



Council as new Chartered Organization TOOL KIT



BOY SCOUTS
OF AMERICA®

CAPITOL AREA COUNCIL

Capitol Area Council

Kuruvila Mani
Capitol Area Council Commissioner
 Cell: (512) 563-4095
kimani@yahoo.com

Bill Kohl
Director of Field Service & Northern Service Area
 Cell: (920) 573-3029
Bill.kohl@scouting.org

Northern Service Area

Sandra Conrad,
Divisional Commissioner NSA
 Cell: (512) 799-8499
sconradbsa@yahoo.com

Bee Cave

Brandon Colmark
District Executive
 Cell: (512) 557-6760
brandon.colmark@scouting.org

Hank Kelbaugh
District Commissioner
 Cell: (609) 203-2491
hankkelbaugh@gmail.com

Blackland Prairie

Matt Gregory
District Executive
 Cell: (512) 520-6448
matthew.gregory@scouting.org

Martin Oranday
District Commissioner
 Cell: (512) 352-5999
moranday@austin.rr.com

Chisholm Trail

Darlene Kohlenberg
District Executive
 Cell: (512) 797-3676
darlene.kohlenberg@scouting.org

Eric Kline
District Commissioner
 Cell: (914) 760-7333
klinetx@gmail.com

Colorado River

Curtis Chandler
Community Executive
 Cell: (979) 716-3900
Curtis.chandler@scouting.org

Hill Country

Andrew Lowenthal
Community Executive
 Cell: (760) 356-0720
Andrew.lowenthal@scouting.org

Adam Stackhouse
Community Executive
 Cell: (281) 908-8749
Adam.stackhouse@scouting.org

Dennis Rose
District Commissioner
 Cell: (512) 636-4437
drose@mfisd.txd.net

North Shore

Justin Brundin
District Executive
 Cell: (928) 261-0261
Justin.brundin@scouting.org

Jim Bartley
District Commissioner
 Cell: (903)-539-5631
j.bar238@gmail.com

San Gabriel

Andrew Jones
District Executive
 Cell: (361) 815-9609
andrew.jones@scouting.org

Jack Ward
District Commissioner
 Cell: (512) 508-4366
commissioner@sangabrielscouting.org

Southern Service Area

Josette Crawford
Field Director Southern Service Area
 Cell: (317) 698-1549
Josette.crawford@scouting.org

Kevin Yandell
Divisional Commissioner SSA
 Cell: (512) 496-6752
kyandell@yahoo.com

Armadillo District

Danielle Miller
District Executive
 Cell: (915) 494-9206
danielle.miller@scouting.org

Nino Aranda
District Commissioner
 Cell: (512) 297-9499
ninoaranda@gmail.com

Live Oak

Bruce Maulding
Community Executive
 Cell: (830) 888-0548
bruce.maulding@scouting.org

Ed Grune
District Director
 Cell: (512) 944-7753
ed.grune@scouting.org

Sacred Springs

Ed Grune
District Director
 Cell: (512) 944-7753
ed.grune@scouting.org

Felix Sassenhagen,
District Commissioner
 Cell: (512) 567-9278
gearedup371@gmail.com

Thunderbird

Scott Thomas
District Executive
 Cell: (512) 787-9255
scott.thomas@scouting.org

Scot Haskell
District Commissioner
 Cell: (512) 740-9022
tbirdscot@gmail.com

Exploring

Ariana Contreras
Exploring Executive
 Cell: (915) 412-8098
Ariana.Contreras@scouting.org

Dennis Eibe
Exploring Service Chair
 Cell: (253) 376-9512
dennis.eibe@txwg.cap.gov



RELEASE/ASSUMPTION OF UNIT CHARTER

1: RELEASE OF CHARTER Please print contact information
Please print contact information for new Chartered Organization below.

FROM:
Name of Releasing Charter Organization
Institutional Head/Executive Officer Name
Mailing Address City State Zip Code

We hereby release the charter for unit(s):
so that the unit may be assumed by a new chartering organization. It is understood that this includes all unit equipment and the unit treasury.

Signed by: Executive Officer of Releasing Organization Date

2: ASSUMPTION OF CHARTER
Please print contact information for new Chartered Organization below.

FROM:
Name of New Charter Organization
Institutional Head/Executive Officer Name
Organization Mailing Address City State Zip Code
Organization Telephone Number: Organization Website

We hereby assume the charter for unit(s):
It is understood that this includes all unit equipment and the unit treasury.

Signed by: Executive Officer of New Organization Date

New Executive Officer Email Address Telephone Number

To Complete the Charter Organization Release/Assumption return this form with the following:
• New Unit Application
• Annual Charter Agreement

Mail completed forms to:

***** FOR LOCAL COUNCIL USE *****

Signed by: Council Scout Executive or Designee Date

NEW-UNIT APPLICATION

SKU 648913
7 50176 31011 4
524-402 2022 Printing

NEW-UNIT APPLICATION



Cub Scouting

Purpose of the Boy Scouts of America

Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational program and the oaths and codes for character development, citizenship training, leadership, and mental and physical fitness.

Pack

Cub Scouting is for parents, leaders, and organizations to use with boys and girls who are kindergarten-age through fifth grade.

Troop

Scouts BSA is an educational program filled with fun and adventure that appeals to boys and girls. Youth can be Scouts if they have completed the fifth grade and are at least 10 years old, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not yet reached age 18.

