

*Yankee Clipper Council, BSA*

**2010 – 2011**

**Packs, Troops, Teams, Crews and Ships  
Rechartering Guide**



**Yankee Clipper Council  
Boy Scouts of America**

**[www.yccbsa.org](http://www.yccbsa.org)**

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The internet charter renewal guide is your roadmap to a successful charter renewal. It will guide you through each step and help you to deliver your charter renewal on time.

Internet re-chartering allows you to perform the following tasks:

- Select members from your existing roster
- Update member information
- Add new members

Every unit should use the internet re-chartering. The manual method of re-chartering is still available if requested.

## **PLEASE NOTE:**

**THE ON-LINE CHARTER RENEWAL SYSTEM DOES NOT  
INCLUDE THE INSURANCE FEES**

***Please use the enclosed fees calculation worksheet to  
determine the total fees.***

# Getting Started

## Items you need to gather before you begin Re-chartering:

- Gather current copies of your unit's roster (*this can be obtained by using the internet advancement*) – contact the Scout Service Center for your unit code.
- Collect completed applications for all new youth and adults\*\*\*
- The re-chartering Guide with your unit's access code found on [page 7](#) of this guide.
- Collect copies of the Youth Protection Training certificates for all registering adults. Crew/Ship members must take Youth Protection Training Venturing Version. See pages 19 and 20 for more information.

**IMPORTANT:** You are going to view and handle information confidential to your unit and the Boy Scouts of America. By working with this private information, you accept the responsibility of maintaining the privacy and confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America. This information must never be shared outside of the Boy Scouts of America for privacy reasons. If you cannot accept this responsibility, you must notify your unit Committee Chair and withdraw from seeing or working with these materials.

Your unit's charter is available one month before your unit's charter expiration date.

Identify Key Charter Renewal Team and confirm renewal month. This team plans and leads the charter renewal effort.

→ *Suggested attendees: Unit Commissioner, Unit Leaders, Unit Committee Chairman, and unit "Renewal Processor". The renewal processor is the unit-level person in charge of processing the charter renewal data. Recommend someone who is comfortable using computers.*

Confirm charter renewal month.

Get dates for district charter renewal training and district turn-in date. Check district calendars or contact your Unit Commissioner to obtain these dates.

Remember you cannot change the date the charter renewal packet is due or the "window" when you can gain access into the on-line charter renewal.

**\*\*\*Submit applications to Yankee Clipper Council as soon as possible. This is a year-round process; DO NOT wait to update your unit records during your charter renewal. Youth and adults not properly registered are not part of the unit, not insured, not eligible for youth advancement and generally cannot participate in activities. The charter renewal process is MUCH easier if your paperwork is current at the Council Office.**

Review this guide.

Attend District Charter Renewal dates. This is a great time to ask and receive answers to your questions.

Correct a copy of your most recent unit roster before correcting originals and software. Write unit roster changes in another color (e.g. red) to make official data entry easier. During this time confirm every family member.

- Invite members to return and confirm that they are staying active with your unit.
- Confirm accuracy of birth dates, school grade, addresses, and if they want Boy's Life.
- Date of birth and social security numbers are required for every registered adult. Social Security numbers are not required for adults that are only filling the role of Tiger Cub Adult Partner or ScoutParent.
- Youth Protection Training is required for every registered adult. Crew/Ship members must take Youth Protection Training Venturing Version. If an adult is in a Pack, Troop, Team and a Crew or Ship they must take both versions of Youth Protection Training.

### **Important Notes on Social Security Numbers**

**(1) Social Security Numbers are a critical part of BSA's youth protection efforts and are not used, shared, printed, or divulged for any reason. If an adult has concerns about revealing their Social Security Number, they should contact their District Executive or the Yankee Clipper Council.**

Confirm you have applications for all new youth and adults. Verify that the applications for all new members are complete (e.g. all required, signatures, social security number for adults, completed BSA Disclosure/Authorization forms for adults (*located on the inside top cover of the adult application*)). You **should not** process a registration if you do not have a completed application on hand.

