

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

Contents

<b>PREPARE</b> .....	2
<b>ORGANIZE</b> .....	3
<b>LEAD / EXECUTE</b> .....	6
<b>ADULT TRAINING</b> .....	8
<b>DATES AND FEES</b> .....	9
<b>Key Dates</b> .....	9
<b>Fees Calculation</b> .....	10
<b>Fees example</b> .....	10
<b>ADDITIONAL RESOURCES</b> .....	11
<b>SAMPLE RESOURCES</b> .....	12

Important Dates

**Submit Member Applications for Council to complete data entry..... Thursday, October 1, 2020**  
**Council-entered member data available in UCRS..... Thursday, October 15, 2020**  
**Unit Charter Renewal System (UCRS) opens..... Sunday, November 1, 2020**  
**Renewal application due (incl all forms, signatures, payment, etc)..... Monday, November 30, 2020**

Youth Protection Training **valid through at least**..... April 1, 2021  
PA Child Protective Services Law clearances **valid through at least** ..... April 1, 2021

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2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

**PREPARE**

<b>Phase</b>	<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
Prepare	Unit Leadership	Identify <b>RENEWAL PROCESSOR</b> - the person responsible for charter renewal	If the person handling this year's charter renewal is different from last year, <b>PLEASE COMMUNICATE THE CHANGE TO DISTRICT COMMISSIONER ASAP</b>
Prepare	Unit Leadership	Chartered Organization Rep, Committee Chair, or Unit Leader delegates access	Use instructions linked here to give additional access to Renewal Processor: <a href="http://www.scouting.org/filestore/idg/Security_Manager.pdf">http://www.scouting.org/filestore/idg/Security_Manager.pdf</a>
Prepare	<b>UNIT RENEWAL PROCESSOR</b>	Get <b>RECHARTER MATERIALS</b>	<b>Access Codes</b> to the <b>Internet Rechartering System</b> will be distributed to unit key-3s via email by October 16.  <b>Contact your District Executive</b> if you don't receive the information.
Prepare	<b>UNIT RENEWAL PROCESSOR</b>	<b>Choose a cut-off date for the Unit to enter new members into UCRS to be included with electronic submission.</b>	<b>After Unit's electronic submission, Council Registrar can update UCRS based on applications received, but NOT UNTIL after electronic renewal is completed.</b>
Prepare	<b>UNIT RENEWAL PROCESSOR</b>	Identify <b>required members</b>	<ul style="list-style-type: none"> <li>- <b>Youth members: minimum 5 (fewer than five requires Council Scout Executive approval)</b></li> <li>- <b>Adult members: minimum 5 (6 for Packs)</b> <ul style="list-style-type: none"> <li>o <b>Chartered Organization Representative: 1</b></li> <li>o <b>Committee Chair: 1</b></li> <li>o <b>Committee Members: 2</b></li> <li>o <b>Unit Leader: 1</b></li> <li>o <b>Den Leader (Packs only): 1</b></li> </ul> </li> <li>- <b>All Adult members must be:</b> <ul style="list-style-type: none"> <li>o <b>Age 21 (Assistant positions: Age 18)</b></li> <li>o <b>Have Youth Protection Training valid until at least April 1, 2021</b></li> <li>o <b>CPSL Clearances valid until at least April 1, 2021</b></li> </ul> </li> </ul>

