

*Round-Up and Recharter  
The Connection*

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District Commissioner  
Pellissippi District  
Great Smoky Mountain Council  
Boy Scouts of America**

*May 17, 2003*

**Piedmont-Appalachian College of Commissioner Science**

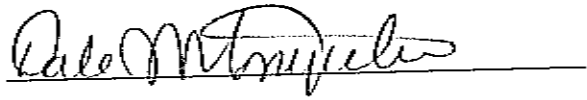
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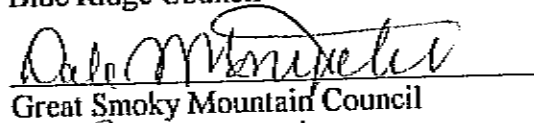
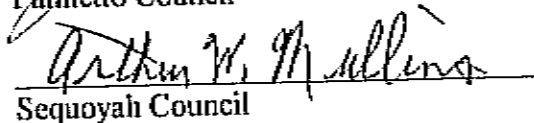
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I am submitting herewith a Dissertation written by Kathy Hayton Cramer, entitled "Roundup-Recharter - The Connection", I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

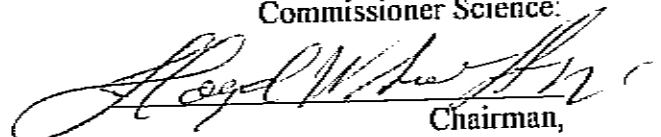


Dale Montpelier

We have read this Dissertation  
And recommend its acceptance:

  
Blue Ridge Council  
Great Smoky Mountain Council  
Palmetto Council  
Sequoyah Council

Accepted for the Piedmont-Appalachian College of  
Commissioner Science:



Chairman,  
Doctoral Candidate Review Board  
and Daniel Boone Council

## **ACKNOWLEDGMENTS**

My deepest thanks to my spouse and children whose support and understanding have allowed me to participate in the scouting program for numerous days, nights, and weekends, trying to help children, most whom, have been misguided.

My thanks to God for granting me the ability to accept things I cannot change and the wisdom to realize the difference.

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## ABSTRACT

The purpose of this report was to develop and present a concise, but yet understandable, process for Cub Scout pack leaders to work through and implement the Recharter process using a consistent and effective methodology. A relatively standardized process for organizing the administrative details of the pack will also provide a means to improve the quality of their Round-ups, and thus help attract and retain scouts. In rural Appalachia, Cub Scout Packs tend to have a relatively short life, in part, because their Round-ups lack organization, constancy and understanding on the part of the unit leader. Although the Recharter and Round-up processes do not seem to be inherently difficult, years of field experience in a rural Appalachian district has demonstrated that these are among the most frustrating and undesirable tasks required of unit leaders. Leaders in these areas are often inexperienced in scouting procedures, and not well trained, due to a rapid turnover of positions and lack of convenient access and cost of training courses. Additionally, many leaders are of the mindset that all of their available time should be devoted to the boys in their pack, and time spent on administrative tasks takes away from their truly important work.

The core of this paper is a standardized, simple process that unit leaders can follow in a step-by-step manner to organize their Round-up and Recharter process. The process will help them compile all necessary information in a convenient format that will serve them over the years as the composition of their pack changes and grows.

# **CHAPTER 1**

## **INTRODUCTION**

The primary function of the District Commissioner is the timely completion of the recharter packages submitted annually by each unit to the local Council. These recharterers formalize the agreement between the chartering organization and The Boy Scouts of America (BSA). The charter provides the mechanism for a binding legal agreement which specifies the responsibilities and obligations of the chartering organization and BSA. A timely recharter also provides accident insurance for the boys and is therefore in the best interest of both the unit leaders, the Chartering Organization, and BSA. To be valid, the charter information must be accurate. To insure that accuracy, membership campaigns must be well organized. It is the purpose of this manual to provide a standardized and workable format for a round-up and rechartering process that will achieve this goal.