MA CORI request forms and copies of government issued photographic IDs for new registering adults (*only adults who are registered are CORI'ed*). **Units should not keep copies of this information**

Fees:

Most youth and adults will remit \$15 for annual registration, \$1.25 for insurance and \$12 for Boy's Life (optional).

Tiger Cub Adult Partners (AP) and ScoutParents (PS) do not pay a registration fee. If they accept another adult leader position, they **must** complete an adult application and pay the registration and insurance fees.

There is no charge for the Institution Head (IH). If the IH accepts another leadership position then they must complete an adult application and pay the registration and insurance fees.

**Important:** Charter renewal software does not automatically include the mandatory insurance. The charter renewal team must manually add the insurance fees. The insurance fee is \$1.25 each for all youth and adults who are registering in the unit.

Transfer fees: **Note:** The transfer function built into Internet Charter Renewal is intended for transfers from other councils into Yankee Clipper Council, not for transfers between units in Yankee Clipper Council.

Adults or youth members who have paid their primary registration fee elsewhere in Yankee Clipper Council (e.g. another unit, district or council-level) are considered “multiple” registrations and do not pay registration or insurance fees again.

# Begin the internet charter renewal process

## Register and Log In

**“Renewal processors” must register as a first time user each year.** Do Not click on “returning” to start the process. Processors can begin the process and stop before finishing. When these processors return, they will follow the process for the returning user to log in.

## For new users:


From the registration page, enter unit information in these fields:

- Access code (access code is provided by the council and can be found on [page 7](#) of this guide)
- Unit type (choose one from the menu) – Pack, Troop, Team, Crew, Ship
- Unit number (must be a four digit number e.g. 0002)
- Click continue

## Charter Renewal Data Entry Cautions

- **Your entry overwrites Council date – Be careful!**
- **DO NOT change a name** *if the information is incorrect note it on the print out after you submit the final version.*
- Name entries.
  - ✓ Do not put spaces between prefixes (Decarlo not De Carlo)
  - ✓ Do not enter apostrophes (Obrian not O’Brian)
  - ✓ Do not use hypens (John SmithPayne not John Smith-Payne)
- Do not enter bogus data to bypass prompt. Contact the Yankee Clipper Council Registrar instead.

## Stage 1: Load roster

The first step will require you to load roster either from ScoutNet or upload from Packmaster/Troopmaster. If you load from ScoutNet you will only get the members currently posted to your unit.  In **Stage 2, Step 2** (*select members for renewal*) if additional enrollments are posted by the council after the “renewal processor” has begun the renewal process; you will be able to import them (upper right hand corner) as long as this is done before you select submit in Stage 5.

## Stage 2:

**Step 1** – Update information for the Chartering Organization. telephone number is required.



Organization


### Step 2 - Select members

The current roster for the unit is displayed. Confirm the youth and adult members who are renewing (*all members are automatically selected; deselect the members who will not be renewed*). If a member is not renewing, uncheck the box. Beginning in this stage you can review/print your roster (upper left hand corner). The next page is a confirmation of who is being renewed and who is not being renewed.


### Step 3 – Promote members

You have the option to Promote Members from another unit. When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also. If you are promoting a member from youth to adult or from another unit you must have an application to register them (consider them new members).

### Step 4 – Add new members

You must have their completed applications before you begin this process. Complete new adults first (review adult applications for age requirements) and then add new youth (review youth applications for age and grade requirements).  You must enter an ethnic background (*if not provided select not provided*). Enter and confirm new registrants' information to ensure accuracy. **DO NOT** enter a new member if you **do not** have an application. **Note:** There are no transfers during charter renewal.

