



SCOUT BSA NEW TROOP REGISTRATION INSTRUCTIONS

These instructions list the applications and agreements required to start a new Scouts BSA Troop or linked troop. Please complete the following applications and submit with required payment to the council service center no later than December 31st, 2019 to ensure your unit will be registered by the February 1st program launch.

REQUIRED FORMS AND APPLICATIONS

Annual Charter Agreement

Chartering Organization _____
PLEASE WRITE THE NAME OF THE CHARTERED ORGANIZATION/CHARTER PARTNER

New Unit Application

Is this a NEW or EXISTING* Chartering Organization? _____

*Existing Chartering Organizations must register the same individual as the Chartering Organization Representative [CR] for all units they register.

Institutional Head [IH] (this is a NO FEE registration)

(NO SSN required for IH only registration – PLEASE WRITE NAME)

Adult Applications

Scouts BSA Troops require a **minimum** of 4 or 5 adults with paid fee**

**may pay fee for a District/Council registration or another unit and multiple register to this unit. Please mark Multiple on their application.

- One person registered as the Charter Organization Representative [CR] (May also register as a the [CC] or a [MC])
- One person registered as the Committee Chair [CC]
- Two additional people registered as Committee Members [MC]
- One person registered as Scoutmaster [SM]

Chartered Organization Representative [CR]****

****May also be registered as either Committee Chair or a Committee Member

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Committee Chair [CC]

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Committee Member [MC]

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Committee Member [MC]

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Scoutmaster [SM]

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Assistant Scoutmaster [ASM]*

*Optional Registration

PLEASE PRINT NAME OF PERSON REGISTERING IN THIS POSITION

Other Registration Notes

- Individuals holding NO FEE registrations (such as Institutional Head) *may* also hold a paid position.
- All paid positions require SSN and CBC authorization.
- Applications must be fully completed, including all questions answered and signatures / initials
- All applications must have an attached Youth Protection Training*** certificate.
***Training can be found at my.scouting.org
- [SM] or [ASM] may not multiple register as [CC], [CR], or [MC] in the same unit.
- Linked troops may multiple register [CC], [CR], and [MC] positions.

Youth Applications

All units need a minimum of five paid youth. Youth members can be new or transfers.

- Youth must be all the same gender.
- Youth must be at least age 11 or 10.5 and completed their Arrow of Light and no older than 18 years of age.
- Youth may be registered in multiple units. Two youth must have their primary registration in the troop.