## CHAPTER 2

### The Round-up

Your Scouting Professional has already provided a school talk, you have the date set, you have all your leaders ready, and its time for the Round-up.

First impressions are the most important. Have copies of the rules of the Pack (see example 1), a calendar of events (see example 2) [be sure to include District events], and all leaders phone numbers. It is imperative that you are well organized. Set tables in the front of the room. Place your leaders behind the tables. Stick the enclosed signs (Appendices A-D) in front of each leader. See example below:

Cubmaster or Tiger Cub Leader	Wolf/Bear Den Leader	Webelos I Leader	Webelos II Leader
Tiger Cub Sign	Wolf/Bear Sign	Webelos Sign	Webelos II Sign

The District Executive will give another brief presentation, and then the sign-ups will begin. Pass out the BSA application to every parent, and instruct them to fill out both side of the application. When the applications are completed, have the parent bring the completed application to the appropriate leader with fees. The leader then logs in the application on the cumulative den roster (see examples 3-6), noting the amount paid. If you have a scout that filled out an application form, but did not pay the registration fee, DO NOT log them onto the cumulative den roster. When all of the applications have been logged in, the money collected, separate the cumulative den roster form and give the yellow copy to the District Executive with the all of the fees. Give the remaining two copies of the cumulative den roster to the den leader, and the Cubmaster. The Cubmaster should ultimately have den rosters from all dens. The Cubmaster then takes the cumulative den rosters and makes one master list for the entire pack (see example 7).

If you have gone through these steps, you have prepared first step in the Recharter process!



## CHAPTER 3

### The Recharter

The Charter is the agreement between Boy Scouts of America and the organization that sponsors a unit. It is a legal document which lists all of the leaders and boys and has signatures which promise the leaders will be trained under the Youth Protection Requirements. Whether you, or your commissioner prepare a re-charter for the next year, you will need the following items:

1. The cumulative roster for the Pack (see example 7)
2. Any additional applications from boys who did not attend the Round-up (example 8)
3. All of the leader applications (example 9)
4. A check for \$20.00 from the sponsoring organization
5. The re-charter package provided from the Council (example 10)

#### Step 1 - The Roster

Justify the roster (see Example 10) in the recharter packet. Place a check mark next to the boys who have returned. If a boy DID NOT return, draw a single black line through the boys name. If additional boys registered after Round-up, write their names and addresses on the last page of the recharter and attach the Council copy of the boys application. If you took applications to the scout office after Round-up and paid their fees, attach a photocopy of the application (this acts as a receipt). Do the same with the adult leader applications. If you did not turn in applications for boys who joined the Pack after Round-up, simply attach the Council Copy of the application to the roster, and pay the registration fee. (Example 11 is a sample re-charter with the appropriate mark-ups).

#### Step 2 - The Signatures

The following signatures are REQUIRED for a Charter (see Example 11):

1. **The Executive Officer:** This is the person who represents the organization that is sponsoring the unit. In most cases it is either the minister of a church or the PTO President at a school. They are ultimately responsible for the unit. They are signing in good faith that all of the leaders have taken the Youth Protection Training as required by Tennessee State Law.

2. **The Unit Committee Chairman:** All units are *required* to have a Committee Chairman. By signing the charter, the Committee Chairman is also assuming responsibility to ensure that the adult leaders have been certified in Youth Protection and that the unit is in compliance with the rules of Boy Scouts of America and the sponsoring organization.

**3. The Unit Leaders\*:** The Scoutmaster or Cubmaster signature verifies the legitimacy of the Charter and acceptance of the rules of Boy Scouts of America and the sponsoring organization.

\*All Cub Units are required to have a Cubmaster, a Tiger Cub Coach, a Wolf/Bear Leader, and a Webelos Leader, all independent of one another.

Don't forget to have the same officers sign the yellow copy of the Council agreement as well as the re-charter.