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**ORGANIZE**

<b>Phase</b>	<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
<b>Organize</b>	<b>RENEWAL PROCESSOR</b> with <b>COMMITTEE CHAIR</b> and <b>UNIT LEADERS</b>	Determine who is staying and who is leaving.  For those Adults registering for the upcoming year, determine if any are changing their registered positions as different positions have different training requirements.	<b>All Adult members must:</b>  <ul style="list-style-type: none"> <li>- <b>Be age 21 (Assistant positions: Age 18)</b></li> <li>- Have <b>Youth Protection Training</b> valid until at least <b>April 1, 2021</b></li> <li>- Have <b>PA Clearances</b> valid until at least <b>April 1, 2021</b></li> <li>- Submit "Additional Disclosures &amp; Background Check Authorization" if <b>renewing</b> membership and not already submitted in 2020: <a href="#">Authorization</a></li> <li>- Complete position-specific training before charter submission <a href="#">Position Trained Courses</a></li> <li>- A change in registered position will likely require different / new training.</li> </ul>
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>INSTITUTION HEAD</b>	Determine if there will be a <b>change of the person in charge</b> of the Unit's sponsoring organization  <ul style="list-style-type: none"> <li>- The sponsor is called the <b>Chartered Organization</b>.</li> <li>- The person in charge is the <b>Institution Head</b>.</li> <li>- If the <b>Institution Head</b> will change before January 1, 2021, then complete this form: <a href="#">New-Unit Application</a></li> </ul>
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>CHARTERED ORGANIZATION REP</b>	Registered Adult who can sign for Chartered Organization. COR may also register as CC or MC
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>COMMITTEE CHAIR</b> (Key 3 member)	
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>COMMITTEE MEMBERS</b> (2)	
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>UNIT LEADER</b> (Key 3 member)	
<b>Organize</b>	<b>RENEWAL PROCESSOR</b>	Identify <b>DEN LEADER</b>	<b>Required for Packs only</b>

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Organize	RENEWAL PROCESSOR	Identify <b>ADULT MEMBERS</b>	<p><b>Focus on the required leadership positions first.</b></p> <p>Minimum number of Adult members required to renew a Unit Charter:</p> <ul style="list-style-type: none"> <li>- <b>Packs: 6</b></li> <li>- <b>All other unit Types: 5</b></li> <li>- One person MAY register as both COR and Committee Chair / Committee Member. Dual registration is not permitted for any other Unit position.</li> <li>- Must be 21 (those registered in "Assistant" positions must be at least 18).</li> <li>- Submit "Additional Disclosures &amp; Background Check Authorization" if <b>renewing</b> membership and not already submitted in 2020: <a href="#">Authorization</a></li> <li>- Must have <b>Youth Protection Training</b> valid until at least <b>April 1, 2021</b>.</li> <li>- Must submit background clearances under PA CPSL valid until at least April 1, 2021: <a href="http://colbsa.org/palaw/">http://colbsa.org/palaw/</a></li> <li>- Must complete position-specific training: <a href="#">Position Trained Courses</a></li> </ul> <p><b>If a new Adult Membership application is received AFTER the Unit completes its electronic submission:</b></p> <ul style="list-style-type: none"> <li>- Renewal Processor can no longer edit.</li> <li>- Submit to COLBSA as a new adult membership application</li> <li>- Include with the Charter Application materials, identifying as additional member registration not in electronic submission</li> <li>- Appropriate fees will be added</li> </ul> <p>All other Adult requirements above apply in either case – Age, Training, Youth Protection, PA Background Checks</p>

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<b>Organize</b>	<b>RENEWAL PROCESSOR - with Key 3, Membership Chairperson, Treasurer, Youth leaders, and other adults involved in the unit</b>	Identify <b>YOUTH MEMBERS</b>	<p><b>Minimum number of Youth members</b> required to renew a Unit Charter is <b>five</b> (fewer requires Council Scout Executive approval).</p> <p>Determine each youth who will stay and who is leaving.</p> <ul style="list-style-type: none"> <li>- For Troops: 18<sup>th</sup> birthday before January 1, 2021 (or charter posting date)</li> </ul> <p><b>If leaving, make note of why (this information is required in the Charter renewal)</b></p> <p><b>Review new Youth Member applications for completeness:</b></p> <p><b>If received before the Unit submits its electronic renewal:</b></p> <ul style="list-style-type: none"> <li>- Enter the new Youth member information into the Unit Charter Renewal System (UCRS)</li> <li>- Include with the Unit's Charter Application materials</li> </ul> <p><b>If received AFTER the Unit submits its electronic renewal:</b></p> <ul style="list-style-type: none"> <li>- UCRS will not allow electronic submission to be updated</li> <li>- Include with the Charter Application materials and identify that the new member is not listed in the electronic submission</li> <li>- Appropriate fees will be added</li> </ul>

**Cradle of Liberty Council, Boy Scouts of America**  
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**DUE: NOVEMBER 30, 2020**

