

## **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 local council. Prior to approving the renewal of unit charters, the council should 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.

As mentioned above, the preferred method of registering units is via a traditional Charter Organization; if there is no Charter Organization available to charter the unit, 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 local council designates a council level volunteer to serve as the Institutional Head for CRUs (for example, VP of Membership, Commissioner, etc.). Remember these units are “owned” 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 Institutional Head, appoints an individual to serve as the CRU Representative to have direct contact with the unit. The CRU Representative should be a council- or district-level volunteer but is not a voting member of the local council. The CRU is responsible for appointing the unit committee Chair 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. *(CRU will be coded as “COR” in the BSA system)*

**Committee Chair** – The Committee Chair must be approved by the IH and the CRU. 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 three or more qualified adults, 21 years of age or older, selected by the council. 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, and reports back to the Unit Committee on the receipt and application of funds at each meeting.

**Unit Program Leaders** – Two registered adult leaders 21 years of age or over 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**

The local council must set a policy concerning the unit's authority to use the council's EIN for the purchase of assets (e.g., a troop trailer.) The local council will be the owner of all unit assets and will need to provide appropriate liability, casualty, and property insurance coverage for those assets. The local council may assess a fee to the unit for providing insurance coverage. The local council, in compliance with the Guide to Safe Scouting materials, should regularly inspect all vehicles and trailers.

CRUs should follow local council policies for unit bank accounts. Local councils should allow the unit to maintain a separate bank account using the council EIN and following all reporting requirements of the local council. Local councils cannot use custodial accounts for CRUs. BSA will provide a sample Unit Finance Report template that local councils may use to simplify reporting. Local councils will need to report unit finances on their 990s and should consult their tax advisors/auditors, with respect to accounting for unit finances. CRUs previously using separate bank accounts through a Charter Organization should close those accounts and follow the local council policy for a new account. In General, the local council owns the funds for all CRUs. BSA recommends that all units require 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/Liaison 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. If the local council has space available at its facility, it may at its discretion offer storage space to units.

### **Annual Unit Registration Fee for Council Registered Units**

For Council Registered Units, the Annual Unit Charter fee is still required. The local council may choose to pay the Annual Unit Charter Fee for its units if funding is available. The local council has the discretion to assess other reasonable registration fees for CRUs. The Annual Unit Charter Fee and Registration Fees are items that can be offset by council sponsored Unit Money-Earning opportunities, such as popcorn and camp card sales.

### **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 leaders should take position specific 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/](http://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/membership-standards/](http://www.scouting.org/about/membership-standards/)
- The Rules and Regulations of the Boy Scouts of America [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/)

### 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\(21\)-SAFE-Transportation-Checklist-FPO3-5172021.pdf](https://filestore.scouting.org/filestore/pdf/680-696(21)-SAFE-Transportation-Checklist-FPO3-5172021.pdf)

### Unit Finances

- Fiscal Policies and Procedures for BSA Units [https://www.scouting.org/wp-content/uploads/2022/04/Fiscal Policies and Procedures for BSA Units 20220404.pdf](https://www.scouting.org/wp-content/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>

### Council Tool-Kit

- Updated UMC FAQ
- UMC Affiliation Agreement
- Facilities Use Agreement
- Guidelines for Council Registered Units
- Quick Reference Guide for Units
- Board Resolution Designating Council IH for CRUs
- Release/Assumption of Unit Charter
- Fiscal Policies and Procedures for BSA Units 20210513
- Transfer of Unit Funds and Property
- Unit Finance Report Template
- Sample Bank Account Letter – Closed
- Sample Bank Account Letter – Open
- Transportation Checklist
- Guidelines for Traditional Charter Organization Units
- Guidelines for Parents of Units-Group of Citizens Units
- Annual Unit Charter Agreement
- BSA Liability Insurance Information