When figuring the amount of money owed remember:

1. \$20.00 comes from the sponsoring organization (the church or PTO)
2. Include \$10.00 for each boy and leader who did not sign up at Round-up or did not have their applications turned in to the Council.

In an ideal situation, the fee would only be \$20.00 in the package, but the unit changes from year to year and boys come and go all year long.

It is time to submit your Re-Charter package to your Unit Commissioner, District Commissioner or District Executive. Please try to have the Re-Charter submitted 15 days prior to the due date.

**Congratulations!! You have just completed a re-charter!! See how easy!!**

## **CHAPTER 4**

### **SUMMARY**

The Roundup and Recharter Connection Manual is only a suggested document. It is not intended to be an official BSA publication. The use of this report will only be helpful if the unit leaders or Executive Officers take the time to read it and utilize the material.

## EXAMPLE 1

### The Pack

## **PACK 73**

Welcome to Pack 73! Whether you are a returning scout, new, or transferring to the Pack, we are all very glad to have you part of the scouting family.

The Pack: Our Pack is part of the Great Smoky Mountains Council. The Council is comprised of different districts. Our district is the "Pellissippi District". In the Pellissippi District, there are 23 individual Cub Scout Packs, which span throughout Anderson, parts of Roane and Morgan Counties. The Pellissippi District is managed by Chris Bodily. Chris is an employee of the Boy Scouts of America. He is always eager to answer any questions or handle any problems which may arise. Chris has regular office hours from 8:00 AM to 5:00 PM, Monday through Friday. He can be reached during those office hours at 938-6470, or you can leave a voice mail message at the Scout office at 588-6514. Cub Scout Packs and Boy Scout Troops are managed by a sponsor, better known as a "Chartering Organization". Pack 73 is chartered by The Norris Fellowship Church. The same church sponsors Troop 73. Pack 73 functions by committee as follows:

### Norris Religious Fellowship Church

Institutional Representative: Grady Griggs

Unit Commissioner: Arnie Cohn



### The Pack Committee

Pack Committee Chairman: Vacant

Advancement Chairman: Vacant

Treasurer: Vacant

## The Pack

Kathy Cramer: Cubmaster  
Mike Dobrogoz: Webelos I Den Leader  
Phyllis Corgiat: Bear Den Leader  
Kandace Johnson: Wolf Den Leader  
Bill Brown: Tiger Cub Group Coach

Correspondence is usually done at the Pack meetings. Den Leaders will hand out the calendar to parents for the next month. If you are not at the Pack meeting, the calendar will be sent by mail. I encourage anyone with E-mail to sign the roster. I do most of my communicating through E-mail, and it saves time and money electronically. My phone number is 457-7177, or 567-8250 and e-mail is CRAMERKAT@aol.com.

I require both the boys to sign a "Code of Conduct", and have parents co-sign, which will be kept on file. If there are behavior problems with a scout, they know what to expect for consequences.

Finally, it is the policy of the Boy Scouts of America to not allow smoking around the boys. If you must smoke during a Pack function, please do so away from the boys. We also have some asthmatic children who react adversely to smoke.

Advancement: Tiger Cubs earn their achievements during their "Go and See It" field trips. They receive a Tiger Track each time they complete an activity which they are awarded at the monthly Pack meetings. Cub Scouts (Wolves and Bears) can earn their achievements at home with their parents help. Their advancement must be done under the guidance of their den leader. Webelos earn their activity pins during the den meetings. They are to earn those activities with their den and their leader. They will be required to attend one Webelos overnight campout with their den in order to receive their Arrow of Light advancement. Belt loops are awarded for activities which are done on a PACK level. If your child participates in the Pack activities such as BB's and Archery, roller skating, bowling, etc., he will be awarded a belt loop. In Pack 73, belt loops are NOT awarded for non-

sponsored athletic activities (such as playing on a soccer team or playing baseball).