Venturing Crew or Sea Scout Ship

Venturing and Sea Scouting will help your organization meet the needs, desires, and concerns of young adults. Young men and women must be at least 13 years old who have completed the eighth grade, or age 14 and not yet 21.



Venturing



Scouts BSA



Sea Scouting



BOY SCOUTS OF AMERICA®

A CHARTERED ORGANIZATION

The chartered organization selects one of its members to register as chartered organization representative who may also serve as chair or as unit committee member if needed. All units must have a unit leader and a minimum of five paid youth or program participants. There must be at least three committee members, with one named chair. Packs must have a den leader who should be registered as an adult in the pack. Cub Scout dens must be single gender—all boys or all girls. The chartered organization also provides meeting facilities for the unit. No one may register in more than one position in the same unit, except the chartered organization representative.

Unit Liability Insurance Fee. Units are required to pay an annual unit liability insurance fee of \$75. This fee must be submitted with the unit's charter application and will help defray the expenses for the general liability insurance program.

Chartered Organization Certification. The executive officer of the chartered organization, by signature, certifies that the organization approves the charter application. The executive officer also certifies that the organization has approved all registering unit adults. The responsibility for approval of unit adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults: agree to abide by the Scout Oath and the Scout Law, the Declaration of Religious Principle, the policy of nondiscrimination, and the Charter and Bylaws and the Rules and Regulations of the Boy Scouts of America; agree to respect and obey the laws of the United States of America, and to meet age requirements as follows:

- **Packs**—All leaders must be at least 21 years of age except assistants, who must be at least 18 years of age. Lion and Tiger adult partners must be at least 18 years of age.
- **Troops**—Assistant Scoutmasters may be 18. All other adults in the troop must be at least 21.
- **Crews/Ships**—All leaders must be at least 21 years old.

CHARTERED ORGANIZATION USE OF THE SCOUTING PROGRAM:

1. Chartered organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website, located at www.scouting.org.
 - The Charter and Bylaws of the Boy Scouts of America
 - The Mission of the Boy Scouts of America
 - The Rules and Regulations of the Boy Scouts of America
 - The Scout Oath and the Scout Law, including Duty to God
 - BSA Youth Protection policies and guidelines, including mandatory reporting
 - *The Guide to Safe Scouting*
 - The Sweet Sixteen of BSA Safety
 - Scouter Code of Conduct
 - Chartered Organization Agreement
2. Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
 - Youth character development
 - Career skill development
 - Community service
 - Patriotism and military and veteran recognition
 - Faith-based youth ministry
3. Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support of or opposition to government action, or controversial legal, political, or social issues or causes.
4. Chartered organizations must not use their chartered organization affiliation or the Scouting brand as a means to imply Scouting's endorsement of the objec-

tives of their organization except with respect to youth development consistent with the goals and objectives of the Scouting program.

5. Chartered organizations must not use the Scouting program to obtain financial support or assistance except as authorized for the chartered unit.
6. To your knowledge, your organization, or anyone currently employed/affiliated with it, has never been investigated for, accused of, or charged with violence or abuse of another; possession, manufacture, or distribution of illegal substances or pornography; or engaged in behavior that may call into question their suitability to work with youth.
7. The Boy Scouts of America requires that all chartered organizations, adult leaders, adult program participants, and youth members subscribe to the Declaration of Religious Principle, or "duty to God," as set forth in the Bylaws of the Boy Scouts of America as follows.

Clause 1. The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God. In the first part of the Scout Oath the member declares, "On my honor I will do my best to do my duty to God and my country and to obey the Scout Law." The recognition of God as the ruling and leading power in the universe and the grateful acknowledgment of His favors and blessings are necessary to the best type of citizenship and are wholesome precepts in the education of the growing members. No matter what the religious faith of the members may be, this fundamental need of good citizenship should be kept before them. The Boy Scouts of America, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization

or group with which the member is connected shall give definite attention to religious life.

Clause 2. The activities of the members of the Boy Scouts of America shall be carried on under conditions which show respect to the convictions of others in matters of custom and religion, as required by the twelfth point of the Scout Law, reading, "Reverent. A Scout is reverent toward God. A Scout is faithful in fulfilling religious duties. A Scout respects the beliefs of others."

All new organizations applying for a charter must have an approved code issued by the National Council. As a private organization, the Boy Scouts of America is the sole arbiter of

whether it will issue a charter to any organization. The Boy Scouts of America may deny a charter for any reason or revoke a previously issued charter for failure to abide by these guidelines.

YOUR LOCAL COUNCIL THROUGH THE BOY SCOUTS OF AMERICA:

1. Helps you organize your unit.
 - Provides unit committee with proven and accepted methods to recruit leadership.
 - Outlines suggested procedures to recruit youth.
 - Conducts organization meetings.
 - Shares in approval process for unit leaders.
2. Provides training opportunities for your Scouting leaders.
3. Provides year-round help.
 - Leader roundtables
 - Commissioner service
 - Concerned district personnel
 - Special activities and events
4. Maintains a council service center.
 - Program resources
 - Latest editions of literature
 - Professional staff assistance

IMPORTANT INFORMATION

Special Interest. A special-interest code and description should be entered for units with a special interest. Use the following descriptions and codes: Soccer through Scouting—code 0414, and Scoutreach—code 0418. Use one of the following disability codes when registering a unit with a majority of members who have special needs: Mentally Disabled—code 0416 or Physically Disabled—code 0417.

Who Can Join? It is the philosophy of Scouting to welcome all eligible youth regardless of gender, race, ethnic background, sexual orientation, or gender identification, who are willing to accept Scouting's values and meet any other requirements of membership.

