

2018 Annual Local Council Membership Validation Requirements

The following are understood and will be followed by the _____ Council during 2018:

Unit Requirements

1. Every new unit belonging to a chartered or participating organization (packs, troops, crews, ships, clubs, posts) –
 - Has an agreement in its current unit file at the council office signed by the organization and by a commissioned professional or key council/district volunteer.
 - Has a new unit application in its current unit file at the council office signed by the organization confirming the count of registering adult leaders and youth members.
 - 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. During the call, the staff employee seeks to understand if the unit leader needs any further resources from the council, so that they may engage the appropriate staff person or volunteer to assist them. The signed document is placed in the unit's current file at the council office.
2. Every reregistering unit belonging to a chartered or participating organization (packs, troops, crews, ships, clubs, posts) –
 - Has an agreement in its current unit file at the council office signed by the organization and by a commissioned professional or key council/district volunteer.
 - Has a charter renewal roster in its current unit file at the council office where the chartered or participating organization has approved reregistration of the adult leaders listed and the unit leader has approved the youth members.
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 an agreement from each participating organization, indicating the number of youth members to be served with the signed document in each group's current file at the council office.
4. If the council serves youth members through "Scoutreach," defined as units where the council provides leadership and/or funding resources –
 - A volunteer "Scoutreach" committee or a Council Vice-President of Diversity is appointed and is accountable 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, documented in meeting minutes, is required if the council is to exceed the budgeted amount.
 - "Scoutreach" units must meet the "Youth Member and Adult Program Participant Registration Standards" issued to the field by each region in August and September of 2017.
5. The Scout executive, not a designee, must approve and sign a document which is present in the current unit file when any of the following apply –
 - A new or reregistering unit has fewer than five paid or more than 100 paid youth members. Units chartered by the LDS Church 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 (at least 25) from the end of the prior year, or when there are no changes in youth reregistering.
 - All adult leaders are multiples in a new or reregistering unit.
 - The council is funding all or any part of youth or adult members' registration fees.
 - A staff employee registers in a unit where he/she does not have a child in the program.
6. At least once each year, a detailed assessment of unit health shall be completed for every unit in the council.

Adult Leader/Youth Member Requirements

7. The official BSA application, paper or online must be used for registering all youth and adult program participants unless the youth or adult program participant's registration is a council or third-party paid membership as authorized in the "Youth Member and Adult Program Participant Registration Standards" Section II.
 - Actual signatures or written approval, such as email approval, must accompany the application. Telephone or other confirmation of approval by notations on applications are not acceptable.
8. All sections of the "Youth Member and Adult Program Participant Registration Standards" Appendix 1 are to be carefully reviewed and adhered to by local council leadership and staff.
9. Membership cards are produced for all adult leaders and youth members registered in units, including "Scoutreach," and mailed directly to the unit leader, or in the case of council led units, to the chartered organization executive officer. Cards for council/district volunteers may be distributed at meetings or mailed directly to the individuals.

Key 3 Certifications for the membership validation requirements:

Council

We have reviewed the annual local council membership validation requirements and the youth member and adult participant registration standards. The Scout executive certifies that all requirements and standards have been met. The Council President and Commissioner are unaware of any information pertaining to the council's potential non-compliance with the membership validation requirements and membership registration standards.

Scout executive

Council president

Council commissioner

Date

Date

Date

Area

I have reviewed the annual local council membership validation requirements' forms. I also certify that I have reviewed a representative sample of this local council's membership files at the council service center.

Area Director

Date

Due: before March 1, 2018

Submit final pdf to:

LCCR@scouting.org