

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

Contents

PREPARE	2
ORGANIZE	3
LEAD / EXECUTE	6
ADULT TRAINING	7
DATES AND FEES	8
Key Dates	8
Fees Calculation	9
Fees example	9
ADDITIONAL RESOURCES	10
SAMPLE RESOURCES	11

Important Dates

Submit Member Applications for Council to complete data entry	Monday, October 1, 2018
Unit Charter Renewal System (UCRS) opens	Monday, October 1, 2018
Council-entered member data available in UCRS	Monday, October 15, 2018
Renewal application due (including all forms, signatures, payment, etc)	Friday , November 30, 2018
Youth Protection Training valid through at least	April 1, 2019
PA Child Protective Services Law clearances valid through at least	January 1, 2020

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

PREPARE

Phase	Responsibility	Task / Requirement	Notes
Prepare	Unit Leadership	Identify RENEWAL PROCESSOR - the person responsible for charter renewal	If the person handling this year's charter renewal is different from last year, PLEASE COMMUNICATE THE CHANGE TO DISTRICT COMMISSIONER ASAP
Prepare	Unit Leadership	Chartered Organization Rep, Committee Chair, or Unit Leader delegates access	Use instructions linked here to give additional access to Renewal Processor: http://www.scouting.org/filestore/idg/Security_Manager.pdf
Prepare	UNIT RENEWAL PROCESSOR	Get RECHARTER MATERIALS	Access Codes to the COLBSA Online Rechartering System will be distributed at the September District Roundtable If you cannot attend, contact your District Executive to make arrangements to get them.
Prepare	UNIT RENEWAL PROCESSOR	Choose a cut-off date for the Unit to enter new members into UCRS to be included with electronic submission.	After Unit's electronic submission, Council Registrar can update UCRS based on applications received, but NOT UNTIL after electronic renewal is completed.
Prepare	UNIT RENEWAL PROCESSOR	Identify required members	<ul style="list-style-type: none"> - Youth members: minimum 5 (fewer than five requires Council Scout Executive approval) - Adult members: minimum 5 (6 for Packs) <ul style="list-style-type: none"> o Chartered Organization Representative: 1 o Committee Chair: 1 o Committee Members: 2 o Unit Leader: 1 o Den Leader (Packs only): 1 - All Adult members must be: <ul style="list-style-type: none"> o Age 21 (Assistant positions: Age 18) o Have Youth Protection Training valid until at least April 1, 2019 o CPSL Clearances valid until at least January 1, 2020
Prepare	District Executive	Distribute Roster and Access Code to Units	October District RoundTable

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

ORGANIZE

Phase	Responsibility	Task / Requirement	Notes
Organize	RENEWAL PROCESSOR with COMMITTEE CHAIR and UNIT LEADERS	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.	All Adult members must be: <ul style="list-style-type: none"> - Age 21 (Assistant positions: Age 18) - Have Youth Protection Training valid until at least April 1, 2019 - Have PA Clearances valid until at least January 1, 2020 - Every registered adult must complete position-specific training before charter submission https://my.scouting.org/Documents/PositionTrainedCourses.pdf - A change in registered position will likely require different / new training.
Organize	RENEWAL PROCESSOR	Identify INSTITUTION HEAD	Determine if there will be a change of the person in charge of the Unit's sponsoring organization <ul style="list-style-type: none"> - The sponsor is called the Chartered Organization. - The person in charge is the Institution Head. - If the Institution Head will change before January 1, 2019, then complete this form: http://www.scouting.org/filestore/pdf/524-402_WB.pdf
Organize	RENEWAL PROCESSOR	Identify CHARTERED ORGANIZATION REP	Registered Adult who can sign for Chartered Organization. COR may also register as CC or MC
Organize	RENEWAL PROCESSOR	Identify COMMITTEE CHAIR (Key 3 member)	
Organize	RENEWAL PROCESSOR	Identify COMMITTEE MEMBERS (2)	
Organize	RENEWAL PROCESSOR	Identify UNIT LEADER (Key 3 member)	
Organize	RENEWAL PROCESSOR	Identify DEN LEADER	Required for Packs only

