

2014
Annual Local Council
Membership Validation Procedures
Required tasks and checklist

Below is a recommended timeline and checklist to help you complete the procedures correctly and on time for submission **to your area director by February 15, 2014**. The area director will then sign it and send it to the regional director by February 28, 2014.

- _____ 1. The Scout executive reads the Annual Local Council Membership Validation Procedures (No. 524-325) to be sure it is clearly understood.
- _____ 2. Make _____ copies of the procedures and distribute them to every professional and office staff member, and to all of the district chairs, district commissioners, the council president, the council commissioner, and the council membership chair.
- _____ 3. Schedule time at a January staff meeting to review the procedures, point by point, with all staff members, and discuss any questions they may have. Optionally, invite key volunteers, including the council membership chair. Ask them to keep their copies for future reference.
 - _____ Distribute the individual Employee Certification sheet to each staff member. Have them sign it. Prepare a roster of all those who have turned in their signed sheet to ensure 100 percent compliance.
 - _____ Give district executives copies of the procedures for their Key 2, plus the signature page for the district Key 3 to complete and return.
- _____ 4. Scout executive gives copies of the procedures to the council Key 2, reviews it with them, and obtains signatures.
- _____ 5. Scout executive mails the originals of the signed roster form, and the completed signed council Key 3 certification, to the area director by February 15, 2014.
- _____ 6. All individual employee certification forms—district Key 3 signed forms, and copies of the council Key 3 form and staff roster—are kept on file in the Scout executive's administrative office. This file, along with these forms, should be available for review and will be requested at membership audits, administrative and governance reviews.

Special Note: As new employees join your staff during the year, review this document with them as part of their orientation process. Do not wait until the following January or February.

2014 Annual Local Council Membership Validation Procedures

The following procedures must be reviewed and certified by all professionals, paraprofessionals, council registration staff, council service center employees, program aides or project workers, and designated volunteers.

Staff members and
volunteers responsible
(with Scout executive)

Steps

Scout executive

1. **All membership fees paid by the council are to be approved** by the Scout executive following written guidelines established by the executive board. Council-paid fees must be a budgeted expense item approved annually by board resolution. The council's Learning for Life licensing fees are to be approved by the executive board. The annual Learning for Life licensing agreement is filed with the national Learning for Life office by October 31 of each year.
2. **Make copies of the Annual Local Council Membership Validation Procedures available for review and obtain signatures** from all professionals, executives, paraprofessionals, registration staff, support staff, all employees, and designated volunteers. The Annual Local Council Membership Validation Procedures must be shared with all new professionals and support staff members hired during the year.
 - A. During a meeting with affected employees, and with key volunteers optional, review these procedures, answer questions, and have each employee sign an employee certification form.
 - B. Review and obtain appropriate volunteer signatures on the district Key 3 certification and council Key 3 certification forms.
3. **Send the original signed roster form and the council Key 3 certification, signed by the appropriate individuals, to your area director by February 15, 2014.** The roster form should list all employees and volunteers who have signed forms on file at the council office.

Maintain a file in the Scout executive's office with the signed originals of the employee certification forms and the district Key 3 certification, along with copies of the roster form and the council Key 3 certification. The council retains forms (original and copies as indicated above) for at least five years.

Registrar

4. **Secure personal information and ensure that correct procedures are being followed for the criminal background check process.** Monitor procedures for safeguarding confidential information provided to the council. This includes locked storage of registration documents. Ensure that there is no unauthorized use of the background check program, data, and information that is received. Any misuse by an employee may be cause for termination. Carefully review policies on criminal background checks and retention of registration files found in the latest *Registrar Procedures Manual*, No. 524-901 (online at MyBSA>Resources>Membership Resources).
5. **Mail all registration cards directly to the unit leader** of record with a cover letter from the Scout executive requesting that the Scout executive be contacted personally if there are any discrepancies or errors on the cards. This is done at unit charter renewal and for additional enrollments. In the case of Explorer posts, participant cards and certificates are mailed to Explorer Advisers with the letter coming from the council's Learning for Life chair. For Learning for Life school-based programs, the certificate is mailed to the organization with the letter coming from the council's Learning for Life chair. Note that this system must also ensure that no one has access to registration cards other than the individuals involved with mailing cards. The unit leader should not be marked in PAS as "no mail."

Assistant Scout executive, director of support services (not line staff), support executive in councils with support staff, or Scout executive in a small council

Field director with commissioner or service team chair and related field staff

Registrar, Scout executive

- 6. Make a personal “welcoming” telephone call to the new unit leader** of record when a new unit is processed. This call should be made within two weeks of the arrival of the charter application in the council service center. This call will help verify the interest of the council and encourage the leader to take advantage of council and district training and services.