Who Can Volunteer? To be eligible for registration, an adult leader must agree to: subscribe to the Scout Oath; fulfill the obligations of his or her position; and perform his or her duties in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America. The Boy Scouts of America allows chartered organizations to select adult leaders without regard to sexual orientation, continuing Scouting's long-standing policy of chartered organizations selecting their leaders. This allows Scouting's members and parents to select local units, chartered to organizations with similar beliefs, that best meet the needs of their families. This change also respects the right of religious chartered organizations to continue to choose adult leaders whose beliefs are consistent with their own.

NEW-UNIT APPLICATION

Print one letter in each space—leave a space between words.

Council No. District No.—Name -

Chrt. org. code Full name of chartered organization

Type of organization If not for profit, purpose of organization If religious organization, denomination

Mailing address of chartered organization

City State Zip code -

Physical address of chartered organization, if different County

City State Zip code -

Website address of chartered organization

Executive officer: First name Middle name Last name Suffix

Gender Date of birth (mm/dd/yyyy) Executive officer email address: Work Home

Address

City State Zip code - Phone No.

Boy Pack Boy Troop Crew Unit No. Effective date (mm/yyyy) / Term (months) Expire date (mm/yyyy) /
 Girl Pack Girl Troop Ship /
 Family Pack

Special-interest code—Description - 100% Scout Life unit

Does your organization agree to the Declaration of Religious Principle? Yes No

Signature of executive officer

Signature of Scout executive or designee

No.		
<input type="text"/>	Youth registration fees	\$ <input type="text"/>
<input type="text"/>	Leader registration fees	\$ <input type="text"/>
<input type="text"/>	Scout Life fees (\$15 each)	\$ <input type="text"/>
<input type="text"/>	Accident and sickness insurance fees	\$ <input type="text"/>
	Unit liability insurance fees	\$ 100.00
	Total fees	\$ <input type="text"/>

Retain on file for three years.

THE ANNUAL COUNCIL UNIT REGISTRATION AGREEMENT BETWEEN:

Pack(b/f)/Troop(b/g)/Crew/Ship _____ and the _____ Capitol Area _____ Council, BSA

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 Local Council provides the support and service necessary to help the unit succeed in its use of Scouting.

The Local Council agrees to:

A. Scouting Resources

1. Provide program training, program resources, and other Scouting support services.
2. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
3. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.
4. Provide recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.

B. Adult Leadership

1. Review and select all adult leaders, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
2. Determine the number of leaders necessary for Units and confirm that each Unit has the required number of leaders.
3. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed; by indication of the council designees' signature.
4. Require and track all unit leaders to complete BSA Youth Protection Training.

C. Financial Services

1. Provide the Unit with the Council EIN and permission to use the EIN to open a bank account in the name of the Unit, which would be managed by the Unit.
2. Provide the Unit with policies and procedures for financial reporting and asset management, and report Unit financial activity as directed by the Local Council.

The Unit agrees to:

A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the Local Council or BSA.
4. Maintain accurate and timely registration records of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.
6. Ensure that the unit has two-deep leadership at all times.

B. Program

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See <http://www.scouting.org/about/membership-standards/>
2. Use the Scouting program to accomplish specific objectives related to one or more of the following: faith-based youth ministry, youth character development, career skill development, community service, patriotism, and military and veteran recognition.

3. Abstain from using the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action, or controversial legal, political, or social issues or causes.

C. Use of Facilities

1. Secure appropriate facilities for a safe meeting environment for the unit to hold regular meetings to facilitate the aims and methods of the BSA.
2. Return the Facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.

D. Assets and Equipment

1. Be a good steward of the Unit’s resources and comply with the BSA’s Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA’s and the Local Council’s guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Reimburse the Affiliated Organization for cost of insuring Unit’s assets and equipment, if requested.
5. Follow all Local Council policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit annual finance report and other reporting as prescribed by the Local Council.

Unit Committee Chair

Title

Date

Local BSA Council

Title

Date

Guideline for Administration Council Registered Units

Charters for new units may be granted only upon approval of the application in accordance with the guidelines of the Boy Scouts of America. Applications for unit charters, new and renewal, must be issued in accordance with the policies and guidelines of the Boy Scouts of America and may be granted only upon the favorable recommendation of the Capitol Area Council. Prior to approving the renewal of unit charters, the council should determine if the unit is offering the Scouting program in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America. These Guidelines also include various resources, referenced throughout, and provided at the end of this document, to help units administer the Scouting program.

As mentioned above, the preferred method of registering units is via a traditional Charter Organization. Units currently chartered to Catholic Churches will have to complete a facilities use agree and will register as a Capitol Area Council unit. A unit registered by Capitol Area Council is referred to as a Council Registered Unit (“CRU”).

Key Leaders for Council Registered Units *(All key leaders should have position specific training)*

Institutional Head (IH) – The Capitol Area Council designates a council employee to serve as the Institutional Head for CRUs. Remember these units are “owned” by the council—i.e., the council controls these units and the disposition of their funds and assets—and this requires proper oversight. These units are represented at the council by the assigned Institutional Head.

Council Unit Representative (CUR) – The Institutional Head appoints an individual to serve as the CUR to have direct contact with the unit. The CUR is responsible for appointing the unit committee Chair for the unit committee, as described below, and is responsible for reference checks, ensuring adherence to safe practices, two-deep leadership, and the Guide to Safe Scouting.