**LEAD / EXECUTE**

<b>Phase</b>	<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
<b>Lead / Execute</b>	<b>RENEWAL PROCESSOR</b>	Confirm access to UCRS.	<b>Access opened November 1, 2020</b>
<b>Lead / Execute</b>	<b>RENEWAL PROCESSOR</b>	Enter all changes into UCRS <ul style="list-style-type: none"> <li>- New members</li> <li>- Deleted members</li> <li>- Personal info changes / corrections</li> </ul>	From November 1 to November 30, 2020 <ul style="list-style-type: none"> <li>- Check for multiple entries of the same member</li> </ul>
<b>Lead / Execute</b>	<b>RENEWAL PROCESSOR</b>	Review Charter Details and Summary online	<ul style="list-style-type: none"> <li>- Verify all active members for 2021</li> <li>- Verify all deleted members for 2021</li> <li>- Verify all Adult Leader positions filled</li> <li>- Submit "Additional Disclosures &amp; Background Check Authorization" if <b>renewing</b> membership and not already submitted in 2020: <a href="#">Authorization</a></li> <li>- Verify Adult YPT expiration dates</li> <li>- Verify Adult PA clearances</li> <li>- Verify adult training</li> </ul>
<b>Lead / Execute</b>	<b>RENEWAL PROCESSOR</b>	Review Charter Summary online	<ul style="list-style-type: none"> <li>- Verify all active members for 2021</li> <li>- Verify all deleted members for 2021</li> <li>- Submit "Additional Disclosures &amp; Background Check Authorization" if <b>renewing</b> membership and not already submitted in 2020: <a href="#">Authorization</a></li> <li>- Verify Adult YPT expiration dates</li> <li>- Verify Adult PA clearances</li> <li>- Verify adult training</li> <li>- Verify all fees <ul style="list-style-type: none"> <li>o Individual: <ul style="list-style-type: none"> <li>▪ Individual membership</li> <li>▪ <i>Boys' Life</i> (Youths)</li> <li>▪ COLBSA Personal Insurance (all members)</li> </ul> </li> <li>o Unit: <ul style="list-style-type: none"> <li>▪ Unit Recharter Fee</li> </ul> </li> </ul> </li> </ul>
<b>Lead / Execute</b>	<b>RENEWAL PROCESSOR</b>	Print Draft Charter reports / Review with Unit Key 3 and Treasurer	Remind everyone of confidentiality requirement of all personal information contained in the UCRS system and reports

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**DUE: NOVEMBER 30, 2020**

<b>Phase</b>	<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
Lead / Execute	RENEWAL PROCESSOR	Submit Charter – Electronic	<ul style="list-style-type: none"> <li>- Review Instructions: <a href="#">Updated Internet Rechartering</a></li> <li>- Electronic submission must be completed before printing Renewal Application.</li> <li>- Renewal Application, membership applications, signatures, fees, etc. must be submitted by Monday, November 30, 2020.</li> <li>- Renewal may be completed completely online</li> <li>- <a href="#">FAQ for Internet Charter renewal for units expiring December 31, 2020, and thereafter</a></li> </ul>
Lead / Execute	RENEWAL PROCESSOR	Print <b>paper copy of PAPER SUBMISSION (MUST COMPLETE ELECTRONIC SUBMISSION FIRST)</b>	If not submitting renewal completely online, then read the instructions on the last page of the Report Package and provide unit contact information
Lead / Execute	Unit Leader  Sponsoring Organization Executive	For paper submission, sign all pages of the printed report package including the application  Sign new member applications	
Lead / Execute	Unit Treasurer	Review all recharter fees / determine net amount due to COLBSA	<b>Review COLBSA unit account balance to determine net amount due.</b>

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DUE: NOVEMBER 30, 2020**

**ADULT TRAINING**

<b>Category</b>	<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
<b>Training – Position-specific</b>	<b>RENEWAL PROCESSOR</b>	Download and review the Training Manager report for each Adult to determine any training deficiencies.	<a href="https://My.scouting.org">https://My.scouting.org</a> <a href="http://colbsa.org/recharter">http://colbsa.org/recharter</a>
<b>Training – Position-specific</b>	<b>Current Adult members who will stay in their same currently registered position</b>		Position-specific training does not expire
<b>Training – Position-specific</b>	<b>New Adult members and Current Adult members changing to a new leadership position</b>	Complete training requirements for the new leadership position	<a href="#">Position Trained Courses</a>
<b>Youth Protection Training</b>	<b>RENEWAL PROCESSOR</b>	Download and review the Training Manager report for YPT to determine the expiration date of each currently registered Adult's Youth Protection Training.	<ul style="list-style-type: none"> <li>- YPT must be completed before <b>any</b> new Adult can register</li> <li>- YPT must be valid until at least April 1, 2021</li> </ul> <a href="http://My.scouting.org">http://My.scouting.org</a>