This step should be on the registrar’s checklist of steps in processing new units. It will be helpful if the registrar sends a note to the designated caller with basic information for making the call. A written log should be maintained for documenting the calls and kept on file with the registrar.

- 7. Conduct semiannual “unit health” reviews** (in January and July).

- A. The youth-serving executive meets with the commissioner team (service team for LFL) to evaluate the units in the district. (This should be a part of the goal-setting process in January.) Unit progress toward achieving the various levels of the Journey to Excellence award should be noted. Use the Exploring Excellence Award for posts and the appropriate Learning for Life Accreditation Award for school-based LFL programs.
- B. For every unit, a plan is developed by the unit-serving executive and his commissioner team based on how this unit can achieve the highest level of the Journey to Excellence award (or the appropriate LFL award) based on their current status. This plan is shared with the council commissioner (or service team) and the staff leader of the executive. These plans should be kept on file by the registrar. Specific actions should be identified monthly, and progress should be reported. Priority should be placed on units with “life-threatening” problems.
- C. Twice a year, unit status should be compared to the last report. Units categorized as “fair” or “poor” that aren’t changing in status should be given immediate attention by the youth-serving executive’s staff leader with help from the appropriate assistant district commissioner, district commissioner, or service team.

- 8. Obtain the Annual Charter Agreement form (No. 524-182).**

- A. A yearly visit is made to the chartering organizations by a commissioned professional and/or key district volunteer.
- B. After following the discussion guide, the top copy is completed and signed by the chartered organization.
- C. The council’s copy of the form is filed in the unit file at the council office.

- 9. Watch for unusual or no changes in unit membership.** Notify the Scout executive immediately when there is a loss or gain of 50 percent or more of youth members at charter renewal, or when there are no changes in youth and adults reregistering. Monitor an abnormal influx of new members during the year and notify the Scout executive. Charter applications should be screened to reveal any significant numbers of “short-term” or “long-term” registrations. An objective appraisal should be made to ascertain the reasons. Units with more than 100 members or fewer than five at registration time must receive written approval by the Scout executive. These approvals should be kept in the units’ file.

All staff members

- 10. Maintain standards of membership and leadership** by following BSA registration procedures. Any changes to registration records or established procedures must include the written and specific authorization of the Scout executive. Field receipts must be used when accepting and handling funds. No paid employee of the council is to be registered in any volunteer position without the written permission of the Scout executive. The only exception is a unit in which the children of the employee participate.

Learning for Life groups are evaluated annually by the organization and the evaluations are shared with the Scout executive. A memorandum of understanding must be signed each year by the participating organization and the council to ensure a quality program and continuous registration.

Exploring post adult leaders and Learning for Life committee members must complete the correct form with original signatures.

- 11. All youth members in the council are registered** with the Boy Scouts of America or Learning for Life. Learning for Life school-based participants are accounted for in the estimated number of youth served.
- 12. The Open Door Policy is a means to resolve membership concerns.** Staff members are encouraged to discuss any concerns with their immediate staff leader. If the concern is such that it cannot be discussed with or resolved by the immediate staff leader, the employee should be free to approach the next level of management, the Scout executive, or the area director. To make an anonymous report, go to www.ethicspoint.com.

PARENTAL SIGNATURE EXCEPTIONS

1. Registrations subsidized by council funds or external sources

Units should make every effort to comply with standard membership policies. If all attempts to secure a parental signature on a BSA application are not successful, then only those units with membership fees paid or subsidized by council funds or external income may use the following alternative youth registration exemption:

- The unit leader must verify and attest that the youth member attends the unit on a regular basis and that several attempts at obtaining a completed registration form signed by a parent have failed. Attendance rosters and program logs should be kept on file in the unit's history file.
- Volunteer oversight and verification must be made, including a site visit while the unit is in operation.
- The parental approval on the application form must be signed by an official from the charter organization.
- The use of this alternative registration procedure must be approved by the council executive board.

A form to list members' names and secure approvals is attached. A copy of this form must be used each time this exception is used, and the form should be kept in the unit's current file attached to the application form for each member on the list.

2. Additional registrations

Wherever possible youth applications should be filled out, signed by a parent, and signed by a unit leader/official. In those rare situations (i.e., camp, remote locations, or institutional programs) where it is absolutely not possible or practical to receive a parental signature—with the unit leader's approval—an email, or fax from the parent authorizing their child to be registered with the BSA is acceptable. A copy of the email or fax should be attached to the application. A phone call authorization should only be accepted as a last resort. A phone call authorization should include a note indicating the date of the call and the names of both parties to the call and signed by the council representative making or receiving the call.

