

Highlights of Council Membership Administration

Membership Files

All current, history, advancement, and criminal background check authorization files maintained by the council must be stored in a secured location. In addition, any file that contains personally identifiable information must be stored in a secured location and accessed on a need-to-know basis.

- Unit Current File
 - Charter Agreement
 - Current charter renewal or new unit application
 - Applications for youth for current and past three years – signed by unit official and parent
 - LDS youth must be registered with an application, but may transfer to another unit with a roster signed by an ecclesiastical official.
 - Applications for adults for current and past three years – signed by the individual, chartered organization and committee chairman. All background information must be complete, unless it is simply a change of position.
 - Applications should be grouped by date with routing sheet and copy of payment receipt attached.
 - Approvals from Scout executive (not designee) – if applicable, less than 5 or greater than 100 paid youth, reregistering unit with more than 50% drop or no changes, all adults are multiples, council funding registration fees, employee registered in a unit without a child in the program
 - New unit welcoming call documentation – if new within past three years, signed by the council
 - Correspondence for that unit
 - Unregistered unit report – if unit has dropped
- Unit History File
 - Unit expire rosters in folders or digital organized by district and/or chartered organization and unit number
- Unit Advancement File
 - Seven years in folders or digital organized by district and/or chartered organization and unit number
- Non-Unit Registrants
 - Current and prior three years in folders organized by district. Applications should have copy of payment receipt attached.
 - Renewal roster – signed by the Scout executive or designee
 - Applications for adults – signed by the individual and Scout executive or designee. All background information must be complete, unless it simply a change of position.
- Background Check Disclosure Forms
 - Kept permanently and filed separately in alphabetical order
- Unit Health Reviews
 - Listing of all units and the most recent health review kept in file or digital
- Membership Validation
 - File of most recent signed forms from staff and Key 3s

Membership Files (continued)

- Registration Denials or Actions
 - Ineligible Volunteer Files – not kept in council office, sent to National Council
 - Background check issues – reports from CBC vendor of individuals with criminal records who were not placed on the Ineligible Volunteer File. These are kept confidential, locked, and as long as an individual is registered or active.
 - The council promptly reports and sends all membership denial or revocation actions to the Membership Standards Team (Ineligible Volunteer File, including criminal background checks and locally reported issues.)

Membership Validation Requirements

Reviewed annually with council professional staff, support staff, program aides, and key volunteers, with each signing to attesting to their understanding. The membership validation requirements are reviewed with new staff hired during the year as part of an orientation.

Items within the membership validation requirements not addressed under files section above, include:

- 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.
- Scoutreach - Where the council provides leadership and/or funding resources
 - A volunteer "Scoutreach" committee 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 belonging to chartered organizations are reregistered following the same membership and charter renewal standards as any other 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 signature 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.
- Applications – Annually, ensure that only the most current applications are in stock
 - If reasonable attempts to obtain an original signature are not successful, BSA will accept signatures on BSA applications via electronic methods (faxes, emails or scanned email attachments). This practice should be the exception, not the rule.
 - All adult leaders must use an official BSA or LFL application. 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.

Membership Validation Requirements (continued)

- Youth Applications
 - All youth members in packs, troops, teams, crews, ships, clubs, and posts must register with an official BSA or LFL application, on the official BSA registration site, or using a pre-approved data capture form on a local registration website containing their full, legal name.
 - All youth members' applications are signed by a parent and approved by the unit.

Merit Badge Counselors

- All merit badge counselors must be at least 18 years old and qualified to teach the respective merit badge(s).
- All merit badge counselors must be registered with the BSA in the district they serve.
- Merit badge counselors are not required to pay a registration fee however, a fee is required to receive *Scouting Magazine*.
- The advancement chair for the district or council should approve the application and the Scout executive or designee must sign the application.

Youth Protection

All adult applicants are required to take youth protection training within 30 days of registering.

- The council must maintain a listing of all leader-facilitated presentations of youth protection training conducted within each district.
- The council follows a process to assure that all adult leaders complete either the online or leader-facilitated youth protection training within 30 days of registering.
- The council has a current letter detailing state/commonwealth child abuse reporting requirements and council procedures. This letter signed by the Scout executive is provided to adults completing youth protection training.
- The council has a current letter detailing state/commonwealth child abuse reporting requirements and council procedures for those completing youth protection training online.

Criminal Background Checks

All adult volunteers who register will have a criminal background check (CBC).

- Social Security numbers are required for all adult volunteers in the traditional program.
- All adult applicants must sign the Adult Application, giving informed consent to conduct a background check. No one may sign for another person.
- The Adult Application includes a disclosure/authorization form. This form must be signed and filed with the Adult Application. No one should be submitted for a criminal background check without the disclosure/authorization form completed.
- The council has an established plan to transmit new registrants to the criminal background check vendor and reviews results weekly.
- Criminal Background Check submittal edit lists are shredded immediately after use.

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