**Cradle of Liberty Council, Boy Scouts of America  
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DUE: NOVEMBER 30, 2020**

**DATES AND FEES**

**Commissioners, District Executive, and other volunteers will help. ASK!**

**Key Dates**

<b>Responsibility</b>	<b>Task / Requirement</b>	<b>Notes</b>
<b>RENEWAL PROCESSOR</b>	<b>Cutoff date for including new applications in UCRS renewal process</b>	Unit chooses a date four or more weeks before November 30, 2020 submission deadline. New registrations not recorded in UCRS will be processed manually when charter application is processed. Appropriate fees will be added.
	<b>Recharter Day</b>	Detailed review of your charter renewal application - mid-to late October with Unit Commissioner or other
	<b>Final electronic and paper submissions due (early submission encouraged!)</b>	<b>Due on/before November 30, 2020 charter renewal application, new member applications, signatures, fees, etc.</b>

**Reminder of Important Dates**

**Submit Member Applications for Council to complete data entry ..... Thursday, October 1, 2020**  
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DUE: NOVEMBER 30, 2020**

**Fees Calculation – Cradle of Liberty Council is subsidizing the increase amount for 2021 only.**

<b>Responsibility</b>	<b>Fee</b>	<b>Notes</b>
	National annual membership registration	<ul style="list-style-type: none"> <li>• \$66 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts,</li> <li>• \$42 for youth members in Exploring, and</li> <li>• \$42 for adult members</li> </ul>
	Boys' Life subscription (optional but encouraged)	\$12 per subscription - 1 per youth address required - Multiple youths / siblings at the same address only require 1 subscription (but each youth may want to receive their own copy)
	National Unit Charter Fee	<b>\$75 per unit</b>
	Council Accident and Illness Insurance Liability Fee	<b>\$2 per person</b> - Does not show up in National's fee calculation - Tiger/Lion Adult Partners ARE charged

**Fees example – as calculated by UCRS.**

<b>Quantity</b>	<b>Fee Type</b>	<b>Individual fee</b>	<b>Calculation</b>	<b>Subtotals</b>
<b>1 Unit @ \$75</b>	<b>Unit Registration fee</b>	<b>\$ 75.00</b>	<b>\$ 75.00</b>	<b>\$ 75.00</b>
38: - 30 Cubs @ \$66, including 5 Tigers / Lions - 8 Adult leaders @ \$42 - Note: no National Registration fee for Tiger / Lion Adult Partners	National Registration fee	<b>\$ 66.00</b>	<b>\$ 1,980.00</b>	
			<b>\$ 336.00</b>	
			<b>\$ 0.00</b>	<b>\$ 2,316.00</b>
30 Cubs, including 5 Tigers / Lions	Boys Life fee	<b>\$ 12.00</b>	<b>\$ 360.00</b>	<b>\$ 360.00</b>
<b>Total National Fees</b>				<b>\$ 2,751.00</b>
43: - 30 Cubs, including 5 Tigers / Lions - 8 Adult leaders - 5 Tiger / Lion Adult partners	Council Accident and Illness Insurance Liability Fee	<b>\$ 2.00</b>	<b>\$ 86.00</b>	<b>\$ 86.00</b>
<b>Total due from Unit</b>		<b>TOTAL</b>	<b>\$ 2,837.00</b>	<b>\$ 2,837.00</b>

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

**TRANSFER THE COUNTS OF YOUTH MEMBERS AND ADULT MEMBERS TO THE FEE CALCULATION WORKSHEET (example on p.20) THIS WORKSHEET WILL SHOW THE UNIT FEE, THE AMOUNT BEING SUBSIDIZED BY COLBSA, AND THE NET AMOUNT PAYABLE BY THE UNIT.**

