



## Charter Renewal Checklist

**Listed below are the items that need to be turned in with your recharter packet.**

- Unit Charter Renewal Report Package (printed from online rechartering system)
- Youth Application for each NEW member - Signed
  - Not needed, if application was uploaded in recharter system.
- Adult Application, Disclosure & YPT Certificate for each NEW member - Signed
  - If a member was previously registered as a youth, submit a new adult application.
  - Not needed, if all documents were uploaded in recharter system.
- Annual Unit Charter Agreement - Signed
- AB506 Compliance for all NEW registered adults
  - Volunteer Mandated Reporter Training, Background Consent Form & Live Scan
  - Report provided **IF** unit has noncompliant leaders.
- Unit Account Disclaimer (if applicable) - Signed
- 2024 Unit FOS Presentation Scheduling Form
- Unit Information Sheet
- Payment for Renewal

**Unit recharterers are due no later than November 30, 2023**  
**Please contact your District Executive for recharter turn in dates**

**For helpful links please visit <https://iescouts.org/>, Resources, Membership & Internet Recharter**

Prepared. For Life.™



# Scout into 2024!

## CIEC 2024 Recharter Incentive

# FREE RANK PATCHES FOR A YEAR!!



ALL Units who  
Submit a **COMPLETE\*** Recharter  
To California Inland Empire Council  
By November 30, 2023



Receive One **FREE**  
Cloth Rank Insignia  
From the CIEC Scout Shop for  
Each New Advancement during 2024



\*Recharter is complete when every item on the Recharter Checklist,  
inside the CIEC Recharter Packet, is turned in

## UNIT RECHARTER INSTRUCTIONS

**Your unit's *Charter Renewal Report Packet* is due no later than November 30, 2023. Internet Recharter is available beginning October 1, 2023 through Internet Advancement 2.0**

Ensure that the current registered Unit Key 3 Leaders are correct in My.Scouting, so they can electronically approve members and the charter renewal. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps. **Unit Key 3 or their delegates must complete the recharter through Internet Advancement 2.0.**

**IMPORTANT: Members registered effective 8/1/2023 will show on the recharter as Prepaid Members. You will NOT need to collect fees for these members.**

**Steps to follow when processing your recharter are:**

1. During the month of September, a unit Key 3 Leader needs to check that all youth and adults are currently registered with the unit by reviewing your official roster in My.Scouting.
2. Beginning October 1<sup>st</sup>, complete the Unit Recharter process. This can be found by logging into Internet Advancement 2.0 and clicking on Recharter - <https://advancements.scouting.org/login>.
3. Applications for new adults must be uploaded into the charter renewal system with their Youth Protection Training Certificate and signed Criminal Background Check Authorization. This includes:
  - Adults moving from a Tiger Parent or Lion Parent into a leadership position
  - Any Scout who turned 18 and is moving from a youth position to an Assistant Scoutmaster position
  - Any 18-year-old being registered as a Unit Participant (UP) or Venturing Participant (VP)
4. Applications for new youth must be uploaded into the charter renewal system.
5. Confirm that all required information has been completed on the adult and youth applications, **including signatures**, before uploading the documents.
6. Once the charter is submitted, the Key 3 leaders will receive an email for final electronic approval. This must be completed to finalize the Charter Renewal. **Once approved, download and print the submitted recharter to turn in with payment and other required documents as noted on checklist.**
7. **Pay the 2024 BSA Registration fees directly to CIEC. Paying direct to council means the charter may be adjusted after it is submitted.** When paid online, fees go directly to National which makes adjusting the charter difficult and results in months of waiting for a refund.

Your Unit Commissioner, District Commissioner, and District Executive are great resources to help you through this process.



## THE ANNUAL UNIT CHARTER AGREEMENT AMONG:

[redacted] (the "Organization"),  
Boy Scouts of America ("BSA"), the [redacted] Council (the "Local Council"),  
BSA Pack No. [ ] Troop No. [ ] Crew No. [ ] Ship No. [ ] (the "Scouting Unit")  
(Please identify those units chartered by the Charter Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Charter Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Charter Organization succeed in its use of Scouting. This Annual Unit Charter Agreement is entered into as of [redacted] (date) by and among the Charter Organization, BSA, Local Council and the Scouting Unit for a term of one year, beginning [redacted], 202[ ], and ending [redacted], 202[ ].