Committee Chair (CC) – The Committee Chair must be approved by the CUR. The Committee Chair oversees the unit account and appoints the unit treasurer, adhering to the BSA Fiscal Policies and Procedures and Unit Money Earning Guidelines. The Committee Chair, with the support of the committee, is responsible for ensuring safe program practices and helps recruit other unit positions per BSA guidelines.

Unit Committee – Each unit of the Boy Scouts of America must be supervised by a unit committee, consisting of three or more qualified adults, 21 years of age or older, selected by the council. The unit must be operated under the guidance of the unit committee, in accordance with the Rules and Regulations, policies, and guidelines of the Boy Scouts of America.

Unit Treasurer – The Unit Treasurer handles all unit funds and secures proper authorizations for the unit. The Unit Treasurer pays bills, supervises money-earning projects, and reports back to the Unit Committee on the receipt and application of funds at each meeting.

Unit Program Leaders – Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. A registered adult female leader must be present for any activity involving female youth. In addition, age and program appropriate supervision must always be provided at Scouting activities.

Managing Unit Finances and Assets for Council Registered Units

The Capitol Area Council has approved a policy granting the unit authority to use the council's EIN for the purchase of assets (e.g., a troop trailer.) The Capitol Area Council will be the owner of all unit assets and will require the unit to provide appropriate liability, casualty, and property insurance coverage for those assets valued in excess of \$5,000.00. The Capitol Area Council may assess a fee to the unit for providing insurance coverage. The local unit, in compliance with the Guide to Safe Scouting materials, should regularly inspect all vehicles and trailers.

Council Registered Units should follow Capitol Area Council policies for unit bank accounts. Capitol Area Council will allow the unit to maintain a separate bank account using the council EIN and allow for custodial accounts at the Council Service Center. Units will be responsible for completing the Annual Unit Finance Report and submit at unit re-charter. Capitol Area Council will report unit finances on their 990. Units previously using separate bank accounts through a Charter Organization should close those accounts and follow the Capitol Area Council policy for a new account. In general, the Capitol Area Council owns the funds for all Council Registered Units. BSA recommends that all units require at least two signatures for bank account transactions, typically the Treasurer and a member of the Unit Committee. Council Registered Units may not incorporate or seek status as a 501(c)3 tax exempt entity or any other corporate entity.

Council Registered Unit Meeting Space and Storage Facilities

Part of the unit agreement requires the leadership to secure a meeting facility for the unit. Council Registered Units who do not have a meeting space available to them should use the BSA approved facility use agreement template to secure a meeting location. Ideally, that facility should have storage capabilities for the unit. Key volunteers often provide storage space for units or units rent small storage spaces for gear.

Annual Unit Registration Fee for Council Registered Units

For Council Registered Units, the Annual Unit Charter fee is still required. The Annual Unit Charter Fee and Registration Fees are to be paid by the unit and can be offset by council sponsored Unit Money-Earning opportunities, such as popcorn.

Membership for Council Registered Units

Council Registered Units must have at least 5 registered youth members and must meet all BSA adult registration requirements. Units must always adhere to the two-deep leadership requirements and BSA youth protection guidelines. All registered leaders should take position specific training.

Resources

Units must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, guidelines, policies, and other publications available on the BSA national website located at www.scouting.org/about/membership-standards/.

- The Mission of the Boy Scouts of America <https://www.scouting.org/about/>
- The Scout Oath and the Scout Law, including Duty to God <https://www.scouting.org/about/>
- The Charter and Bylaws of the Boy Scouts of America www.scouting.org/about/membership-standards/
- The Rules and Regulations of the Boy Scouts of America www.scouting.org/about/membership-standards/

Safety

- BSA youth protection policies and guidelines, including mandatory reporting <https://www.scouting.org/training/youth-protection/>
- Scouter Code of Conduct <https://www.scouting.org/health-and-safety/guidelines-policies/>
- The Guide to Safe Scouting <https://www.scouting.org/health-and-safety/qss/>
- SAFE Checklist <https://www.scouting.org/health-and-safety/safe/>
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>
- Transportation Checklist [https://filestore.scouting.org/filestore/pdf/680-696\(21\)-SAFE-Transportation-Checklist-FPO3-5172021.pdf](https://filestore.scouting.org/filestore/pdf/680-696(21)-SAFE-Transportation-Checklist-FPO3-5172021.pdf)

Unit Finances

- Fiscal Policies and Procedures for BSA Units [https://www.scouting.org/wp-content/uploads/2022/04/Fiscal Policies and Procedures for BSA Units 20220404.pdf](https://www.scouting.org/wp-content/uploads/2022/04/Fiscal_Policies_and_Procedures_for_BSA_Units_20220404.pdf)
 - Application and Guide to Unit Money-Earning Activities
 - <https://filestore.scouting.org/filestore/pdf/34427.pdf>

Why is the Diocese of Austin moving Scout units to a facility use agreement?

The Diocese of Austin took the position that after the BSA Bankruptcy the risk to Catholic parishes for potential liability needed to be addressed. The Diocese worked closely with Capitol Area Council Volunteers and Staff on a facility usage agreement that met the needs of the Diocese but also provided a path forward for the units to maintain a relationship with their local Parishes. This decision is not limited to BSA programs. Similar guidelines will be rolled out to other organizations that use the Catholic Parishes as meeting locations.

Can we do an E-signature for this paperwork?

The Facility Usage Agreement, Parental Consent and Unit Charter Release/Assumption form should be signed physically by all parties. Once these forms are signed parishes have been asked to forward these documents to the Diocese office.