**ADDITIONAL RESOURCES**

<b>Description</b>	<b>Link / URL</b>
Recharter Help	<a href="#">Updated Internet Rechartering</a>
New Unit Application (also used for change of Institution Head)	<a href="http://www.scouting.org/filestore/pdf/524-402_WB.pdf">http://www.scouting.org/filestore/pdf/524-402_WB.pdf</a>
Organization Security Manager	<a href="http://www.scouting.org/filestore/idg/Security_Management.pdf">http://www.scouting.org/filestore/idg/Security_Management.pdf</a>
Member Manager reports	Instructions provided by email, COL website
Youth Application	<a href="http://www.scouting.org/filestore/pdf/524-406.pdf">www.scouting.org/filestore/pdf/524-406.pdf</a>
Adult Application	<a href="http://www.scouting.org/filestore/pdf/524-501.pdf">www.scouting.org/filestore/pdf/524-501.pdf</a>
Training Manager reports (YPT, position-specific)	Instructions provided by email, COL website
“Additional Disclosures & Background Check Authorization”	<a href="https://filestore.scouting.org/filestore/se-packet/2019-09-30/Additional-Disclosures-And-Background-Check-Authorization-NOT-CALIFORNIA.pdf">https://filestore.scouting.org/filestore/se-packet/2019-09-30/Additional-Disclosures-And-Background-Check-Authorization-NOT-CALIFORNIA.pdf</a>
Pennsylvania Child Protective Services Law	<a href="http://colbsa.org/palaw">http://colbsa.org/palaw</a>
PA CPSL log (all clearances submitted, results acceptable for Adult registration)	Provided by email
Position-specific training requirements	<a href="https://my.scouting.org/Documents/PositionTrainedCourses.pdf">https://my.scouting.org/Documents/PositionTrainedCourses.pdf</a>

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

**SAMPLE RESOURCES**

The report below is used by District Commissioners and affected Council staff to determine each Unit's progress toward completing the electronic renewal submission.

Unit	Number	Expire Date	Processor Name	Telephone	E-mail Address	Registered	Stage Status	Submitted
Pack	0076	12/31/2015	Robert		erison.	12/06/2015	5-Submitted	12/06/2015
Pack	0077	12/31/2015	Edward		st.net	11/10/2015	5-Submitted	11/29/2015
Pack	0085	12/31/2015	Edward		st.net	12/26/2015	5-Submitted	12/26/2015
Troop	0085	12/31/2015	Paul N		sl.com	11/29/2015	5-Submitted	11/29/2015
Crew	0112	12/31/2015	Susan		pm	11/17/2015	5-Submitted	11/17/2015
Pack	0112	12/31/2015	charle		pm	11/18/2015	5-Submitted	11/25/2015
Troop	0112	12/31/2015	Kevin		.com	11/15/2015	5-Submitted	11/15/2015
Pack	0145	12/31/2015	George		ster@gm	12/01/2015	5-Submitted	12/15/2015
Troop	0154	12/31/2015	Alfred		st.net	12/02/2015	5-Submitted	12/04/2015
Crew	0154	12/31/2015	Tom El		OK.COM	11/23/2015	5-Submitted	11/23/2015
Pack	0154	12/31/2015	Kathle Oberho		ison.n	11/24/2015	5-Submitted	12/17/2015
Pack	0191	12/31/2015	Chuck		ail.com	11/02/2015	5-Submitted	11/18/2015
Troop	0191	12/31/2015	Frank		erison.	11/01/2015	5-Submitted	11/15/2015
Troop	0225	12/31/2015	John M		@gmail	11/23/2015	5-Submitted	11/27/2015
Pack	0225	12/31/2015	John M		@gmail	11/27/2015	5-Submitted	11/29/2015


09/20/16 12:49:48 AM

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2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**


The form shown and linked below is the BSA form used when registering a new Unit as well as when there is a change in the Institution Head of an existing Chartered Organization.

SKU#4913  
5017831011  
524-402 2019 Printing

# NEW-UNIT APPLICATION



**Venturing**




**Cub Scouting**

**Purpose of the Boy Scouts of America**  
Its purpose is to promote, through cooperation with other agencies, the ability of youth to do things for themselves and others, and to teach them patriotism, courage, self-reliance, and kindred virtues. In achieving this purpose, emphasis is placed upon its educational program and the oaths and codes for character development, citizenship training, leadership, and mental and physical fitness.


