

Council Registered Units Guidelines for Administration

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 French Creek Council. Prior to approving the renewal of unit charters, the council will 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.

A local council may register a unit. A unit registered by a local 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 – The French Creek council designates a council level volunteer to serve as the Institutional Head for CRUs. The Council has designated the Council President to fill this position. Remember these units are maintained 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 Registered Unit Representative – The French Creek Council Executive Board has appointed Assistant Council Commissioners to serve as the Charter Organization Representative (COR) to have direct contact with the unit. The COR is responsible for appointing the unit Charter Organization Delegate for the unit committee, as described below, and is responsible for reference checks, Youth Protection training, and ensuring adherence to safe practices, two-deep leadership, and the Guide to Safe Scouting.

Charter Organization Delegate - The Chartered Organization Delegate is a registered adult leader in each unit that is the liaison to the council and the Institutional Head. The COD will electronically approve all adult leader applications, complete reference checks, attends unit committee meetings, ensures that the unit submits inventory and financial reports on time, approves the unit’s recharter and Youth Protection training, ensuring adherence to safe practices, two-deep leadership, and the Guide to Safe Scouting.

Committee Chair – The Committee Chair must be approved by the IH and the COR. 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 two or more qualified adults, 21 years of age or older, approved by the COD and Committee Chair. 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, reports back to the Unit Committee on the receipt and application of funds at each meeting and annually completes the Unit Financial Report.

Unit Program Leaders – Each unit must have a registered Top Leader (Cubmaster, Scoutmaster, Advisor, Skipper) and at least one Den Leader (Packs Only). These registered adult leaders must be at least 21 years of age. Two registered leaders over 21 years of age 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

French Creek Council will be the owner of all unit assets and will provide appropriate liability, casualty, and property insurance coverage for these assets. French Creek council will assess a fee to the unit for providing insurance coverage for trailers and excessive unit equipment. The local council, in compliance with the Guide to Safe Scouting materials, will require the unit to regularly inspect all trailers.

French Creek Council will allow units to maintain a separate bank account(s) using the council EIN and following all reporting requirements of the council. French Creek Council will provide a sample Unit Finance Report template to simplify reporting. The council will need to report unit finances on their 990s so timely reporting by the unit finances is critical. CRUs previously using separate bank accounts through a Charter Organization should close those accounts and follow the French Creek council policy for a new account. In General, the French Creek council owns the funds for all CRUs. The French Creek council will require that all units have at least two signatures for bank account transactions, typically the Treasurer and a member of the Unit Committee. CRUs may not incorporate or seek status as a 501(c)3 tax exempt entity.

The Council Representative/Delegate should attend regular committee meeting and review unit finances and keep records indicating that the unit is complying with BSA and Council requirement.

Council Registered Unit Meeting Space and Storage Facilities

Part of the unit agreement requires the leadership to secure a meeting facility for the unit. CRUs 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.

Membership for Council Registered Units

CRUs 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 direct contact leaders must complete position specific training and youth protection 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/membershipstandards/
- The Rules and Regulations of the Boy Scouts of America www.scouting.org/about/membershipstandards/

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/gss/>
- 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\(21\)-SAFETransportation-Checklist-FPO3-5172021.pdf](https://filestore.scouting.org/filestore/pdf/680-696(21)-SAFETransportation-Checklist-FPO3-5172021.pdf)

Unit Finances

- Fiscal Policies and Procedures for BSA Units https://www.scouting.org/wpcontent/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>