### Step 5 - Update members

Review member data and make necessary changes to member records (i.e. address, phone number, position, etc). **DO NOT change a name** *if the information is incorrect note it on the print out after you submit the final version*. Use the remove selection to delete a member from the renewal.  This screen now shows whether an adult is Youth Protection Trained or not (*must be current within the last 2 years*) and the date it was last taken. If the youth protection training is going to expire shortly after your charter expires then it should be retaken before the current charter expires.


### Step 6 - Update member position

This page displays a list of the required positions for your unit and information on who is filling these positions. The unit adult positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the update button to the left of the individual's name. **Note:** Quality Unit Recognition requires an assistant unit leader.

### Stage 3 - Check roster

**Step 1 - To begin validation** - select **Check Roster**. This allows the “renewal processor” to do a final update on the charter renewal data and to have the unit information validated against BSA unit requirements. If the charter renewal data does **NOT** conform to the BSA unit requirements, the check roster results page will inform the user. *Refer to the appendix for common re-charter problems.* **Or** if you wish to make more changes to your roster before you continue you can select which stage you wish to go back to by selecting the stage at the bottom of the page.

#### Step 2 – Check roster Errors and Warnings

When the Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster. This step will display any warnings and errors in the validation process and give you the opportunity to make corrections. You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.  All adults must have current youth protection training; this information will be entered at the council however the unit must provide copies of the youth protection training certificates with the charter renewal application.

#### Stage 4 – Summary

In this stage you can review your final roster and fees.

#### Step 1 – Update fees

The fees include the member fee and the Boy’s Life subscription fee, and the total fee per member (*these fees **do not** include the insurance fees, these must be calculated manually*). If you want to update the Boy’s Life subscription or if a member holds multiple positions and pays in another unit, select update to the left of the name, select member paid in another unit and complete the requested information (***the renewal processor should verify with the member which unit is their primary, many times each unit that the member is registering with indicates that the member is a multiple and as a result the member is not paid in any in any unit which could result in the member having their primary registration changed.***) All paying adults receive Scouting magazine, do not select Boy’s Life unless they want to receive both magazines. Please click the **Boy’s Life** button to verify and select 100% Boy’s Life recognition for your unit.

#### Step 2 – Membership Inventory

This step is only required if you did not renew some of your members. You must respond to the questions on this page in order to continue.

## Stage 5 - Submit roster

**Print and Review the draft renewal one more time.** If changes are still needed, click [Home](#) link to navigate back through the stages.

**SUBMIT the renewal.** Once the “renewal processor” submits to council they **cannot** go back to make any changes.

➤ **The process is NOT COMPLETED even after you hit submit. The charter renewal MUST be PRINTED and SIGNED**

**PRINT the Renewal Application.** This opens a PDF. It prints with the signature lines for the Executive Officer, Council Representative and the Unit Leader (no designees)

**Obtain approval signatures and attach forms requested by BSA.** The printed renewal application **must** be signed before submitting to the council. The charter renewal **must** be signed by the Executive Officer (*cannot be signed by the chartered organization representative*) **and must** be signed by the Unit Leader (*cannot be signed by the committee chairman, a committee member or another unit leader*)

**Renewal processor should complete the last page.**

### FEES

The fees listed on the renewal report package **do not** include the insurance fees, these must be calculated manually.

### The following must be included in your charter packet when dropping off:

- All completed new adult and youth applications
- The adult applications should include the BSA disclosure/authorization form.
- Signed charter renewal application (all pages) must be signed by the Executive Officer (*cannot be signed by the chartered organization representative*) and must be signed by the Unit Leader (*cannot be signed by the committee chairman, a committee member or another unit leader*).
- Signed annual charter agreement
- Council representative signature – can be obtained at turn in.
- Monies due (*don't forget to add the insurance*)
- MA CORIs and copies of both sides of a government issued photographic ID for new adults.
- **Youth Protection Training Certificates for all registering adults.**
- 

**Remember the charter renewal paperwork is a contract and the correct procedures must be followed. The completed signatures are required to demonstrate that the organization agrees to continue its charter and that all the adults are approved to serve in the positions listed on the charter.**

Keep a copy of all forms for your unit's records. **Except CORI request forms**

# Appendix

## Common re-charter problems

Don't have required positions.