How do we insure our equipment?

Trailers with a value in excess of \$5000 should be covered with property insurance. Troop equipment can also be insured. Check with your District/Community Executive for options and how to apply for this coverage.

When do all catholic units need to move to a Council Registered Unit?

Parishes and units have been asked to move quickly on these files. The target deadline for completion is August 31st.

What is this Parent Release form? Does every youth need one on file?

The parental release is required by the Diocese of Austin for participation in any unit operating with facilities use agreement with a Catholic Church.

Can we move to a new Charter Partner? Does the Council have recommendations on potential organizations to move to?

Yes, units can move to new charter organization and still meet at the Parish. A facility usage agreement would still need to be signed. Units can also move to a new charter organization and utilize that organization facility if one is available. Units who elect this route would need to complete a Charter Organization Agreement with the new Chartered Org. Your local District Executive/Community Executives can help identify other prospective charter organizations in your community. Contact information for them can be found online on item 1 Staff/Commissioner Contacts.

How do we get approval if we are going to have something combustible on parish property (Dutch ovens, propane tanks, etc.)?

Your parish can approve combustible items that would be used on the property for specific usage.

Why does the current Charter Agreement not work for the remainder of the year?

The Diocese of Austin has chosen to change their relationship with the Capitol Area Council. Once the appropriate paperwork has been completed, the unit's charters will change to either the Capitol Area Council or a new organization.

Why are we required to complete EIM (Ethics in Ministry) if we are not chartered by a Catholic church?

Parents and Volunteer who are actively involved in the unit are required to complete EIM. The Parish will routinely monitor and work with unit leadership to make sure all applicable individuals have completed this.

Who signed the facility usage agreement?

The facility usage agreement was signed by the committee chair of the unit, the Institutional Head/Executive Officer of the Parish, and the Capitol Area Council Scout Executive Jon Yates.

If our unit elects to Charter with the Capitol Area Council, can we move to another charter organization in the future?

Yes, chartering with the Capitol Area Council does not need to be permanent if a unit wishes to Charter with another organization, they are welcome to pursue that.

How do we request a letter to open a Bank Account under the Capitol Area Council?

The request to open a bank account can be found online at after opening your bank account please submit Unit Finance Report. This is a requirement of our auditors.

Do I need to submit annual financial statements to the Capitol Area Council?

Yes, a requirement of our auditor is that we report on all bank accounts associated with the Capitol Area Council. A sample annual report can be found within this toolkit.

Why is the facility usage agreement not included in these toolkits from the Capitol Area Council?

The Austin Diocese requested that the facility usage agreement and all related paperwork to those documents come directly from the Parish to the units. The paperwork is meant to assist units on changing their Charter Organization to either a different Organization or to a Council Chartered Unit.

What are the options for chartering my unit going forward?

Your unit has 3 options going forward.

1. Sign a Facility usage agreement with your Parish and Charter with the Capitol Area Council.
2. Sign a Facility usage agreement and move your Charter to a new organization.
3. Move your unit to a new Charter Organization and if available utilize space at that Org for meetings.

What documents should be submitted to the Capitol Area Council to facilitate these changes?**Capitol Area Council needs the following documents to change your units Charter.**

1. Release/Assumption of Charter (Item 2)
2. New unit application (item 3)
3. CAC Annual Unit Agreement OR Annual Charter Organization Agreement

Who is the Institutional Head for Council Registered Units? Who is the Council Unit Representative (CUR)?

The Institutional Head for Council Registered Units is Jon Yates. With proper approval from the Council an adult leader in a unit could serve as the Council Unit Representative (CUR). If there is not a member of the unit for this position Professional staff will serve as the CUR.

Is a facility usage agreement required if the property is owned by the knights of Columbus?

If the property is privately owned the Facility Usage Agreement is not required to be completed.

Do over 18 participants (Venturer and Sea Scout) need to have a parent sign the Parent release form?

No, the participant would sign the document in lieu of a parent.

FAQ related to Parish-BSA Facility Use Agreements

- (1) The Local BSA Council asked the Parish to sign a document releasing the Troop and the charter agreement. May the Parish sign the document?

It is permissible to document the end of the Parish's relationship as a chartering organization and is appropriate to sign the attached Release/Assumption of Unit Charter published by BSA. If a different form is presented to the Parish for termination of its chartering organization status, please forward the document to the Chancellor's Office for review before signing.

- (2) When the Parish was the chartering organization, the Troop maintained its funds with the Parish in accordance with diocesan protocols for ministries at the Parish to deposit their funds with the Parish. Should the Parish continue holding the Troop's funds?

No. Please inform the Troop that it will need to manage its own funds either in an account it controls or in an account managed by its new chartering organization, if any, or its Local Council. Please refer the Troop to its Local Council to address this question.

- (3) When the Parish was the chartering organization, the Troop used the Parish's FEIN and sales tax exemption number. May the Troop continue using the FEIN and sales tax exemption number?

No. The Troop should use the FEIN and sales tax exemption number of its new chartering organization, if any, or of the Local Council. Please refer the Troop to its Local Council to address this question.

- (4) When the Parish was the chartering organization, the Parish was able to guard and insist upon the Troop's Catholicity. To what extent may the Parish continue to insist that the Troop act and promote Catholic values, traditions, and teachings?

The relationship of the Parish is now separate from the Troop and the Parish does not provide oversight of the Troop's activities. However, a Parish maintains the right to choose which groups may be present on the Parish's campus. The Parish may require any group that is present on its campus on an on-going basis to be Catholic or to uphold Catholic values and teachings. If an organization does not do so, the Parish may choose to not permit the organization to be present on its campus on an on-going basis.

