

## Annual Local Council Membership Validation Procedures

The following procedures must be reviewed and certified by all professionals, the council registrar staff, and designated volunteers.

Staff Members and Volunteers  
Responsible (with Scout  
executive)

Step

Scout executive

1. **All membership and LFL participation fees paid by the council are to be approved** by the Scout executive following written guidelines established by the executive board. Council-paid fees must be a budgeted expense item approved by board resolution.
2. **Make copies of this form available for signature of all professionals, registrar staff and designated volunteers.** At a meeting of professionals and registrars, review these procedures, answer questions, and have each person sign a copy. Large councils may need to do this by field division.  
  
Review and obtain volunteer signatures at a meeting of district Key-3's.
3. **Signed forms.** Have the Scout executive's secretary set up a file of these copies to be retained for at least two years.  
  
Send original copy signed by the council Key-3 to the regional service center by March 1.
4. Make sure that correct procedures are being followed in criminal background checks. Monitor procedures for safeguarding confidential information provided to the council. Ensure that there is no unauthorized use of the background check program, data, and information that is received. Any misuse by an employee may be cause for termination. Carefully review policies on criminal background checks found in the latest *Registrar Procedures Manual*, No. 28-901.

Registrar

5. **Mail all registration cards directly to the unit leader** of record with a cover letter from the Scout executive requesting that the Scout executive be contacted personally if there are any discrepancies or errors on the cards. This is done for both additional enrollments and at unit charter renewal. In the case of Explorer posts and Learning for Life groups, group and participant certificates are mailed to Explorer Advisors and LFL lead teachers with the letter coming from the council's LFL chairman. Note that this system must also ensure that no one has access to registration cards other than the individuals involved with mailing cards.

Assistant Scout executive,  
director of support services  
(not line staff), support  
executive in councils with  
support staff, or Scout  
executive in a small council

6. **Make a personal "welcoming" telephone call to the new unit leader** of record at the time when a **new** unit is processed. This call should be made within two weeks of the arrival of the charter application in the council service center. This call will help verify the interest of the council and encourage the leader to take advantage of council and district services.  
  
This step should be on the registrar's checklist of steps in processing new units. It will be helpful if the registrar sends a note to the designated caller with basic information for making the call.

Field director with  
commissioner/service team  
chairman and related field  
staff

7. **Conduct semiannual "unit health" reviews** (in January and July).
  - A. The unit-serving executive meets with his/her commissioner team to evaluate the units in the district. (This should be a part of the goal-setting process in January.) Units meeting Quality Unit requirements would normally receive a grade of "good." Units not meeting these requirements will be rated as "fair" or "poor" based on the challenges this unit will face in achieving Quality status.
  - B. For every unit in the fair or poor category, a plan is developed by the unit-serving executive and his commissioner team based on how this unit can be brought back to Quality Unit status. This plan is shared with the council commissioner and the staff leader for the executive. These plans should be kept on file by the registrar. Specific action should be identified monthly and progress reported. Priority should be placed on units with "life threatening" problems.

- C. Twice a year, unit status should be compared to the last report. "Fair" or "poor" units not changing in status should be given immediate attention by the unit-serving executive's staff leader with help from the appropriate assistant district commissioner or district commissioner.

**Registrar, Scout executive**

8. **Watch for unusual or no changes in unit membership.** Notify the Scout executive immediately when there is a reregistration loss of 50 percent or more of youth members or an abnormal influx of new members. Also, when there are no changes in youth and adults reregistering. Charter applications should be screened to reveal any significant numbers of "short-term" or "long-term" registrations. An objective appraisal should be made to ascertain the reasons. Units with more than 100 members or fewer than five at registration time must be approved by the Scout executive. These approvals should be kept on file by the registrar.

**All staff members**

9. **Maintain standards of membership and leadership** by following BSA registration procedures, including verification, signatures, complete applications, and correct fee charges. Field receipts must be used when accepting and handling funds. No paid employee of the council is to be registered in any volunteer position without the permission of the Scout executive. The exception is the unit in which the children of the employee participate.

Learning for Life groups must be evaluated by the school principal annually, with the results of the review approved by the Scout executive. Learning for Life rosters should be initialed by the head of the organization before being submitted to the local council service center for processing. In those cases where the school will not release the rosters, a signed letter from the principal is required stating the school's policy. A memorandum of understanding must be signed each year by the participating organization and the council to ensure a quality program and continuous registration.

10. **All youth participants in the council are registered** with the Boy Scouts of America or Learning for Life.
11. **The Open Door Policy is a means to resolve membership concerns.** The staff member/registrar is encouraged to discuss a concern with their immediate staff leader. If the concern is such that it cannot be discussed with or resolved by the immediate staff leader, the employee should be free to approach the next level of management or the Scout executive or the area director.

## REQUIRED CERTIFICATIONS

### Employee Certification

I have reviewed the above Membership Validation Procedures and certify that I understand how they apply to my responsibilities in the council.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Staff position

\_\_\_\_\_  
Date

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### District Key-3 Certification

We have reviewed the above Membership Validation Procedures and certify that we understand how they apply to our responsibilities in the district and council.

\_\_\_\_\_  
District executive signature

\_\_\_\_\_  
District chairman signature

\_\_\_\_\_  
District commissioner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District

\_\_\_\_\_  
Council

Copies to be retained in the local council service center.

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### Council Key-3 Certification

We have reviewed this information with our staff leaders, all other professional staff members, the registrar staff, and all district Key-3's and certify that the council enforces the above procedures.

\_\_\_\_\_  
Scout executive signature

\_\_\_\_\_  
Council president signature

\_\_\_\_\_  
Council commissioner signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council

\_\_\_\_\_  
Number

I have reviewed this information with the Scout executive. I certify that the proper membership validation procedures are in place and the council is in compliance.

\_\_\_\_\_  
Area director's signature

\_\_\_\_\_  
Date

Send original copy to the regional service center by March 1.  
(Region forwards original to Registration Service.)