All units must have the following positions filled:

- Chartered Organization Institution Head. **Must** be the **SAME** on all units sponsored by one institution. Executive Officer changes must have an adult application (does not require social security number)
- Chartered Organization representative. **Must** be the **SAME** on all units sponsored by one institution. The chartered organization representative is *the* only position that can be a multiple **within** a charter; they can be a committee chairman or member of committee only.
- Committee Chairman
- 2 Members of Committee (Parent coordinator position can be the second member of committee)
- Unit Leader: Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach or Skipper

Cub Scout Packs must also have:

- At least one den leader
- There must be an Adult Partner for each Tiger Cub. If this person is not living at the same address or is not the parent of the Tiger Cub they **must** complete an adult application. If the adult partner wants to be a leader they **must** complete an adult application, BSA Disclosure, Youth Protection Training, MA CORI and provide a copy of both sides of a government issued photographic ID.
- Adults must have current Youth Protection Training, (Crew/Ship members must take Youth Protection Training Venturing Version)

All adult applications must be signed by both the committee chairman (*not the unit leader*) and the chartered organization representative (or the chartered organization head).

Make sure all adult applications are complete including social security number, date of birth and signatures. Make there is a completed BSA Disclosure form, a copy of the current Youth Protection Training Certificate, MA CORI and a copy of both sides of a government issued photographic ID.

All applicants must use full names (**No initials or nicknames**).

## Change in Social Security Number Entry during Internet Rechartering Due to Privacy Concerns

This fall, in time for the next charter renewal cycle, all Social Security Number (SSN) entry fields and references will be removed from Internet Rechartering and will be replaced with the display of an informational text message as follows: “\*\*Social Security Number is required and will be entered by your council from the adult application.\*\*”

The local council will assume the responsibility for entering SSNs for new adult leader applicants once the renewal has been submitted through Internet Rechartering, and the required paperwork has been received at the council office. The current Charter Renewal posting process in local councils does not allow an adult leader registration to be posted without a valid SSN, so this implementation will not compromise or change the current SSN requirement or validation.

Support documentation for Internet Rechartering will be revised so that the Help document and Tutorial will be changed to explain this change.

The following is a sample of where the new text message box will display in Internet Rechartering:

The screenshot displays the 'Step 4 of 6 : Add New Member' interface. At the top, there are navigation tabs for '1. Load Roster', '2. Update Roster', '3. Check Roster', '4. Summary', and '5. Submit Roster'. A 'Review / Print Roster' button is also visible. The current step is 'Step 4 of 6 : Add New Member'. A 'Frequently Asked Questions' link is in the top right corner. Below the navigation, there are links for 'Home', 'Logout', and 'Help'. The main content area is titled 'Page 2 : Add Personal Data for John Doe'. A red message box is displayed, stating: '\*\* Social Security number is required and will be entered by your council from the adult application.' The form includes the following fields: Country (US), Address type (Home), Address 1, Address 2, City, State, Zip, Home telephone type (US telephone), Home telephone, Business telephone type (US telephone), Business telephone, Date of birth (mm/dd/yyyy), Ethnic background (Selected > Choose Ethnic), Driver license number, Driver license state, Sex (Choose M/F), and Mother's Last Name. At the bottom, there are 'Cancel', 'Reset', and 'Next' buttons.