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

Phase	Responsibility	Task / Requirement	Notes
Organize	RENEWAL PROCESSOR	Identify ADULT MEMBERS	<p>Focus on the required leadership positions first.</p> <p>Minimum number of Adult members required to renew a Unit Charter:</p> <ul style="list-style-type: none"> - Packs: 6 - All other unit Types: 5 - One person MAY register as both COR and Committee Chair / Committee Member. Dual registration is not permitted for any other Unit position. - Must be 21 (those registered in "Assistant" positions must be at least 18). - Must have Youth Protection Training valid until at least April 1, 2019. - Must submit background clearances under PA CPSL valid until at least January 1, 2020: http://colbsa.org/palaw/ - Must complete position-specific training: https://my.scouting.org/Documents/PositionTrainedCourses.pdf <p>If a new Adult Membership application is received AFTER the Unit completes its electronic submission:</p> <ul style="list-style-type: none"> - Renewal Processor can no longer edit. - Submit to COLBSA as a new adult membership application - Include with the Charter Application materials, identifying as additional member registration not in electronic submission - Appropriate fees will be added <p>All other Adult requirements above apply in either case – Age, Training, Youth Protection, PA Background Checks</p>

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

Phase	Responsibility	Task / Requirement	Notes
Organize	RENEWAL PROCESSOR - with Key 3, Membership Chairperson, Treasurer, Youth leaders, and other adults involved in the unit	Identify YOUTH MEMBERS	<p>Minimum number of Youth members required to renew a Unit Charter is five (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"> - For Troops: 18th birthday before January 1, 2019 (or charter posting date) <p>If leaving, make note of why (this information is required in the Charter renewal)</p> <p>Review new Youth Member applications for completeness:</p> <p>If received before the Unit submits its electronic renewal:</p> <ul style="list-style-type: none"> - Enter the new Youth member information into the Unit Charter Renewal System (UCRS) - Include with the Unit's Charter Application materials <p>If received AFTER the Unit submits its electronic renewal:</p> <ul style="list-style-type: none"> - UCRS will not allow electronic submission to be updated - Include with the Charter Application materials and identify that the new member is not listed in the electronic submission - Appropriate fees will be added

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

LEAD / EXECUTE

Phase	Responsibility	Task / Requirement	Notes
Lead / Execute	RENEWAL PROCESSOR	Confirm access to UCRS.	Access opened October 1, 2018
Lead / Execute	RENEWAL PROCESSOR	Enter all changes into UCRS <ul style="list-style-type: none"> - New members - Deleted members - Personal info changes / corrections 	From October 1 to November 30, 2018 <ul style="list-style-type: none"> - Check for multiple entries of the same member
Lead / Execute	RENEWAL PROCESSOR	Review Charter Details and Summary online	<ul style="list-style-type: none"> - Verify all active members for 2019 - Verify all deleted members for 2019 - Verify all Adult Leader positions filled - Verify Adult YPT expiration dates - Verify Adult PA clearances - Verify adult training
Lead / Execute	RENEWAL PROCESSOR	Review Charter Summary online	<ul style="list-style-type: none"> - Verify all active members for 2019 - Verify all deleted members for 2019 - Verify Adult YPT expiration dates - Verify Adult PA clearances - Verify adult training - Verify all fees <ul style="list-style-type: none"> o Individual: <ul style="list-style-type: none"> ▪ Individual membership ▪ Boys Life (Youths) ▪ COLBSA Personal Insurance (all members) o Unit: <ul style="list-style-type: none"> ▪ Unit Recharter Fee
Lead / Execute	RENEWAL PROCESSOR	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
Lead / Execute	RENEWAL PROCESSOR	Submit Charter – Electronic	<ul style="list-style-type: none"> - Review Instructions: https://filestore.scouting.org/filestore/commissioner/pdf/2017_Internet_Charter_Renewal_Tutorial.pdf - Electronic submission must be completed before printing Renewal Application. - Renewal Application, membership applications, signatures, fees, etc. must be submitted by Thursday, November 30, 2018. - Renewal may be completed completely online
Lead / Execute	RENEWAL PROCESSOR	Print paper copy of PAPER SUBMISSION (MUST COMPLETE ELECTRONIC SUBMISSION FIRST)	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	Review COLBSA unit account balance to determine net amount due