3. LDS registration procedures

Effective January 1, 2014, the Church of Jesus Christ of Latter-day Saints (LDS) will be making direct payment to the National Council for the registration of the adults and members of their chartered units nationwide. Councils will process registrations normally and will continue to collect fees for any *Boys' Life* magazine subscriptions from the youth and adults in these units, but no registration fees will be assessed. Lists from the LDS Church database, signed by the unit leader and an appropriate LDS ecclesiastical leader (stake president, stake Young Men's president, bishop, or counselor of the bishopric), can be used to register LDS youth in LDS units. By conveying the names and information of LDS Church youth to the BSA for registration, the Church represents that: the parent or guardian of each youth is aware of and agrees to their child's membership in the BSA; the youth subscribes to the oath or promise of the program they're joining; the parent or guardian agrees to support the child's participation; the parent or guardian understands that the chartered organization is to provide a safe and adequate meeting place and capable adult leadership; and all those involved in the unit's operation must adhere to the policies of the BSA.

Parental Signature Exception Form

This form must be completed, including the required signatures, and kept in the unit file each time the parental signature exception is applied.

Attach the applications for the youth members on the list to this form.

The following youth members are being registered without parental signatures in:

Unit No. _____	Chartered to _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As the unit leader, I attest that the above youth members attend this unit on a regular basis and that several attempts at obtaining a parent's signature on the membership application have failed.

Attendance rosters and program logs are on file to verify their participation.

Signed _____ Date _____ Position _____
Unit Leader

Print name

I have made a site visit while this unit is in operation and verify that this is a functioning unit.

Signed _____ Date _____ Position _____
District/Council Volunteer

Print name

On behalf of the chartered organization, I approve the registration of the above youth members.

Signed _____ Date _____ Position _____
Chartered Organization Official

Print name

This alternative to obtaining parental signatures on completed membership applications has been approved by the council executive board, on (date) _____, and I approve the registration of the above youth in this unit.

Signed _____ Date _____ Position _____
Scout executive

REQUIRED CERTIFICATIONS

Employee Certification

I have reviewed the 2014 Annual Local Council Membership Validation Procedures and certify that I understand how they apply to my responsibilities in the council.

Employee's signature

Staff position

Date

Print Name

District Key 3 Certification

We have reviewed the above 2014 Annual Local Council Membership Validation Procedures and certify that we understand how they apply to our responsibilities within the district of this council.

District executive's signature

District chair's signature

District commissioner's signature

Print Name

Print Name

Print Name

Date

District

Council

Copies to be retained in the local council service center.

Council Key 3 Certification

We have reviewed the 2014 Annual Local Council Membership Validation Procedures with our staff leaders, all other professional staff members, the registration staff, and all district Key 3s, and certify that the council enforces the above procedures.

Scout executive's signature

Council president's signature

Council commissioner's signature

Date

Council

Number

I have reviewed this information with the Scout executive. I certify that the proper membership validation procedures are in place and the council is in compliance.

Area director's signature

Date

**Area director sends an original copy to the regional director at the national office by February 28, 2014.
(Region forwards the original copy to Membership Resources.)**

2014 ANNUAL LOCAL COUNCIL MEMBERSHIP VALIDATION PROCEDURES

Roster Form

The following individuals have read the 2014 Annual Local Council Membership Validation Procedures and have signed the appropriate certification forms, which are on file at the council office.

I certify that the above individuals have all read and agree to comply with the membership validation procedures. This includes all professionals, registration staff, support staff, council office employees, program aids or project workers, and designated volunteers.

Scout executive's signature

Date

Council

Number

It will be acceptable to attach a printed roster to this form.

NEW UNIT WELCOMING CALL CONTACT REPORT

Call made by:
Completed on:
Into unit file:

Unit leader name: _____

Unit leader phone: Work: _____ Home: _____

Email: _____

(Please circle one): pack/troop/team/crew/ship No.: _____

Hello, my name is _____ and I am calling on behalf of the Boy Scouts to follow up on your new _____ (pack, troop, team, crew, ship).

Have you been notified of training? Yes No

Have you started to plan your program for the year? Yes No

Do you feel you are getting enough support? Yes No

What can we do to help?

May I confirm several items?