Campouts: Pack 73 plans two campouts each fall and spring. We have a camping form. On the form, you will need to specify how many in your party, if you want to participate in meals, how many nights, etc., and we will ask for pre-payment. Camping fees usually cost about \$5.00 per person for the weekend, with all meals included. But, the cost depends of where we are camping!!

## EXAMPLE 2

### The Pack Calendar

#### **PACK 73** **2001 Spring Calendar**

- February 3: "Scouting For Food" - Norris United Methodist Church  
February 4: Scout Sunday - St. Francis Episcopal Church - 9:00 AM  
February 24: Tiger Cub Pow-Wow  
February 26: Blue & Gold Banquet (Webelo Advancement)- 6:00 PM  
Dinner  
March 3: Pack Swim Party!! - Clinton Pool - 2-4 PM (Belt Loop  
Event)  
March 12: Pinewood Derby - St. Francis Episcopal Church - 6:00 PM  
  
April 2: Pack Meeting (Bear Advancement)- St. Francis Episcopal  
Church - 6:00 PM  
April 29: Pack Meeting (Wolf Advancement)- St. Francis Episcopal  
Church - 6:00 PM  
  
May 12-14: Family Campout  
May 28: Pack Meeting - Tiger Cub Graduation and Family Picnic

Family Picnic

EXAMPLE 3

Tiger Cub Registration Roster

Tiger TIGER CUB REGISTRATION ROSTER  
 DISTRICT Pellissippi PACK AFFILIATE 73 DATE 8/21/01 COORDINATOR Bill Brown PHASE \_\_\_\_\_

GROUP BIG IDEA CHOICE \_\_\_\_\_ GROUP BIG IDEA CHOICE \_\_\_\_\_  
 DATE \_\_\_\_\_ WHERE HELD \_\_\_\_\_ APRIL DATE \_\_\_\_\_  
 Who's in charge \_\_\_\_\_ Who's in charge \_\_\_\_\_  
 GROUP BIG IDEA CHOICE \_\_\_\_\_ GROUP BIG IDEA CHOICE \_\_\_\_\_  
 NOVEMBER DATE \_\_\_\_\_ WHERE HELD \_\_\_\_\_ MAY DATE \_\_\_\_\_  
 Who's in charge \_\_\_\_\_ Who's in charge \_\_\_\_\_

BOY'S NAME first - last	PARTNER'S NAME first - last	PARTNER'S ADDRESS	CITY and ZIP CODE	PHONE #	PARENT'S FIRST NAME	PARENT'S OCCUPATION and EMPLOYER	REG. FEE
Anthony Bryant	Anthony Bryant	248 Indian Hills	Clinton 37716	463-9695	Anthony		\$10.00 pd cash
Caleb Brubaker	Ben Brubaker	216 Dne Run	Clinton 37716	457-4227	Bela		\$10.00 pd c/c
Lawrence Lougherty	Both Lougherty	132 Brackets Rd	Clinton 37716	463-9492	Both		\$10.00 pd cash
Jacob Yankee	Dennis Yankee	Po Box 501	Norris 37828	494-6323	Dennis		\$10.00 pd c/c

DISTRICT EXECUTIVE Alexa Robbins PHONE home 588-6519 work # 4 BOYS PAID/TOTAL 340.00  
 Scout Service Center: Great Smoky Mountain Council, 6440 Papermill Rd., P.O. Box 51885, Knoxville, TN 37950  
 Phone 588-6514 (\$200 = cash)  
(\$20 = checks)



EXAMPLE 4

Cub Scout Den Registration Form

Wolf Den

PACK # 73 DEN # \_\_\_\_\_ DATE 8/21/0

DISTRICT Mississippi BUSINESS PHONE # \_\_\_\_\_

DEN LEADER NAME Kandace Johnson HOME PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ASST DEN LEADER \_\_\_\_\_ HOME PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

