citizenship, fitness, leadership, and outdoor.

Spiritual growth can be emphasized through the religious emblems programs of the various faiths.

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 the other units in your community and the leaders of those units. Do what you can to see that relations are friendly and supportive. This 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 assisting Scouters in a pow wow.

The regular district roundtables are sources of training, program help, and inspiration for Scouters and committee members. Here, they meet other unit leaders in the district who are interested in the same program, and they get the stimulation that comes from this association. You should encourage unit leaders and committee members to regularly attend these meetings.

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 a well-functioning 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 moneyhandling 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 of the district before starting any money-earning project. You are the key person in seeing to it that all policies of both the Boy Scouts of America and your organization are adhered to.

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 recognitions are made by the chair of the unit committee; others are made 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.

Follow through on training recognition awards offered by the district and council. You also can see that your key leaders are nominated for other recognition such as the District Award of Merit and the Silver Beaver Award.

Many denominations have adult leader recognition awards, which can be found on the Duty to God brochure, No. 05-879, and at <http://www.scouting.org/scoutsource/awards/religiousawards.aspx>.

CULTIVATE RESOURCES TO SUPPORT YOUR ORGANIZATION'S UNITS

By observing the needs of the units in your organization, you will be aware of certain things necessary to fill those needs. Many will be found in your organization; others will have to be discovered. Always be alert to resources available that will help your organization's Scouting program.

REPRESENT YOUR ORGANIZATION ON 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 committee. You carry the vote of your organization that will help determine the effectiveness of the Scouting program in your council.

In the same connection, publicity is important in newspapers and in any bulletins or publications circulated in your organization.

MEDIATE UNIT DISAGREEMENTS

On rare occasions, significant disagreements may occur among unit leaders. Such 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. Some disagreements can be 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 interest 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 rechartering of the unit each year, and the rechartering 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.

SUMMARY OF TASKS

The summary of tasks shown below is more of a checklist of things to look for than specific duties to be performed. Many of the 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 more as a counselor, motivator, and resource person.

- 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 its community.
- Promote the recruiting of new members.
- See that boys and adult volunteers graduate 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 Quality Unit status.
- Inform organization leaders.
- 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.

HOW YOUR DISTRICT COMMITTEE WORKS

Scouting is administered in the district by a group of volunteer Scouters called the district committee. There is also a professional Scouter called a district executive who serves the district. (In large districts there may be two or more professional Scouters serving the district.)

The district committee, under the leadership of the district chair, carries out the council program through committees. These committees cover such functions as membership, finance, training, activities, camp promotion, and advancement. These committees carry out their functions for the chartered organization. They want to support your unit leadership. It is your responsibility to know of 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.

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 renewing 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 coaches, 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 and 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 PLACE IN THE PICTURE

You are your organization's "voice" on the council and district committee.

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 (Local Council Articles and Bylaws).

Your district committee may occasionally tackle a big project, working as a total 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 on a set date. This enables you and your organization to take advantage of available district services.

In some districts, chartered organization representatives may occasionally be asked to give a brief report on the program of Scouting in their organization, or the meeting notice may ask them to bring 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 of them. This is valuable to the committee and helps it to keep its program realistic and tuned to the needs of the units.

You may also want to serve on one of the district's operating committees. Consider what you could contribute and enjoy most. Some possible choices are:

Membership. See Scouting from the chartered organization's point of view and tell the story to others. Help organize packs, troops, teams, 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 on a district basis, these committees may be your choice.

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

Accepting an assignment on one of these committees will keep you abreast of all the happenings in your district.

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 RELATION 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 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 usually meets monthly and exercises most of the authority of the council between meetings of the council.

You may be invited to participate in your council's annual planning conference, where your council's annual plan and program are put together. 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. The chances are that part of your council's budget will come from the United Way.

As a council member, you may be invited to take a part in the finance effort. In some councils, this will mean helping with the United Way drive. In others, it will involve your having some 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 train-

ing 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 serve as advisers to officers and committees. They know and pass on to the volunteers the skills and techniques of youth leadership, finance campaigns,

leadership training methods, camp development, and the 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 Web site, located at www.scouting.org. Go there and click on "Volunteer."

RESPONSIBILITIES OF THE UNIT COMMITTEE(S)

Below are the tasks that a unit committee must do 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 keeping solvent.
- 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 noted in the Charter.
- Graduate Cub Scouts into Boy Scouting and encourage tenure.
- Survey the eligible youth and recruit them from within your organization.
- 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 the chartered organization representative and unit commissioner, close liaison 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.