Chartered organization name: _____

Number of adults: _____ Number of youth: _____

Your district executive's name: _____

Phone number: _____ Email: _____

Anything you would like to tell us? _____

Scout Executive (or Designee) Approval

Pack/troop/team/crew/ship No. _____

I approve this unit to be chartered _____ rechartered _____ with:

Less than five members

More than 100 members

Group/post No. _____

I approve this Learning for Life group/post with:

Less than five members

More than 100 members

Signature of Scout executive (or designee)

Date

CURRENT UNIT FILE CHECKLIST OF ITEMS

Unit _____

District _____

Date _____

✓	CURRENT UNIT FILE ITEMS TO COMPLY WITH MEMBERSHIP VALIDATION PROCEDURES
	Annual Charter Agreement Form completed with all signatures
	Current unit charter renewal documents or new-unit application completed with all signatures
	Unit Expire Roster
	Special authorizations if necessary (youth with disabilities confirmation, etc.)
	Scout executive approval for units with fewer than five or more than 100 youth
	Parent and leader signatures secured on fully completed youth applications
	Parental Signature Exception Form(s) and attendance rosters and program logs only if necessary
	All six applicant background questions answered on all adult applications
	Charter representative and committee chair approval signatures on all adult applications
	Routing sheet detailing delivery of unit membership cards, roster, and charter
	Registration fees received receipts; additional enrollments with receipts
	Semiannual unit health review summary and progress log on action items
	<i>Unit information to store in separate alphabetical file indefinitely: Applicant-signed Disclosure and Authorization Forms for criminal background check.</i>

Guidelines for Unit Self-Assessment and Action Planning Meeting

(conducted semiannually)

Present at Meeting: Unit Key 3 (Unit Leader, Unit Committee Chair, Chartered Organization Representative), Unit Commissioner, and District Executive

Purpose of meeting (Use as the agenda for the meeting.):

- To evaluate the unit's progress toward achieving the Journey to Excellence Performance Recognition Award
- To review the unit's goals, successes, and vision for the coming year, including a succession plan for future unit leadership
- To identify any areas of improvement—leadership, program, membership, youth and unit retention
- To determine any specific actions needed to be taken to assist with unit improvements and determine who will follow up on those actions
- To schedule any necessary follow-up to monitor progress

When to conduct meeting (semiannually):

- After the unit commissioner has visited the unit for the first time and six months prior to the annual charter renewal
- To review strengths and areas of improvement to help provide direction for needed support
- As needed when a problem arises
- When unit leadership changes

How should the arrangements for this meeting be made?

- The unit commissioner speaks to the unit leader during the first unit visit to schedule the meeting date, time, and location.
- The dialogue should include:
 - Approaching the unit leader after the meeting and requesting that a second meeting be set up with the unit leader, the unit committee chair, and the chartered organization representative
 - Setting the meeting, preferably at the leader's or the chair's home
 - Asking them to complete the unit self-assessment form prior to the meeting
 - Letting them know the visit will include a discussion of the self-assessment form and how the goals and vision of their unit's program can be supported

Why only the unit leader, unit chair, chartered organization representative, unit commissioner, and district executive?

- It provides a small group to openly analyze the program, their unit's needs, and steps to be taken to help resolve any issues.
- It helps open a dialogue between the unit and the district. Once they meet and determine what needs to be done, others can be involved in helping determine in which direction to go and any potential improvements that can be identified.

What preparation should be made prior to the action planning meeting?

- Review the statistics of the unit available from the local council and the district team, especially looking at:
 - JTE Unit status: Bronze, Silver, Gold
 - Outdoor program participation
 - Advancement reports
 - Trained leadership status
 - Youth Protection training
 - Participation in district and council events
 - Roundtable attendance
- Complete the unit self-assessment form after the visit to analyze observations and review the statistics gathered from the council/district prior to the action planning meeting. (The self-assessment form is designed to take the place of the commissioner worksheet previously used by commissioners.)