### I. The Local Council agrees to:

#### A. Scouting Resources

1. Provide commercial general liability insurance, described on page 3, to cover the Charter Organization, its board, officers, Charter Organization Representative (COR), employees, and adult volunteers for authorized Scouting activities.
2. Provide program training, program resources, recruitment strategies, resources, and materials to help the Unit grow its membership and provide Scouting to the Unit's local community.
3. Provide camping opportunities, administrative support, and professional staff to assist the Unit in developing a successful Scouting program.
4. Provide and facilitate unit-level money-earning (i.e., fundraising) opportunities to support the Unit's activities.

#### B. Adult Leadership

1. Submit criminal background checks in accordance with BSA policies and procedures, on all adult leaders and volunteers prior to approving any application to serve. The background check shall comply with all applicable federal and state laws and further comply with any standards that may be developed in accordance with any applicable court order. The Local Council's final Registration of the adult leader or volunteer (a) cannot be accomplished until the requisite background check is completed, and (b) will constitute the Local Council's confirmation that the requisite background check has been completed, by indication of the council designees' signature.
2. Require and track all unit leaders to complete BSA Youth Protection Training.

### II. The Charter Organization agrees to:

#### A. Generally

1. Conduct the Scouting program consistent with BSA rules, regulations, and policies located on the My.Scouting website and online at: [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/).
2. Coordinate with the Local Council to provide annual recruitment opportunities to grow the BSA movement as well as publicize BSA through in-house publications.
3. Refrain from using the Scouting brand as a means to imply BSA's endorsement of the objectives of the Charter Organization, except with respect to youth development, consistent with the goals and objectives of the Scouting program. Refrain from soliciting financial support except as authorized for the benefit of the Unit or the Local Council.
4. Select a Charter Organization Representative (COR) to serve as a voting member of the council.

#### B. Management and Leadership

1. Reasonably support the Scouting Unit Committee, comprised of at least three members for each Unit.
2. Review and select all adult leaders, subject to the approval of the Local Council, and ensure they are willing to accept Scouting's values and meet all other requirements of membership.
3. Administer the assets of the Unit, including all funds, real property, and personal property (e.g., trailers) that are acquired by the Unit either for the benefit of Scouting or in the name of Scouting and administer the assets for the benefit of the Unit.
4. Authorize the unit to open a separate bank account for the Unit using the Charter Organization EIN and provide the Unit with policies and procedures for financial reporting and asset management.
5. Follow all Guide to Safe Scouting requirements to ensure the adequate review and inspection of trailers, and other assets.

#### C. Use of Facilities

1. Work with the Unit to secure safe facilities for regular meetings.

### III. The Scouting Unit agrees to:

#### A. Registration and Administration

1. Organize and maintain an active Unit Committee comprised of at least three members for each Unit. Ensure that the Unit has two deep leadership at all times.
2. Ensure all adult leaders have an approved criminal background check and have completed BSA Youth Protection Training prior to participation in any Scouting activity.
3. Encourage adult leaders to receive position-specific or other appropriate training made available by the local council or BSA.
4. Ensure timely registration of all youth and adult members. Use BSA's online registration tools, such as membership leads, online applications, and online re-charter.
5. Coordinate with the Local Council to provide annual joining opportunities to grow the BSA Movement.

#### B. Program

1. Conduct the Scouting program consistent with BSA Bylaws, Rules & Regulations, handbooks, policies, brand guidelines, etc. See [www.scouting.org/about/membership-standards/](http://www.scouting.org/about/membership-standards/).
2. Abstain from using the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action, or controversial legal, political, or social issues or causes.

#### C. Use of Facilities

1. Return facilities to their original condition, subject to reasonable wear and tear, at the end of all Scouting Activities, which includes placing any garbage/waste in appropriate receptacles, returning any items stored on premises to the designated storage area, and removing all other personal belongings.

#### D. Assets and Equipment

1. Be a good steward of the Unit's resources and comply with the BSA's Fiscal Policies and Procedures.
2. Apply for and undertake Unit Money Earning Projects in accordance with BSA's and the Local Council's guidelines.
3. Actively participate in the Local Council's annual giving campaign and product sales fundraisers (e.g., Friends of Scouting campaign, popcorn, and Camp Card sales).
4. Follow all Charter Organization policies and procedures regarding the management of funds. For Unit specific bank accounts, Units will submit reporting as prescribed by the Charter Organization.