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

ADULT TRAINING

Category	Responsibility	Task / Requirement	Notes
Training – Position-specific	RENEWAL PROCESSOR	Download and review the Training Manager report for each Adult to determine any training deficiencies.	https://My.scouting.org http://colbsa.org/recharter
Training – Position-specific	Current Adult members who will stay in their same currently registered position		Position-specific training does not expire
Training – Position-specific	New Adult members and Current Adult members changing to a new leadership position	Complete training requirements for the new leadership position	https://my.scouting.org/Documents/PositionTrainedCourses.pdf
Youth Protection Training	RENEWAL PROCESSOR	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"> - YPT must be completed before any new Adult can register - YPT must be valid until at least April 1, 2019 http://My.scouting.org

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

DATES AND FEES

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

Key Dates

Responsibility	Task / Requirement	Notes
RENEWAL PROCESSOR	Cutoff date for including new applications in UCRS renewal process	Unit chooses a date four or more weeks before November 30, 2018 submission deadline. New registrations not recorded in UCRS will be processed manually when charter application is processed. Appropriate fees will be added.
	Recharter Day	Detailed review of your charter renewal application - mid-to late October with Unit Commissioner or other
	Final electronic and paper submissions due (early submission encouraged!)	Due on/before November 30, 2018 charter renewal application, new member applications, signatures, fees, etc.

Reminder of Important Dates

Submit Member Applications for Council to complete data entryMonday, October 1, 2018

Unit Charter Renewal System (UCRS) opensMonday, October 1, 2018

Council-entered member data available in UCRSMonday, October 15, 2018

Renewal application due (including all forms, signatures, payment, etc) Thursday, November 30, 2018

Youth Protection Training **valid through at least**April 1, 2019

PA Child Protective Services Law clearances **valid through at least** January 1, 2020

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

Fees Calculation

Responsibility	Fee	Notes
	National annual membership registration	\$33 per person (not Tiger/Lion Adult partners)
	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 Liability Insurance Fee	\$40 per unit
	Council Accident and Illness Insurance Liability Fee	\$2 per person - Does not show up in National's fee calculation - Tiger/Lion Adult Partners ARE charged

Fees example

Quantity	Fee Type	Individual fee	Calculation	Subtotals
38: - 30 Cubs, including 5 Tigers / Lions - 8 Adult leaders - Note: no National Registration fee for Tiger / Lion Adult Partners	National Registration fee	\$ 33.00	\$ 990.00 \$ 264.00 \$ 0.00	\$ 1,254.00
30 Cubs, including 5 Tigers / Lions	Boys Life fee	\$ 12.00	\$ 360.00	\$ 360.00
1 Unit	Unit Registration fee	\$ 40.00	\$ 40.00	\$ 40.00
43: - 30 Cubs, including 5 Tigers / Lions - 8 Adult leaders - 5 Tiger / Lion Adult partners	Council Accident and Illness Insurance Liability Fee	\$ 2.00	\$ 86.00	\$ 86.00
		TOTAL	\$ 1,740.00	\$ 1,740.00

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

ADDITIONAL RESOURCES

Description	Link / URL
Recharter Help	https://filestore.scouting.org/filestore/commissioner/pdf/2017_Internet_Charter_Renewal_Tutorial.pdf
New Unit Application (also used for change of Institution Head)	http://www.scouting.org/filestore/pdf/524-402_WB.pdf
Organization Security Manager	http://www.scouting.org/filestore/idg/Security_Manager.pdf
Member Manager reports	Instructions provided by email, COL website
Youth Application	www.scouting.org/filestore/pdf/524-406.pdf
Adult Application	www.scouting.org/filestore/pdf/524-501.pdf
Training Manager reports (YPT, position-specific)	Instructions provided by email, COL website
Pennsylvania Child Protective Services Law	http://colbsa.org/palaw
PA CPSL log (all clearances submitted, results acceptable for Adult registration)	Provided by email
Position-specific training requirements	https://my.scouting.org/Documents/PositionTrainedCourses.pdf

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

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.