# Annual Charter Renewal Checklist

## Charter renewal signatures:

- Executive Officer/Institutional Head of Sponsoring organization.
- Council Representative (District Commissioner, Unit Commissioner or District Executive) can be obtained at turn-in.
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)

## Required Adult members

- Executive Officer
- Chartered Organization Representative – *The only person who can hold more than one position in a unit; he or she can serve as a committee chairman or a member of committee.*
- Committee Chairman
- Minimum of 2 members of Committee (*one of which can be a ScoutParent Unit Coordinator*)
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)
- Cub Packs must also have at least one of the following:
  - Tiger Cub Den Leader (*If your pack has Tiger Cubs*)
  - Den Leader (*One for each rank: Wolf and Bear; your pack has*)
  - Webelos Den Leader (*If your pack has Webelos*)
- Packs/Troops/Teams must also have at least one
  - Assistant Cubmaster/Assistant Scoutmaster/Varsity Assistant (*required to qualify of the Centennial Award*)
- Crews/Ships must also have at least one
  - Associate Advisor/Mate (*required to qualify for the Centennial Award*)
- ScoutParent (*No-fee, non-registered volunteer position*)
- Adult partner (*No-fee, non-registered volunteer position*) for every registered Tiger Cub

## Youth members

Verify Name, Address, Grade and rank for each registered youth

Verify Boy's Life Subscription for each youth.

### Packs

- If a Tiger Cub verify Tiger Cub Adult Partner information is complete. A Tiger Cub must be under age 8, **have** completed kindergarten **or** be in the first grade **or** be age 7.
- A Cub Scout must have completed first grade but not completed third grade **or** be age 8 or 9.
- A Webelos Scout must have completed third grade but not completed fifth grade, **or** be age 10 but not yet 11 ½.

### Troops

- **All** Boy Scouts **must** have completed the fifth grade **and** be a least 10 years old, **or** be age 11, **or** have earned the Arrow of Light Award **and** be at least 10 1/2 years old, but has not reached age 18.

### Teams

- **All** Scouts **must** be at least age 14 and not yet reached age 18.

### Venture Crews

- **All** Venture Crew/Sea Scout youth participants **must** be 14 years of age, **or** 13 years **and** have completed eight grade. The maximum age for youth participation is under 21 years.

# New Youth and Adult member registration check lists

## Youth applications

- Unit Type and Number**
- Full Name (NO initials or nicknames)**
- Address, City, State, Zip**
- Phone Number**
- Date of Birth (month/day/year)**
- Grade**
- Boy's Life**
- Parent's Name**
- Parent's Date of Birth (Absolutely, if youth is Tiger Cub)**
- An adult application is required if a Tiger Cub is not the parent or is not living at the same address as the youth.**
- Signature of Unit Leader or Designee**
- Parent's Signature**

## Adult applications

- Unit Type and Number**
- If a Multiple, indicate at the top of the application what unit paid in and circle.**
- Full name (NO initials or nicknames)**
- Social Security number (AN ADULT CANNOT REGISTER IF THIS IS NOT on the application)**
- Address, City, State, Zip**
- Home Phone and Business Phone or Cell Phone**
- Date of Birth (month/day/year)**
- Driver's License**
- Occupation and Place of Employment**
- Position that will be held in the unit**
- Questions 1 – 6e.**
- Signature of Applicant**
- Signature of Committee Chairman and Chartered Organization Representative (or Chartered Organization Head)**
- BSA Disclosure/Authorization form (inside front cover of adult application)**
- Copy of their current Youth Protection Training certificate. Crew/Ship members must take Youth Protection Training Venturing Version.**
- MA CORI request form and ID's**

# FEE CALCULATION WORKSHEET

Unit Type: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Cash or \_\_\_\_\_ Check

Fee Paid by: \_\_\_\_\_ Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_

	<b>Item</b>	<b>Quantity</b>	<b>Fee/Person</b>	<b>Total</b>
1	Paid Youth		\$15.00	
2	Paid Youth Insurance		\$1.25	
3	Multiple Youth		NONE	
4	Youth Boy's Life		\$12.00	
5	Paid Adults		\$15.00	
6	Paid Adult Insurance		\$1.25	
7	Multiple Adults		None	
8	Adult Boy's Life		\$12.00	
9	<i>Subtotal</i>			
10	<b>Charter Fee</b>			<b>20.00</b>
11	<b>Grand Total</b>			