**Pack**  
Cub Scouting is for parents, leaders, and organizations to use with boys and girls who are kindergarten-age through fifth grade.

**Troop**  
Scouts BSA is an educational program filled with fun and adventure that appeals to boys and girls. Youth can be Scouts if they have completed the fifth grade and are at least 10 years old, OR have earned the Arrow of Light Award and are at least 10 years old, OR are age 11 but have not yet reached age 18.


**Venturing Crew or Sea Scout Ship**  
Venturing and Sea Scouting will help your organization meet the needs, desires, and concerns of young adults. Young men and women must be at least 13 years old who have completed the eighth grade, or age 14 and not yet 21.




**Sea Scouting**



**Scouts BSA**



**BOY SCOUTS OF AMERICA®**



**Sea Scouting**

NEW UNIT APPLICATION

[http://www.scouting.org/filestore/pdf/524-402\\_WB.pdf](http://www.scouting.org/filestore/pdf/524-402_WB.pdf)

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

The web page shown and linked below is an example of a Member Manager report. The content of the report can be downloaded for an entire Unit roster or can segregate Youth from Adult members. Commissioners can provide direction on how to retrieve these reports. There are also process documents on the Council's recharter page that illustrate how to run these reports.

The screenshot displays the myScouting Member Manager interface. The top navigation bar includes 'Member Manager', the 'myScouting' logo, and a user greeting 'Welcome James Hegarty'. The main content area is titled 'Organization Roster' and shows a 'Youth Roster by Person' view. On the left, a sidebar lists various units, with '0191 (SILOAM METHODIST CHURCH)' selected. The main table lists youth members with their names, roles (e.g., Youth), and unit numbers (0191). A search bar is present above the table. At the bottom, a timestamp reads '09/19/16 11:28:47 PM'.

Name	Role	Unit
Charles R	Youth	0191
Nicholas	Youth	0191
Tyler J B	Youth	0191
Ryan P B	Youth	0191
Samuel V	Youth	0191
John S C		

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**2021 UNIT CHARTER RENEWAL SUBMISSION Instructions**  
**DUE: NOVEMBER 30, 2020**

The web page shown and linked below is an example of a Member Manager report. An Adult Members roster is shown in this example.

The screenshot displays the myScouting Member Manager interface. The left sidebar shows a list of church units for Troop 0191, including Siloam Methodist Church, St. Josephs Roman Catholic Church, St. Johns Concord Episcopal Church, Rose Valley Folk, Wallingford Presbyterian Church, Mount Hope United Methodist Church, First Faith Missionary Baptist Church, Lima United Methodist Church, Reformation Evangelical Lutheran Church, and Christ United Methodist Church. The main area shows the 'Organization Roster' for Troop 0191, listing adult members and their positions. A blue box highlights the names of the members.

Name	Position	Unit
James R H	Charter	0191
Joseph W	Assistant Master (Trained)	0191
James J H	Commissioner (Trained)	0191
Eric R John	Unit Commissioner Reserve (Trained)	0191
Robert L J	Commissioner (Trained)	0191

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2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

The web page shown and linked below is an example of a Youth Protection Training report. The content of the report can be downloaded to show a chronological list of Adult Members' YPT expirations. Commissioners can provide direction on how to retrieve these reports. There are also process documents on the Council's recharter page that illustrate how to run these reports.

Below is an example of a Legacy Training report – Training Validation for an individual. These legacy tools are being replaced but may be available for some time during the 2021 recharter season.

Course Code	Course Name	Finish Date
Y01	Youth Protection Training	04/06/2014
Y01	Youth Protection Training	06/16/2012
WS81	Weather Hazards	06/16/2014
Y01	Youth Protection Training	08/28/2016



**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

Below is an example of a District's PA CPSL log. Access is restricted to Commissioners, affected Council staff, Renewal Processors and Unit Key-3. Volunteers listed on this roster have all submitted clearances that fulfill the requirements for Scouting volunteers in Pennsylvania.

**Minquas District - Pennsylvania Child Protective Services Law**

**CONFIDENTIAL INFORMATION** - The only purpose of this information is to assist the Cradle of Liberty Council in complying with the Pennsylvania Child Protective Services Law. Use is exclusively authorized for unit, district and council key leaders.