- (5) When the Parish was the chartering organization, the Parish was able to control the behavior of the Troop on campus, may it continue to do so?

The relationship of the Parish is now separate from the Troop and the Parish does not provide oversight of the Troop's activities. However, a Parish maintains the right to insist that any organization present on its campus behave appropriately and maintain proper

decorum (e.g., where to meet, noise-levels, security check-ins, parking locations, maintenance, food, dress, respect for others).

- (6) When the Parish was the chartering organization, a staff member of the Parish served as a leader in the Troop which helped direct the actions of the Troop in accordance with the faith. Should the staff member continue serving as a Troop leader *as part of his or her duties*?

No. A Parish staff member should not serve as any type of leader of a scouting unit located at the Parish at which the staff member is employed. If the staff member is a parent of a scout of the Troop that meets at the Parish, the staff member may participate as any other parent volunteer.

A related concern to this question is whether a Parish staff member may participate in a Troop at another location. Because the staff member is an employee of a Catholic parish, the employee is encouraged to not participate as a leader in a Troop that meets on a Catholic parish in the Diocese of Austin, but only as a parent volunteer if the staff member's children belong to the Troop. This limitation does not apply to Troops that do not meet on a Catholic parish.

Please seek consultation with the Chancellor if related questions not specifically addressed in this response arise.

- (7) May the Parish continue to promote the local Troop on its website and in its bulletins?

Yes. The Parish may continue to permit the local Troop to make announcements in the bulletin, the Parish website, and other Parish media in the same way the Parish permits any other independent organization on its campus to do so (e.g., Knights of Columbus, Society of St. Vincent de Paul). This question may have different nuances depending on the level and type of promotion. Please contact the Chancellor's office for any specific questions.

A related question is whether the Parish may permit the Troop to continue to maintain a webpage on the Parish website. The Parish may do so, but it is recommended to include a statement on the webpage disclosing that the Troop: (i) meets on the Parish campus but is a separate organization from the Parish; and (ii) is affiliated with the BSA and is not chartered by the Parish. This type of disclosure may be appropriate for other types of promotions such as flyers.

- (8) May the Parish alter the forms by deleting paragraphs from the form?

We recommend that the Parish not change the forms without consultation with the Chancellor.

- (9) Will other similar scouting organizations need to change their relationships with the Parish (AHG, GSA, St. George)?

The diocese is currently reviewing the relationship and structures of the other organizations and will likely amend those relationships to follow the new relationship with BSA. The diocese appreciates the Parish's patience as it reviews the questions raised by the other organizations.

- (10) How will the Parish monitor whether it has received all required parental releases required under Paragraph 8A(7) of the Facilities Use Agreement.

The Parish should ask the Troop Leader to provide the Parish a list or roster of the names of the scouts in the Troop along with the parents' names. The Parish may then check whether it has a release signed for each scout. The Parish may ask the Troop leader to keep the roster updated and may periodically send the current roster to the Troop leader asking him to review and update the list (e.g., quarterly or semesterly)?

- (11) How will the Parish monitor whether the Troop leader and any volunteers are compliant with the safe environment requirements under Paragraph B of the Safe Environment Addendum?

The Parish should ask the Troop leader to provide the Parish a list or roster of the names of all Troop leaders and volunteers who will be present and assisting the scouts. The Troop leader should also provide a certification for each leader and volunteer showing that those persons have completed both the EIM program requirements and the BSA safe environment and leader selection requirements described in Paragraph B of the Safe Environment Addendum. The Parish's EIM site administrator may also assist in verifying if a parishioner of a parish in the diocese is EIM compliant. The Parish may ask the Troop leader to keep the list updated in the same manner suggested under Question (10) above.

- (12) The Troop and the Parish would like to add a clause to the agreement to permit the Troop to use the rooms defined in the agreement outside of the times defined in the agreement upon request or to use other facilities on the Parish campus not defined in the agreement upon request (in accordance with the Parish's protocols for room reservations). How should that be accomplished?

The parties may complete Paragraph 2A(4) so that it reads:

“(4) For the same or other purposes in the rooms identified in 2A(1) or any other room at the Parish at the following times at times the Scouting Unit reserves in accordance with the Parish's normal room reservation procedures.”

Alternatively, the parties may insert the following in Paragraph 18 (Special Provisions).

“Scouting unit may use the rooms identified in Paragraph 2A(1) at other times specified in Paragraph 2A(1) or may use other rooms on the Parish campus not identified in Paragraph 2A(1) by reserving such times and room in accordance with the Parish's room reservation

procedures. The use of the Premises at such additional times or the use of additional rooms under this provision are deemed part of the Premises.”

- (13) The Troop has asked that its property placed in storage at the Parish (e.g., trailer and equipment) be included on the Parish’s property insurance. May the Parish do this?

No. Because that property is not owned by the Parish it may not be insured under the Parish’s property insurance. The Scouting Unit will need to insure its property through the BSA, local council, or a third party. Ask the Scouting Unit to contact its Local Council for assistance.

FISCAL POLICIES AND PROCEDURES FOR CAPITOL AREA COUNCIL UNITS

Current Unit Registration Options

- **Charter Organization Units:** Assets of the unit generally belong to the Charter Organization and are managed by the unit.
- **Council Registered Units:** Assets of the unit generally belong to the Council and are managed by the unit.

