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 Charter 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)

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 [CC] or [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

Committee Chair [CC]

Committee Member [MC]

Committee Member [MC]

Scoutmaster [SM]

Assistant Scoutmaster [ASM]*
*Optional Registration

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.