**Contact Denise at the Haverhill Service Center at 978-372-0591, or at [dellen@bsamail.org](mailto:dellen@bsamail.org) for a copy of the fee chart for your unit.**

**A copy of this guide with the fee chart and access code for your unit will be included in the charter renewal kit**

## RENEWAL NOTICES

As a routine procedure, the final *Boys' Life* magazine on every subscription includes a renewal notice. If the subscription has been renewed, subscribers should not be concerned or take any action **unless** the magazine stops coming.

In addition, a member subscribing to *Boys' Life* may receive a direct mail renewal notice when the renewal subscription is not located on the mailing list at the exact name or address. Again, no action should be taken unless magazine service stops.

The purpose of these notices is to give subscribers who have moved, or are no longer a member, an opportunity to continue subscribing to the magazine.

## SHORT-TERM SUBSCRIPTIONS

On occasion, a member may join a unit and pay the full annual membership and subscription fee with a registration and subscription made by the unit only to the end of the charter year. These members should be so advised and a new registration and subscription made at renewal time so that full value for the payment is given.

## DUPLICATE MAGAZINES

One of your members may receive two copies of the same magazine, either as a result of a gift subscription, or from overlapping unit charters. Just send the labels from the two magazines to Customer Service, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079, and ask that the subscription be combined and extended. The duplicate subscription term will be added to current or a future subscription order.

## CHANGE OF ADDRESS

This should be an individual member's responsibility. Address changes may be made with the change of address form appearing in the magazine or by sending a mailing label from a current magazine along with the new address to the appropriate magazine, Customer Service, Boy Scouts of America, at 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079.

## FINANCING THE UNIT PROGRAM

Successful unit leaders agree that there is only one way to operate the finances of a unit. That is through a unit budget which makes it possible to meet the basic financial responsibilities of the unit, as well as to ensure "on time" registration and a *Boys' Life* subscription for every member.

**BOYS' LIFE SUBSCRIPTION FEES**

MONTHS	NUMBER OF SUBSCRIPTIONS									
	1	2	3	4	5	6	7	8	9	10
2	2.00	4.00	6.00	8.00	10.00	12.00	14.00	16.00	18.00	20.00
3	3.00	6.00	9.00	12.00	15.00	18.00	21.00	24.00	27.00	30.00
4	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00
5	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00
6	6.00	12.00	18.00	24.00	30.00	36.00	42.00	48.00	54.00	60.00
7	7.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00	70.00
8	8.00	16.00	24.00	32.00	40.00	48.00	56.00	64.00	72.00	80.00
9	9.00	18.00	27.00	36.00	45.00	54.00	63.00	72.00	81.00	90.00
10	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00
11	11.00	22.00	33.00	44.00	55.00	66.00	77.00	88.00	99.00	110.00
12	12.00	24.00	36.00	48.00	60.00	72.00	84.00	96.00	108.00	120.00

**REGISTRATION FEES FOR PACKS, TROOPS, TEAMS, CREWS, AND SHIPS**

MONTHS	NUMBER OF YOUTH MEMBERS/ADULTS									
	1	2	3	4	5	6	7	8	9	10
1	1.25	2.50	3.75	5.00	6.25	7.50	8.75	10.00	11.25	12.50
2	2.50	5.00	7.50	10.00	12.50	15.00	17.50	20.00	22.50	25.00
3	3.75	7.50	11.25	15.00	18.75	22.50	26.25	30.00	33.75	37.50
4	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00
5	6.25	12.50	18.75	25.00	31.25	37.50	43.75	50.00	56.25	62.50
6	7.50	15.00	22.50	30.00	37.50	45.00	52.50	60.00	67.50	75.00
7	8.75	17.50	26.25	35.00	43.75	52.50	61.25	70.00	78.75	87.50
8	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00
9	11.25	22.50	33.75	45.00	56.25	67.50	78.75	90.00	101.25	112.50
10	12.50	25.00	37.50	50.00	62.50	75.00	87.50	100.00	112.50	125.00
11	13.75	27.50	41.25	55.00	68.75	82.50	96.25	110.00	123.75	137.50
12	15.00	30.00	45.00	60.00	75.00	90.00	105.00	120.00	135.00	150.00