COUNCIL/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

- Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the organization, will represent it to the Scouting district, and will serve as a voting member of the local council. **(The chartered organization head or chartered organization representative must approve all leadership applications.)**
- Select a unit committee of parents and members of the chartered organization (minimum of three) to screen and select adult leaders who meet the organization's standards as well as the leadership standards of the BSA. **The committee chair must sign all leadership applications before sending them to the chartered organization head for approval.**
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule with time and place reserved.
- Encourage the unit to participate in outdoor experiences, which are vital elements of Scouting.

The BSA local council provides the support services necessary to help the chartered organization succeed in their use of the program. The responsibilities of both the BSA local council and the chartered group are described below.

The council agrees to

- Respect the aims and objectives of the organization and offer the resources of Scouting to help in meeting those objectives.
- Provide year-round training, service, and support to the organization and its unit(s).
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality adult leaders and then share in the approval process of those leaders. **(A council representative must sign all adult leader applications.)**
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, and employees against all personal liability judgments. This insurance includes attorney's fees and court costs as well as any judgment brought against the individual or organization. Registered adult leaders are covered in excess of any personal coverage they might have, or, if there is no personal coverage, the BSA insurance immediately picks them up on a primary basis.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

YOUTH PROTECTION AND PERSONAL SAFETY AWARENESS SUPPORT

The Boy Scouts of America is deeply concerned about the general welfare of our children. If you suspect a case of child abuse, immediately report your suspicions to the BSA local council Scout executive, who is best informed of how Scouting deals with this critical issue.

Child abuse can be physical, mental, sexual, and even verbal. It can come from a variety of sources within Scouting, including other Scouts, leaders, merit badge counselors, and parents.

Further, Scouting has long advocated that parents be involved with their children's Scouting activities. Every Scout leader should encourage parents to know the adult leaders, join in planning events, and get acquainted with other Scouting parents and their children.

ADULT EDUCATION AND TRAINING MATERIALS

The BSA's Youth Protection education and training materials constitute one of many important benefits of Scouting to volunteers, parents, and youth. These materials have been developed with the advice and guidance of experts in the fields of child-abuse prevention, child development, pediatric medicine, education, and law enforcement.

Effective protection of youth begins with adult leaders who are trained to recognize and prevent abuse. The BSA's special Youth Protection materials for adults are both online and video-based. They include a facilitator's guide and written questions and answers about child-abuse prevention. Through this training, adult leaders and parents learn what to do if they suspect abuse, policies that create barriers to abuse, and other useful information.

Communication between parents and children on this subject is an important factor in the prevention of child abuse. It has been shown that children retain more information about avoiding abuse when their parents share with them an understanding of what child abuse is, what prevention strategies exist, and what to do if abuse occurs or is attempted. A booklet, "How to Protect Your Children from Child Abuse: A Parent's Guide," is bound into every Cub Scout

and Boy Scout manual. The booklet is designed to be used both by parents and by youngsters, and facilitates discussion of this important but sensitive topic.

PERSONAL SAFETY AWARENESS FOR YOUTH MEMBERS

The BSA uses a variety of tools to communicate safety with young people. One of the most important and effective is video. The BSA's award-winning videos on child-abuse prevention help young people recognize dangerous situations and avoid becoming victims. Each video comes with a meeting guide for use by adult leaders who show the videos to youth.

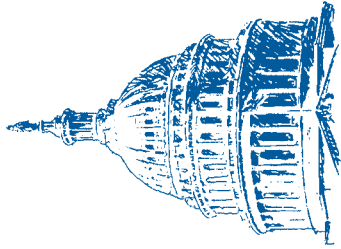
It Happened to Me, No. AV-09DVD11A, is designed for Cub Scouts and boys ages 6 to 10 to view with their parents. The video presents five scenarios of high-risk situations that boys might encounter.

A Time to Tell, No. AV-09DVD04, is designed for Boy Scouts, ages 11 to 14. This video depicts the risks of sexual abuse through a series of dramatizations of experiences of adolescent boys.

Youth Protection: Personal Safety Awareness, No. AV09DVD33, is designed for any young person in the 14–20 age range. It is made up of vignettes dealing with acquaintance rape, Internet safety, stalking, and fraternization.

All of the education and training materials discussed above are available from your BSA local council service center. The council also conducts Youth Protection training for adults on a regular basis within your district. As the chartered organization representative, you should take every adult leader of your Scouting units to the next available training session. It can also be found at the Online Learning Center on MyScouting.org. You should also insist that every new adult leader joining your units complete online training, available in English and Spanish, through your local council Web site. Make sure that adult leaders take a refresher training course annually and that youth protection procedures are followed.

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

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/organizations to use the Scouting program, interpreting how it will help them.
2. Provide supporting services to help community groups/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).

