

Cub Scout Pack 98 Registration / Membership How-To Guide

Job Description – To insure that all Pack members (scouts and leaders) are registered with Council, in a timely and accurate fashion. Registration with Council guarantees insurance coverage (accident and liability) to the members. Only registered members are allowed to participate in Pack activities which include field trips, camping, summertime activities, etc.

Overview – In **March 2003** (it used to be every May), Pack 98 will need to re-new its Charter with council. Preplanning for this March date should begin to take place in **January**. A **Charter** is a license or authorization by the Boy Scouts of America, to run a Pack with all of its associated activities. A Pack needs a sponsor and a place to hold its meetings. The United Methodist Church is the sponsor for Pack 98. A copy of Pack 98's current Charter may be found on its website under Pack Documents. The sponsor provides a "Home" for the Pack but does not provide any financial support. The Pack raises money through annual dues and through fundraisers. In September of each year, the Pack seeks to re-new its scout membership through a recruitment drive(s). Any scout or leader joining the Pack at this time will also have to be registered with Council.

Steps To Follow

Late December/Early January – Distribute the Pack's registration/medical forms. Determine a return date to insure that the forms and a check for the annual dues (\$42) are received back in a reasonable timeframe.

Sometime in January, Council will provide a Re-chartering package. This package will contain all the tools needed to re-charter the Pack. One of the tools is the **Unit Renewal Application Instructions**. This guideline will provide step by step instructions for rechartering the pack. There will also be a computer printout of the current roster. It will include all the names of the scouts and the leaders who were members in the current year. Compare this listing to the registration forms recently received and cross out the names of the scouts who will not be returning for the new year. Also, cross out the names of the leaders who will not be returning in the new Pack year. A leader is not required to fill out a registration form each year. The Pack year runs from September through August. **The amended printout must be signed by the pack's sponsor and chartered representative.**

If any new members are joining at this time, have them complete an application which may be gotten from Council. There are two types of applications: one for scouts and another for adults.

Once the number of returning and new scouts and leaders are known, a calculation needs to be made as to how much the annual dues to Council will be. A dues worksheet is

provided to assist you in this process. A check for the designated amount should be issued to **Patriots Path Council, Inc.**

There is also a **National Quality Unit Award** application in the rechartering package. The completion of this form is optional but it assists the pack in determining its strengths and weaknesses. If the pack qualifies for this award, there are several types of awards that may be ordered. An order form is included in the package.

You are now ready to submit the pack's rechartering agreement to Council. Here is a checklist of the items to be included:

1. The revised computer printout duly signed
2. Applications for any new scouts or leaders
3. A check for the appropriate amount payable to Patriots Path Council, Inc.
4. The National Quality Unit Award application along with the order form for awards

Once this new information is processed at council (it may take several months), council will issue a charter certificate. This certificate should be posted on the pack's website if possible. Council will also issue identification cards for all chartered members. These cards should be distributed to the members.

Please call Council at 908-654-9191 if any questions arise during this process.