## CORI POLICY

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

- I. CORI checks will only be conducted as authorized by CHSB (Criminal History Systems Board). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
- V. If the Yankee Clipper Council-Boy Scouts of America is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.
- VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's ***Information Concerning the Process in Correcting a Criminal Record***. If the CORI record provided does not exactly match the identification information provided by the applicant, Yankee Clipper Council-Boy Scouts of America will make a determination based on a comparison of the CORI record and documents provided by the applicant. The Yankee Clipper Council-Boy Scouts of America may contact CHSB and request a detailed search consistent with CHSB policy.

- VII. If the Yankee Clipper Council-Boy Scouts of America reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
- (a) Relevance of the crime to the position sought;
  - (b) The nature of the work to be performed;
  - (c) Time since the conviction;
  - (d) Age of the candidate at the time of the offense;
  - (e) Seriousness and specific circumstances of the offense;
  - (f) The number of offenses;
  - (g) Whether the applicant has pending charges;
  - (h) Any relevant evidence of rehabilitation or lack thereof;
  - (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority
- VIII. Yankee Clipper Council-Boy Scouts of America will notify the applicant of the decision and the basis of the decision in a timely manner.
- IX. Yankee Clipper Council-Boy Scouts of America will re-CORI all registered leaders at least once every 3 years. Exceptions:
- (a) Any adult who registers for a new position will be re-CORI'ed.
  - (b) Any person working at a Council camp will be CORI'ed every summer.



June 1, 2010

## IMPORTANT CHANGES TO THE BOY SCOUTS OF AMERICA'S YOUTH PROTECTION TRAINING POLICIES

Youth safety is the No. 1 concern of the BSA.

To increase awareness of this societal problem and to create even greater barriers to abuse than already exist today in Scouting, the Boy Scouts of America is implementing several important changes to further enhance its Youth Protection policies.

### Effective June 1, 2010:

- Youth Protection training is required for all registered volunteers.
- New leaders are required to take Youth Protection training before they submit an application for registration. The certificate of completion for this training must be submitted at the time application is made and before volunteer service with youth begins.
- Youth Protection training must be taken every two years. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.

### To ensure these policies are fully implemented, please take the following steps:

- If you have not taken Youth Protection training within the past two years, please log on to [MyScouting](#) and take the training. Be sure to have your member ID number. The number can be found on your Boy Scouts of America membership card.
- If you do not know your member ID number, contact your unit leader or committee chairman. Your council can also assist.
- A person does not have to be a registered volunteer or have an ID number to take Youth Protection training. To take the training, log in to [MyScouting](#) and create an account. From the MyScouting portal, click on E-Learning and take the Youth Protection training. Upon completion, print a certificate and submit it with an application or submit to the unit leader for processing at the local council.
- If you have taken Youth Protection training online but did not input your member ID number, please log on to [MyScouting](#) and input your member ID in the My Profile section so the training will be linked to your records.
- If you have taken Youth Protection training within the past two years but did not take the course online, log on to [MyScouting](#) to ensure your records are up-to-date, or contact your council for verification that your Youth Protection training records are accurate.
- Finally, please share these important changes with other Scouters.



To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the *Parent's Guide* in any of the Cub Scouting or Boy Scouting handbooks, or go to <http://www.scouting.org/Training/YouthProtection.aspx>.

Thank you for your commitment to our nation's young people and to Scouting.