This is a complete list of volunteers who have submitted clearances from the above named district. The Verified column designates those submissions that have been reviewed and accepted by the Council or have issues that need to be resolved. A blank in this column has not yet been reviewed.

[Export Datagrid Data](#)

#	Name/First	Name/Last	BSA Membership Num	Volunteer Type	Unit Number	State Police Clearance	Child Abuse Clearance	Disclosure Date or FBI	FBI Clearance Date	Verifi
4956	peter					09/02/2015	09/02/2015	09/11/2015		VC 2016-01-0
5732	Elizabeth					09/19/2015	08/26/2015	08/20/2015		DC 2016-04-2
928	Donald					09/08/2015	09/10/2015	09/08/2015		DC 2015-09-1
4160	Thomas					12/03/2015	11/30/2015	11/12/2015		DC 2016-03-2

Shown and linked below is the PA CPSL page on the Council web site.

<http://colbsa.org/palaw/>

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# PA CHILD PROTECTIVE SERVICES LAW

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**CHILD PROTECTIVE SERVICES LAW AND ITS IMPACT ON VOLUNTEERS IN THE CRADLE OF LIBERTY COUNCIL**

[Download this memo in PDF](#) | [BSA Volunteer FAQ](#) [documents updated 7/22/15]

09/20/16 12:32:42 AM

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**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

The web page shown and linked below is an example of a Trained Leaders report. The content is actually a list of training courses not completed based on each adult's registered position. Commissioners can provide direction on how to retrieve these reports. There are also process documents on the Council's recharter page that illustrate how to run these reports.

The form shown and linked below lists the required training courses by registered position. It shows many of the Legacy Training course codes that satisfy current training requirements.

**CUB SCOUT POSITION TRAINED REQUIREMENTS**

**CLASSROOM OPTION**

THE ONLINE TRAINING PLANS LISTED BELOW ARE ALSO AVAILABLE IN A CLASSROOM FORMAT:  
 Cubmaster & Assistant Cubmaster: C40 Cubmaster & Asst. Cubmaster Position Specific Training  
 Den Leader: C42 Cub Scout Den Leader & Asst. Den Leader Position Specific Training  
 Committee Chair & Pack Committee: C60 Pack Committee Challenge

Position	Course Code	Course Title	Duration
CUBMASTER & ASSISTANT CUBMASTER	SCO_225	THE CUBMASTER	11:36
	SCO_226	LEADING PACK MEETINGS	13:15
	SCO_210	HOW DENS & PACKS WORK	11:28
	SCO_209	EFFECTIVE LEADERSHIP	7:21
	TOTAL TIME: 33 MIN		
DEN LEADER & ASSISTANT DEN LEADER	SCO_202	CUB SCOUTING IDEALS	13:35
	SCO_214	CUB SCOUT ADVANCEMENT	3:46
	SCO_208	LEADING DEN MEETINGS	13:08
	SCO_203	DEN DISCIPLINE	15:15
	TOTAL TIME: 45 MIN		
COMMITTEE CHAIR & PACK COMMITTEE	SCO_219	THE PACK COMMITTEE	16:59
	SCO_210	HOW DENS & PACKS WORK	11:28
	SCO_200	CUB SCOUTING PURPOSES	6:08
	SCO_204	THE METHODS OF CUB SCOUTING	4:13
	SCO_202	CUB SCOUTING IDEALS	13:35
TOTAL TIME: 52 MIN			

FIRST 30 DAYS

10:56:36 PM 9/10/2018

<https://my.scouting.org/Documents/PositionTrainedCourses.pdf>

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

**ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION**

Additional Disclosures

*The state disclosures below are included because state law requires them to be provided in writing. Some of the below rights, notices, or information also may apply to individuals from, applying to, or volunteering in states not listed below. There may be additional requirements, options, or provisions applicable to you and you may have additional rights under applicable law that are not required to be disclosed to you in writing.*

**Minnesota:** You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

**New York:** Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to Company at Boy Scouts of America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving Texas 75015-2079. You may also contact the Company by email at [MembershipStandards@scouting.org](mailto:MembershipStandards@scouting.org).