Tax Exempt Status

- **Charter Organization Units:** Charter organizations vary widely, but the tax status of your unit is usually the same as that of your charter organization.
- **Council Registered Units:** Units properly registered, and using the council EIN for banking purposes, are generally tax exempt. Consult your local council for instructions and policies.
- **Group Exemption:** Units cannot be included on BSA's group exemption. Only local councils and local council trusts are permitted by the IRS.
- **State Sales Tax Exemption:** Contact Capitol Area Council for authorization for Council Registered Units and UMC Affiliated Units. Chartered Organization Units will need to contact their respective Chartered Organization.
- **Disclaimer:** Many units have their own EIN, but this does not equate to tax exempt status. Units should not incorporate or seek tax exempt status.

Unit Banking

- **Checking Accounts:** Unit funds should be deposited in a checking account that requires two signatures, typically the Treasurer and a member of the Unit Committee.
 - o **Charter Organization Units:** Contact your charter organization for permission to use their EIN and direction on who to use as the responsible party. As an alternative, many councils allow units to deposit funds in custodial accounts in the council service center.
 - o **Council Registered Units:** All units chartered by the Capitol Area Council can submit an online request to obtain a letter from the council giving you permission to open a Bank Account under the Capitol Area Council. This form can be found online at <https://www.bsacac.org/unit-bank-accounts/>. The council recommends utilizing A+ Federal Credit Union who has standing relationship with many Scouting units already. Council Registered Units previously using separate bank accounts through a Charter Organization should close those accounts and follow the local council policies for a new account. Council registered units may deposit funds in custodial accounts at the Council Service Center. Capitol Area Council will require an annual reporting of unit banking information due at re-charter (see item 9 Unit Finance Report Template).

Equipment Insurance (For Council Registered Units Only)

All equipment should be insured with appropriate liability, casualty, and property coverage. Capitol Area Council will require an annual reporting of equipment greater than \$5,000.00 due at re-charter (see item 9 Unit Finance Report Template). The Capitol Area Council does not provide insurance coverage outside of our general liability policy to units currently. Units seeking insurance for equipment/property should complete item 13 Insurance Form-AIM. Additionally, the unit should, in compliance with the Guide to Safe Scouting materials, regularly inspect all vehicles and trailers.

Dissolution of Unit

The unit committee shall apply unit funds and property to the payment of unit obligations.

- **Charter Organization Units:** Surplus funds should be turned over to the charter organization to be used for Scouting purposes.
- **Council Registered Units:** Surplus funds should be turned over to the council.

Fundraising

- **BSA Unit Money-Earning Applications:** Approval must be given by the charter organization and the council for all unit fundraising.
- **Soliciting Gifts:** As gifts to units are generally not tax deductible, units should not solicit gifts. Anyone can contribute to a unit, but the donor would not receive a charitable deduction. Gifts made to councils or Charter Organizations cannot be passed through to the unit.
- **Scout Accounts:** Scouts can credit a reasonable amount of funds earned toward their Scouting expenses. Scouts cannot use funds earned for any non-Scouting purposes and cannot take the money with them if they leave Scouting.
- **Council Fundraising-** The Capitol Area Council annually holds a popcorn sale. This sale is an excellent opportunity for Scouts to “pay their own way”. Capitol Area Council encourages all of our units to participate.

PayPal/Venmo

- Capitol area Council does not utilize paypal/venmo for collecting of any fees. Units can utilize these vendors to collect **UNIT specific fees**.
- PayPal can be used to accept unit payments. PayPal account instructions are available here:
<https://help.scoutbook.scouting.org/knowledge-base/paypal-payment-utility-sb/>
- As of January 1, 2022, the IRS introduced new reporting requirements for payments received for goods and services, lowering the threshold to \$600. Third party settlement organizations, such as PayPal and Venmo, will be required to provide customers with a 1099-K form if they receive \$600 or more in goods and services transactions during the 2022 tax year. Charter Organization Units and Council Registered Units utilizing PayPal or Venmo should ensure they are using appropriate EINs and following all policies and procedures. Parents of/Groups of Citizens Units should consult their own tax advisors.



June 12, 2023

To: A+ Federal Credit Union

From: John Doe, Scout Executive

RE: Bank Account Information for Troop XXXX
Capitol Area Council, Boy Scouts of America

I am writing to request that a bank account in the name of Capitol Area Council, Boy Scouts of America Troop XXX be opened.

- Capitol Area Council, Boy Scouts of America tax-exempt number XXX-XXXXXXX.
- The correct name on all accounts should be:
Capitol Area Council, Troop 4411
- All troop bank accounts are **not** to enroll in overdraft protection.
- All troop bank accounts must have at least 2 signers on each account.
- The approved names are:

JANE DOE	JOHN DOE
ADDRESS	ADDRESS
CITY ZIP	CITY ZIP
- Bank statements should be sent to Jane Doe's home address.
Do not use addresses of Boy Scouts of America council offices.

Capitol Area Council, Boy Scouts of America is classified as a tax-exempt organization 501(c)(3) by the Internal Revenue Service.

For further information or clarification, please contact John Doe, Director of Field Service, at email or phone #.