### IV. The BSA agrees to:

#### A. Insurance:

The Boy Scouts of America agrees to provide Commercial General Liability (GL) and Excess Commercial Automobile Liability (AL) to cover losses or claims asserted or sustained by any Scout, Scouting Unit, member, visitor, volunteer, or any other person, arising out of or in any way connected, directly or indirectly, with Scouting. This insurance covers the Charter Organization, along with its Officers, Directors, Trustees, Employees, or Charter Organization Representatives (collectively, "Protected Parties"). At a minimum, such insurance:

1. GL coverage shall be written on an occurrence basis, with limits of \$7,500,000 each occurrence and \$20,000,000 annual aggregate for the policy year ending March 1, 2024. BSA provides additional excess GL coverage above the primary and first excess policies. GL coverage limits are subject to change upon renewal.
2. AL shall be written on a per occurrence basis, with a \$5,000,000 limit per occurrence as excess of the Charter Organization's primary AL insurance and any other excess insurance available from other sources; provided however, that the underlying primary AL insurance, and other excess (if any), shall be no less than \$1,000,000.
3. As set forth in the GL policy, shall provide coverage for:
  - a. Bodily injury, sickness or disease including illness or death of any person.
  - b. Bodily injury, with no exclusion for physical or sexual abuse, misconduct, or molestation.
  - c. Personal or advertising injury.
  - d. Damages caused by physical damage or destruction of tangible property.
  - e. Contractual liability covering the BSA's obligation to defend, indemnify, and hold harmless the Protected Parties.
  - f. Punitive or Exemplary Damages coverage equal to that which is provided to BSA entities.
4. Shall name the Protected Parties as Additional Insureds on all primary and excess policies.
5. Shall include a Waiver of Subrogation in favor of the Protected Parties.

**B. Trademark License:**

BSA grants together to the Organization and the Scouting Unit a non-exclusive, royalty-free license to use the trademarks, logos, seals, insignia, words, phrases, and other designations, descriptive marks, and pictorial representations relating to BSA's Scouting programs (collectively the "BSA Marks") solely in connection with (i) marketing and operation of the Scouting Unit, (ii) promotion of BSA's Scouting programs in the geographic market that the Organization serves, and (iii) other purposes consistent with this Agreement. Each the Organization and the Scouting Unit agree to (a) refrain from using the BSA Marks for any commercial purpose without the express written authorization from BSA and (b) comply with such guidelines and specifications that BSA may promulgate from time to time, including, but not limited to, those set forth in the BSA Brand Guidelines and Guide to Awards and Insignia documents regarding the style, appearance, and usage of any BSA Marks.

Charter Organization

Charter Organization Representative

Unit Committee Chair

Local BSA Council

Title

Title

Title

Title

Date

Date

Date

Date

*Roger C. Mosby* \*\*

Boy Scouts of America

President & Chief Executive Officer

**Resources**

Charter organizations 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 Charter and Bylaws of the Boy Scouts of America
- The Mission of the Boy Scouts of America
- The Rules and Regulations of the Boy Scouts of America
- The Scout Oath and the Scout Law, including Duty to God
- BSA youth protection policies and guidelines, including mandatory reporting
- The Guide to Safe Scouting
- The SAFE Checklist
- Scouter Code of Conduct
- Incident Reporting <https://www.scouting.org/health-and-safety/incident-report/>

**\*\* BSA's endorsement of this Agreement relates solely to the Insurance and Trademark License provisions set forth in §IV of this Agreement.**

**\*\*\* This is a BSA-approved form as of the month and year reflected in the bottom margin of this Agreement. Once signed by all other parties to this Agreement, and provided no more recent form agreement has been approved by BSA as of the date those signatures are applied, Mr. Mosby's pre-printed electronic signature on this Agreement will be recognized as valid and binding on BSA as of the same date with respect to the Indemnification and Insurance provisions and to the Trademark License provisions.**

**Scout Mission:**

*The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.*

**Scout Oath:**

*On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.*

**Scout Law:**

*A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.*

# AB506


As a Scouting volunteer, you understand the importance of keeping children safe. A recent bill (AB 506) was passed by the State of California requiring volunteers and staff of Youth Service Organizations to complete training in child abuse and neglect reporting and undergo Live Scan background checks.

Please visit <https://iescouts.org/> and click on Resources, Training and AB506 Requirements.



## AB506 RESOURCE PAGE

**INSTRUCTIONS | REQUIRED TRAINING**  
**LIVE SCAN | COMPLIANCE POLICY | FAQs**



**AB506 goes into effect on January 1, 2022.**  
**All registered BSA volunteer positions and employees including camp staff must comply with AB506.**