Authorization

(Please print)	
Name: First _____	Middle _____ Last _____ Suffix _____
List any other names used (nickname, maiden/married last names): _____	
Date of Birth: _____	Unit Type and Number: _____

To the extent permitted by applicable law, I hereby consent to and authorize the Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") to procure consumer report(s), which may include criminal background check(s) and/or investigative consumer report(s), on my background from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA"), as described in the **Background Check Disclosure** (which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure**, as well as these **Additional Disclosures & Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree Company can procure additional consumer report(s), which may include criminal background check(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with Company's current or prospective clients, customers, others with a need to know, and/or their agents for business reasons (e.g., to place me in certain positions, work sites, etc.). I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

**For Minnesota, or Oklahoma individuals:** If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that Company may procure, please check this box.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<https://colbsa.org/wp-content/uploads/2020/10/Additional-Disclosures-And-Background-Check-Authorization-NOT-CALIFORNIA.pdf>

**Cradle of Liberty Council, Boy Scouts of America  
2021 UNIT CHARTER RENEWAL SUBMISSION Instructions  
DUE: NOVEMBER 30, 2020**

- THIS IS A DRAFT -

CRADLE OF LIBERTY COUNCIL BOY SCOUTS OF AMERICA  
**2021 UNIT CHARTER RENEWAL FEE WORKSHEET**

Please use the national Internet Rechartering system (UCRS) to process your unit's renewal.  
It is recommended that you DO NOT pay fees online through the system.

The quantities indicated below should match the quantities indicated on your unit's charter renewal report.  
Any transfers indicated on your unit charter renewal report are incorrect (there is no fee for a transfer, therefore that member will have no paid registration for 2021). Please include any transfers indicated on your charter renewal report in the numbers for youth or adults.

Date: 10/10/2020  
District: Minquas Unit Type: Scouts BSA Boy Troop  
Submitted By: \_\_\_\_\_ Unit Number: \_\_\_\_\_

	Item	Quantity	Rate	Unit Cost
A	<b>National Unit Charter Fee</b>	1	\$75.00	\$75.00
	<b>National Registration Fees</b>			
B	Primary Youth		\$66.00	\$0.00
	Multiple Youth*			
C	Primary Adults		\$42.00	\$0.00
	Multiple Adults*			
	<b>Boys' Life Subscriptions</b>			
D	Youth		\$12.00	\$0.00
E	Adult		\$12.00	\$0.00
F	<b>TOTAL RECHARTERING FEES (A+B+C+D+E):</b>			<b>\$75.00</b>
	<b>Additional Enrollments**</b>			
G	Youth		\$16.50	\$0.00
H	Youth New Member Fee†	0	\$25.00	\$0.00
I	Adults		\$10.50	\$0.00
J	<b>TOTAL ADDITIONAL ENROLLMENT FEES (G+H+I):</b>			<b>\$0.00</b>
K	<b>TOTAL NATIONAL FEES (F+J):</b>			<b>\$75.00</b>
	<b>Council Accident &amp; Sickness Insurance Fees</b>			
L	Primary Youth & Adults	0	\$2.00	\$0.00
M	Lion & Tiger Adult Partners††		\$2.00	\$0.00
N	<b>TOTAL COUNCIL FEES (L+M):</b>			<b>\$0.00</b>
	<b>TOTAL DUE FROM UNIT (K+N):</b>			<b>\$75.00</b>
	<b>AMOUNT TO TAKE FROM UNIT ACCOUNT (IF ANY):</b>			_____
	<b>PAYMENT ENCLOSED:</b>			_____
	<b>BALANCE DUE:</b>			<b>\$75.00</b>

Please make checks payable to "Cradle of Liberty Council"

\*Multiple youth and adults represent members paying their registration in another unit, or the chartered organization representative (CR) within the unit if that person is also the committee chair or a committee member.

\*\*Only use this section if you are submitting new applications with your unit's 2021 charter renewal. These fees will cover the national registration fees for the remainder of the current (2020) charter term.

† This number defaults to the number of youth you entered in X. Only reduce this number if any of the youth members for which you are submitting have previously been registered with the BSA.

†† For Cub Scout packs only; Lion & Tiger adult partners not in registered positions.

**Information and resources available at [colbsa.org/recharter](http://colbsa.org/recharter)**

Office Use Only:  
Date Received/Initial Entry: \_\_\_\_\_

5-Oct-20