Pack Unit Self-Assessment

Pack Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Pack Leadership

A. An active committee meets monthly. _____

B. Assistant leaders are in place for pack and dens. _____

C. Adult leaders are registered and Fast Start and Basic Training are completed.

D. All dens have active den chiefs. _____

E. An active pack trainer is on the pack committee. _____

F. At least one adult is trained in BALOO (Basic Adult Leader Outdoor Orientation).

G. All adults are trained in Youth Protection. _____

H. Webelos leaders have been trained in Outdoor Leader Skills for Webelos leaders.

II. Program

A. We develop an annual program calendar and share it with our families.

B. We operate under the annual budget plan. _____

C. We conduct monthly pack leader meetings to plan den and pack meetings.

D. Den and pack leaders attend roundtables. _____

E. We review our program routinely with our chartered organization representative.

F. We develop an active outdoor program to involve our families.

G. A good percentage of our youth earn advancement awards regularly.

H. We conduct a monthly summertime program. _____

I. Our unit is 100% *Boys' Life* with all families. _____

J. We conduct at least one service project annually. _____

III. Membership/Attendance

A. We have dens of all ages involved. _____

B. Our weekly den meetings are strongly attended by our members.

C. We have good participation from youth and parents at pack meetings.

D. Our youth and leaders wear their uniforms to den and pack meetings and on outings.

E. We have an annual plan to recruit new youth members. _____

IV. Journey to Excellence Performance Recognition Standards

A. We annually recharter on time. _____

B. We earned the _____ level Journey to Excellence award last year.

C. We are on track to earn the _____ level Journey to Excellence award this year.

Troop/Team Self-Assessment

Troop/Team Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Troop/Team Leadership

A. An active adult committee meets monthly. _____

B. Assistant adult leaders are involved in the troop/team.

C. Adult leaders are registered and Fast Start and Basic Training are completed.

D. The unit provides a pack with active den chiefs. _____

E. An adult leader coordinates training for all adults. _____

F. An adult leader is trained in Safe Swim Defense and Safety Afloat.

G. An adult leader coordinates Youth Protection training. Everyone is trained.

H. Youth leaders are elected by youth twice per year and are provided training.

II. Program

A. We develop an annual program calendar and share it with our families.

B. We operate under the annual budget plan. _____

C. We conduct monthly troop/team youth leader meetings to plan unit meetings and outings. _____

D. We have adult leaders attend roundtables. _____

E. We review program routinely with our chartered organization representative.

F. We have a strong outdoor program and go on at least one outdoor trip monthly/regularly. _____

G. A good percentage of our youth earn advancement/recognition awards regularly.

- H. Our troop attends summer camp. _____ or
- I. Our troop/team plans a major activity annually. _____
- J. Our unit is 100% *Boys' Life* with all families. _____
- K. We conduct at least one service project annually. _____

III. Membership/Attendance

- A. We have youth of all ages involved. _____
- B. Our weekly unit meetings are strongly attended by our members.

- C. We have good participation from youth and parents at quarterly courts of honor/recognition meetings. _____
- D. Our youth and leaders wear their uniforms to unit meetings and on outings.

- E. We have an annual plan to recruit new youth members, including graduating Webelos Scouts. _____

IV. Journey to Excellence Performance Recognition Standards

- A. We annually recharter on time. _____
- B. We earned the _____ level Journey to Excellence last year.
- C. We are on track to earn the _____ level Journey to Excellence award this year.

Crew/Ship Self-Assessment

Crew/Ship Number: _____ District: _____ Date Completed: _____

Completed by: _____ Date Review Meeting Held: _____

(Quality Criteria)

Doing a Great Job _____

Would Like Improvement _____

Needs Help _____

Comments and Needs _____

I. Crew/Ship Leadership

A. An active committee with at least three members meets at least four times a year.

B. Assistant adult leaders are involved in the unit. The unit has coed leadership (if the crew is coed). _____

C. Adult leaders are registered and Fast Start and Basic Training are completed.

D. An adult leader coordinates training for all adults. _____

E. An adult leader is trained in Safe Swim Defense and Safety Afloat (if aquatic activities are planned). _____

F. An adult leader coordinates Youth Protection training. Everyone is trained.

G. Youth leaders are elected by youth annually and are trained at a crew officers' seminar.

H. Meetings and activities involve youth chairs and youth officers with adult guidance.

II. Program

A. We develop an annual program calendar and share it with our families.

B. We operate under the annual budget plan. _____

C. We conduct monthly unit officer/leader meetings to plan unit meetings and activities.

D. We have adult leaders attend roundtables and Teen Leaders' Council meetings (if held). _____

E. We review our program routinely with our chartered organization representative.

F. We have a strong program and go on at least one activity per month.

G. We use the advancement/recognition awards programs to encourage personal development. _____

H. We attend special council/district events. _____

I. We plan a major activity annually. _____

J. We conduct at least one service project annually. _____

K. We support a pack or troop annually. _____

L. We participate in a Venturing Leadership Skills Course annually.

M. We conduct a minimum of two meetings or activities each month.

III. **Membership/Attendance**

A. Our unit meetings are attended by at least 50 percent of our members regularly.

B. Our youth and leaders wear their uniforms to unit meetings and on outings (if applicable). _____

C. Our unit has an annual plan to recruit new youth members.

IV. **Journey to Excellence Performance Recognition Standards**

A. We annually recharter on time. _____

B. We earned the _____ level Journey to Excellence award last year.

C. We are on track to earn the _____ level Journey to Excellence award this year.