Thank you for your cooperation.
Sincerely,

John Doe, Scout Executive

cc: Chief Financial Officer, John Doe



ANNUAL UNIT FINANCE REPORT	
Unit Name	
Council Name	
Report Year	
Bank Information	
Bank Name	
Branch Name/Location	
Last 4 Account #s	
Signers on Checking Account	
Signer 1	
Signer 2	
Income	
Membership/Registration Fees	
Council Program Fees	
Unit Dues	
Popcorn Sales	
Camp Card Sales	
Other Money Earning Project(s) ⁽¹⁾	
Activity/Event Fees	
Other Income	
Total Income	\$ -
Expenses	
Membership/Registration Fees	
Council Program Fees	
Popcorn Sales	
Camp Card Sales	
Other Money Earning Project(s)	
Trips and Events	
Troop Supplies and Food	
Advancement	
Other Expenses/FOS Contribution	
Total Expenses	\$ -
Annual Financial Summary	
Starting Account Balance	
Income	\$ -
Expenses	\$ -
Ending Account Balance⁽²⁾	\$ -
<i>⁽¹⁾ Units must complete money earning project applications and follow fiscal policies & procedures.</i>	
<i>⁽²⁾ Units must submit year end bank statement reflecting ending account balance.</i>	
Notes	



BSA General Liability Insurance Coverage for Chartered & Affiliate Organizations

The BSA provides primary general liability insurance coverage for **all** chartered organizations and affiliate organizations on file with the BSA for liability arising out of an official Scouting activity of a traditional Scouting unit. The BSA insurance coverage is consistent for all affiliate and chartered organizations.

This coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of official Scouting activities, which are defined in the insurance policy as activities that are consistent with the values, Charter and Bylaws, Rules and Regulations, operations manuals, and applicable literature of the Boy Scouts of America. This insurance coverage responds to allegations of negligent actions by third parties that result in personal injury or property damage claims and provides protection for Scouting units and chartered/affiliate organizations on a primary basis.

The BSA general liability insurance program provides volunteers, chartered organizations, and affiliate organizations additional excess coverage for automobiles above a local council's automobile liability policy or a volunteer's or chartered/affiliate organization auto or watercraft liability policy. The owner's vehicle or watercraft liability insurance is primary. The excess insurance, whether it is the local council auto or BSA general liability, is available only while to the extent the vehicle or watercraft was in the actual use of a Scouting unit and being used in connection with an official Scouting activity.

The insurance provided to unregistered Scouting volunteers through the general liability insurance program is excess over any other personal insurance the volunteer might carry, usually a homeowners', personal liability, vehicle, or watercraft policy.

The current primary insurance provides \$1M/occurrence, \$10M/aggregate. The first excess policy is \$6.5M/occurrence, \$13M/aggregate. There are additional excess policies in place that provides coverage for Charter Organizations and Affiliation Organizations.

A Certificate of Insurance can be provided by the local council.



Application for Coverage

Please complete both pages of the application and check the coverage limits desired.

Unit Information:

Legal Charter Entity _____	BSA Pack/Troop _____
Mailing Address _____	County _____
City, State & Zip _____	Contact Phone Number _____
Primary Contact Name _____	Email Address _____
Secondary Contact Name _____	Email Address _____

Select Coverage Options:

General Liability

- \$1 Million - \$240
 \$2 Million - \$310

Extended Medical Payments Endorsement

- \$10,000 - \$115
 \$25,000 - \$120
 \$50,000 - \$125

Media Liability Endorsement

- \$25,000 - \$80
 \$50,000 - \$100
 \$75,000 - \$130
 \$100,000 - \$170

Directors & Officers Liability

- \$1 Million - \$75

Fidelity Bond (Crime)*

- \$10,000 - \$120
 \$25,000 - \$135
 \$50,000 - \$160

Inland Marine (Business Personal Property)*

- \$10,000 - \$135
 \$25,000 - \$240
 \$50,000 - \$375

Total Cost: \$ _____

Have you had insurance declined, cancelled or non-renewed in the last five years?

No Yes

(If yes, please attach explanation)

Have you had any insurance claims in the last five years?

No Yes

(If yes, please attach explanation)

Make Checks Payable to:

AIM

PO Box 674051

Dallas, TX 75267-4051

Phone: 800-876-4044

Fax: 214-360-0802

Email: aim@aim-companies.com

Reminder!

1. Complete All Pages
2. Sign Application
3. Send Payment

*Higher limits are available upon request.

Policies cancelled before the effective date, are subject to a \$35 cancellation fee. Short term policies are subject to a minimum premium equivalent to 50% of the annual premium or \$50, whichever is greater, not to exceed the total annual premium. All premium and fees paid are fully earned at inception.

Requirements of Bond Coverage (Make sure all officers are aware of requirements):

1. The Organization must conduct an annual review of the books by a Review Committee or qualified accountant.
2. The monthly bank statement must be initialed and reviewed by someone who does not have authorization to sign checks.

COVERAGE IS VOID IF THESE REQUIREMENTS ARE NOT FOLLOWED.

Acknowledgements:

- I certify that there have been no losses, accidents or circumstances that might give rise to a claim, that have not already been reported for a coverage(s) for which I am applying.
- I acknowledge that AIM may contact me or my organization by email.
- I agree to the terms and conditions of the policy as set forth in this application

Please list any Additional Insured's to be added: Applicable to the General Liability Only

Please note, adding an Additional Insured means you agree to share the total limits of the policy

Name _____

Address _____

City, State Zip _____

Name and Description of Event(s) _____

Date/Time(s) of Event(s) _____

Insurable interest of Additional Insured: (Circle or List) School/District Equipment Rental Use of Premises

Grantor of Permit Teacher/Instructor Other _____

I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete. If information provided is found not true & accurate, coverage may be voided.

Signature _____ Date _____

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND CIVIL PENALTIES.