Report ID: 10.1	Cradle Of Liberty Council	Page 1 of 8						
Run Date: 1/7/2018	INTERNET RECHARTERING UNIT RENEWAL PROCESSOR LISTING							
Run Time: 7:10:53AM								
-----Selected Options-----								
BSA Organization: Cradle Of Liberty Council								
Scop Level: District								
Program: All								
Unit Expiration Date: 12/31/2018								
Units: All								
List by Program Code: No								
Create File: No								

Field 3 - Delaware County/Minqua								
<u>Unit</u>	<u>Number</u>	<u>Expire Date</u>	<u>Processor Name</u>	<u>Telephone</u>	<u>E-mail Address</u>	<u>Registered</u>	<u>Stage Status</u>	<u>Submitted</u>
Pack	0076	12/31/2018	Robert		erison.	12/06/2018	5-Submitted	12/06/2018
Pack	0077	12/31/2018	Edward		st.net	11/10/2018	5-Submitted	12/29/2018
Pack	0085	12/31/2018	Edward		st.net	12/26/2018	5-Submitted	12/26/2018
Troop	0085	12/31/2018	Faul N		pl.com	11/29/2018	5-Submitted	11/29/2018
Crew	0112	12/31/2018	Susan		om	11/17/2018	5-Submitted	11/17/2018
Pack	0112	12/31/2018	charle		om	11/18/2018	5-Submitted	11/28/2018
Troop	0112	12/31/2018	Kevin		l.com	11/15/2018	5-Submitted	11/15/2018
Pack	0145	12/31/2018	George		ster@gmail	12/01/2018	5-Submitted	12/18/2018
Troop	0154	12/31/2018	Alfred		st.net	12/01/2018	5-Submitted	12/04/2018
Crew	0154	12/31/2018	Tom El		DOK.COM	11/29/2018	5-Submitted	12/28/2018
Pack	0154	12/31/2018	Kathle Oberho		erison.n	11/24/2018	5-Submitted	12/17/2018
Pack	0191	12/31/2018	Chuck		ail.com	11/01/2018	5-Submitted	11/18/2018
Troop	0191	12/31/2018	Frank		erison.	11/01/2018	5-Submitted	12/15/2018
Troop	0225	12/31/2018	John M		@gmail	11/23/2018	5-Submitted	11/27/2018
Pack	0225	12/31/2018	John M		@gmail	11/27/2018	5-Submitted	12/29/2018
09/20/16 12:49:48 AM								

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

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.

5201 USBA08
524-402 - 2018 Printing



NEW-UNIT APPLICATION

NEW-UNIT APPLICATION



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, promises, and codes for character development, citizenship training, and mental and physical fitness.

Pack
Cub Scouting is for parents, leaders, and organizations to use with boys who are in the first through fifth grade or are 7 through 10 years old.

Troop
Boy Scouting is an educational program filled with fun and adventure that appeals to boys.

Boys must be under the age of 18 and at least 11, or have completed the fifth grade and be at least 10 years old, or have earned the Arrow of Light Award in Cub Scouting and be at least 10 years old.

Team
Varsity Scouting is a program designed to assist your organization in meeting the needs and interests of older boys. Boys must be at least age 14 and not yet age 18.

Venturing Crew/Ship
Venturing will help your organization meet the needs, desires, and concerns of young adults. Young men and women must be ages 14 through 20, or 13 with the completion of the eighth grade.



Varsity Scouting



Boy Scouting



**VENTURING BSA®
Venturer/Sea Scout**



BOY SCOUTS OF AMERICA®

09/20/16 12:55:13 AM

http://www.scouting.org/filestore/pdf/524-402_WB.pdf

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions DUE: NOVEMBER 30, 2018

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 the myScouting logo, a user profile for James Hegarty, and navigation icons. The main content area is titled "Organization Roster" and shows a "Youth Roster by Person" report. On the left, a list of units is displayed, with "0191 (SILOAM METHODIST CHURCH)" selected. The main table lists youth members with their names, roles, and unit numbers. A search bar is present above the table. The date and time "09/19/16 11:28:47 PM" are shown at the bottom.