**TO LEARN MORE CLICK HERE**

**STEP 1** **AB506 VOLUNTEER PROCESS**  
**REQUIRED STATE MANDATED REPORTER TRAINING**  
COMPLETE TRAINING HERE

**STEP 2** **AB506 VOLUNTEER PROCESS**  
**UPLOAD TRAINING CERTIFICATE HERE**

**STEP 3** **LIVE SCAN INSTRUCTIONS**

**STEP 4** **CONSENT FORM BACKGROUND CHECK**

**STEP 5** **BCIA 8016 CIEC VOLUNTEER FORM**

**STEP 6** **FIND A LIVE SCAN LOCATION**

**AB506 VOLUNTEER COMPLIANCE POLICY**

**COMPLIANCE POLICY FAQs**

**STEP 7** **EMAIL: [cynthia.ruiz@scouting.org](mailto:cynthia.ruiz@scouting.org)**  
**The consent form for the background check and the copy of the completed Live Scan form BCIA 8016.**

# CALIFORNIA INLAND EMPIRE COUNCIL

## Unit Account Disclaimer for Annual Charter Renewal

Any Membership or Scout Life adjustments made to the recharter will either be debited or credited to the unit account.

District: \_\_\_\_\_ Unit Type and #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Unit Leader

Signature: \_\_\_\_\_

Unit Leader

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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## 2024 Unit FOS Presentation Scheduling Form

Friends of Scouting is a core element in our council's fundraising campaign.

The unit FOS visits are typically conducted from January through March. The presentation date chosen for your unit should be a date when the full unit will be in attendance.

Pack  Troop  Crew \_\_\_\_\_ (unit #)

Unit FOS Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

We would like to schedule our presentation on the following month and day:

Date: (Jan, Feb or Mar) \_\_\_\_\_

Location \_\_\_\_\_

Time \_\_\_\_\_

Please return this form with your recharter packet.



### Unit Information Sheet

**District & Unit:** \_\_\_\_\_  
**Meeting Day & Time:** \_\_\_\_\_  
**Meeting Location & Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unit Leader:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

**Committee Chair:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we call when a youth wants to join?  
**Membership:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we call for Friends of Scouting presentation?  
**FOS Contact:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we contact for Camporee/Day Camp?  
**Camporee/Day Camp Rep:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we contact for Training?  
**Training Chair:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we contact for Adventure Weekend?  
**Adventure Weekend Rep:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we contact for Summer Camp promotion?  
**Summer Camp Rep:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

Who do we contact for popcorn?  
**Popcorn Kernel:** \_\_\_\_\_  
**Phone & Email:** \_\_\_\_\_  
\_\_\_\_\_

# FUNDING SCOUTING

## FUNDRAISING

- Scholarships for Membership
- Scholarships for Summer Camp and Other Outdoor Programs
- Local Development & Delivery of Scouting Programs
- Operation & Organization Costs (Management, Administrative & Program Support, Camp Staff, and Fundraising)
- Utilities, Maintenance, and Improvements for Camp Emerson, Council Office, and Scout Store

Supports Scouting Within the CIEC  
(All money stays locally within the CIEC)

## REGISTRATION FEE

**\$145 Youth | \$85 Adult**

- \$80 Youth | \$60 Adult | \$100 Charter Fee
- \$25 One-Time New Member Joining Fee
- Liability Insurance for Approved Scouting Activities
- National Organizational Costs (Development & Delivery of BSA Programs)
- Youth Protection Training & Adult Background Screening

Collected by  
National

**\$65 Youth | \$25 Adult**

- Local Insurance (Accident, Property, and Other Additional Insurance)
- New Unit Organization & Membership Recruitment
- Operation & Organization Costs (Membership, Advancement, and Training)

By the numbers in **2022:**

Total Merit Badges Awarded **8,844**

**247**

Achieved Rank of Eagle

**46,124**

Total Eagle Service



**LION**

**162** Lions

**316** Tigers



**819** Cub Scouts



**981** Webelos



**2,557** Scouts



**73** Venturers



Come to learn, instruct, build relationships, and be part of the future.

# SAVE THE DATE!

**University of Scouting &  
Southern California College of  
Commissioner Science\***

**Saturday February 24, 2024**

Anyone can attend from the Pacific Rim to the East Coast. Bring your family and friends. Carve out a vacation to Disneyland, Universal Studios Hollywood, or just hang out at the beach. Then on Saturday come to the Commissioner College or University of Scouting. All Scouts and Scouters can attend. University of Scouting will have exciting courses for all adult leaders or for those interested in becoming a leader, for the scouts we will have many good programs like trail to Eagle.

Commissioner College will include complete national course load and additional courses that apply to DCS presentations and local courses. Courses for every level of Commissioner and every level of Commissioner experience, including Commissioner Basic, Bachelors, Masters and Doctorate of Commissioner Science Degrees with Continuing Education Degree sessions. Scoutbook Lab will be offered.



BOY SCOUTS OF AMERICA®

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