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

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions DUE: NOVEMBER 30, 2018

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 my.Scouting Member Manager interface. The browser address bar shows <https://my.scouting.org>. The page title is "my.Scouting" and the user is logged in as "Welcome James Hegarty". The main navigation bar includes "Member Manager" and "Organization Roster".


The "Organization Roster" section is titled "Adult Roster by Person" and shows a list of members for Troop 0191. The members listed are:

Name	Position	Training Status	Unit
James R H	Charter		0191
Joseph W	Assis	Trained	0191
James J H	Comm	Trained	0191
Eric R Joh	Unit C	er Reserve Trained	0191
Robert L Jo	Comm	an Trained	0191

The interface also includes a search bar, a "Filter by Position" dropdown set to "All Positions", and a "Roster View" dropdown. A blue box highlights the "Assis" position for Joseph W. The date and time at the bottom of the page are "09/19/16 11:27:55 PM".

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

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 the retrieve these reports. There are also process documents on the Council's recharter page that illustrate how to run these reports.



BOY SCOUTS OF AMERICA

YOUTH PROTECTION TRAINING AGING REPORT
Adult Members


Council: Cradle Of Liberty Council - 525 **Date Generated:** 09/19/2016 22:44:14 CST
Unit: Troop 01 [Redacted] Party

Count Summary (reflects recent training submitted):
Dashboard data will be calculated in the next scheduled update

Never Taken: 0 Expired: 1 Expires 1-30d: 1
Expires 31-60d: 0 Expires 61-90d: 3 Expires 91d-2yrs: 21
Total: 26

	Course	Status	Last Completion	Expiration Date
[Redacted]	Youth Protection Training	Expired	04/06/2014	04/06/2016
[Redacted]	Youth Protection Training	Expires 1-30d	10/19/2014	10/19/2016
[Redacted]	Youth Protection Training	Expires 61-90d	12/13/2014	12/13/2016
[Redacted]	Youth Protection Training	Expires 61-90d	12/14/2014	12/14/2016
[Redacted]	Youth Protection Training	Expires 61-90d	12/18/2014	12/18/2016
[Redacted]	Youth Protection Training	Expires 91d-2yrs	12/21/2014	12/21/2016

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 2019 recharter season.



BOY SCOUTS OF AMERICA

BSA Training Validation

Training Search

Youth Protection Training*
 All Training

* Only Youth Protection Training taken within the last 2 years will be shown.

Training results for: Alicia J [Redacted]

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

Direct Search
Search by:
Member ID ▼ 11 [Redacted]

[Advanced Search](#)

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions DUE: NOVEMBER 30, 2018

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					08/19/2015	08/28/2015	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/>

PA CHILD PROTECTIVE SERVICES LAW

SOCIAL
Like 0 Tweet

LEADERS

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]

FOLLOW COLBSA
Facebook Twitter Instagram

COUNCIL EVENTS &

09/20/16 12:32:42 AM

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

2019 UNIT CHARTER RENEWAL SUBMISSION Instructions
DUE: NOVEMBER 30, 2018

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.


BOY SCOUTS OF AMERICA
TRAINED LEADERS REPORT

Council: Cradle Of Liberty Council - 525 **Date Generated:** 09/19/2016 22:43:17 CST
District: Minquas **Unit:** Troop 019

Count Summary:
 Positions Not Trained: 1
 Positions Trained: 25

TRAINING INCOMPLETE


Name	Position	Additional Training Needed
James		h Rep. D72 Training the Chartered Org Rep

TRAINING COMPLETE

Name	Position
Charles	Assistant Scoutmaster
Brenda	Unit College Scouter Reserve
Richard	Assistant Scoutmaster
Robert	Committee Member
Charles	Committee Member
Joseph	Assistant Scoutmaster

11:43:35 PM

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

CUBMASTER & ASSISTANT CUBMASTER

BEFORE 1ST MEETING

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

FIRST 30 DAYS

DEN LEADER & ASSISTANT DEN LEADER

BEFORE 1ST MEETING

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

FIRST 30 DAYS

COMMITTEE CHAIR & PACK COMMITTEE

BEFORE 1ST MEETING

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

10:56:36 PM 9/10/2018

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