CUB SCOUT DEN REGISTRATION FORM

BOY'S NAME First Last	STREET ADDRESS	CITY AND ZIP CODE	PHONE #	PARENT'S NAME	AGE OF BOY	PARENTS' OCCUPATION and Employer	AMT. PAID Reg. Fee. Life
Alexander Allen							
Hunter Fugate							
Jordan Harmon							
Delata Martin							
<del>Brandon Nichols</del>							
Adam Thatz							

**MONEY TRANSMITTED:**

1. Returning Boy's Fee	AMOUNT	NUMBER	TOTAL
2. New Boy's Fee	\$ _____	<input checked="" type="checkbox"/>	\$ _____
3. Boys' Life Renewal Fee	\$ _____	<input checked="" type="checkbox"/>	\$ _____
4. New Boy's Life Subscription	\$ _____	<input checked="" type="checkbox"/>	\$ _____
5. Leader's Fee	\$ _____	<input checked="" type="checkbox"/>	\$ _____
ACT EXECUTIVE			PHONE home _____

SCOUT SERVICE CENTER --  
Great Smoky Mountain Council, BSA  
6440 Papermill Road  
P. O. Box 51885  
Knoxville, TN 37950-1885  
(615) 588-6514

EXAMPLE 5

Cub Scout Den Registration Form

Bear Den

CUB SCOUT DEN REGISTRATION FORM

PACK # 73 DEN # \_\_\_\_\_ DATE 2/21/01

DEN LEADER NAME Phyl Corgiat BUSINESS PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

ASST DEN LEADER \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

DISTRICT Pellissippi

HOME PHONE # \_\_\_\_\_ CITY/STATE/ZIP Norris, TN

CITY/STATE/ZIP \_\_\_\_\_

BOY'S NAME First Last	STREET ADDRESS	CITY AND ZIP CODE	PHONE #	PARENT'S NAME	AGE of BOY	PARENTS' OCCUPATION and Employer	AMT. PAID	
							REG. Fee	Boys' Life
16 Brandon Miller	412 Hillvale	Andersville	444-7775	Jean	8		10.00	

AMOUNT \_\_\_\_\_ NUMBER \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

MONEY TRANSMITTED:  
 1. Returning Boy's Fee \_\_\_\_\_  
 2. New Boy's Fee \_\_\_\_\_  
 3. Boys' Life Renewal Fee \_\_\_\_\_  
 4. New Boys' Life Subscription \_\_\_\_\_

SCOUT SERVICE CENTER --  
 Great Smoky Mountain Council, BSA  
 6640 Papermill Road  
 P. O. Box 51885  
 Knoxville, TN 37950-1885  
 (615) 588-6514

\$10.00 = cash

EXAMPLE 6

Cub Scout Den Registration Form

Webelo Den

CUB SCOUT DEN REGISTRATION FORM

PACK # \_\_\_\_\_ DEN # \_\_\_\_\_  
 DISTRICT Pellissippi DATE \_\_\_\_\_  
 DEN LEADER NAME Michael Dobragosz HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 ASST DEN LEADER \_\_\_\_\_ HOME PHONE # \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_ BUSINESS PHONE # \_\_\_\_\_

BOY'S NAME First Last	STREET ADDRESS	CITY and ZIP CODE	PHONE #	PARENT'S NAME	PARENT'S AGE of BOY	PARENTS' OCCUPATION and Employer	AMT. PAID Reg. Fee Boys' Life
<u>Jonathan Btlen</u>	<u>275 Doe Run</u>	<u>Norris, TN</u>		<u>Kandy</u>	<u>10</u>		<u>10</u>
<u>Edwin Congiat</u>	<u>PO BOX 1218</u>	<u>Norris, TN</u>		<u>Phyll</u>	<u>10</u>		<u>10</u>
<u>Chris Dobragosz</u>	<u>PO Box 100</u>	<u>Norris, TN</u>		<u>Mike</u>	<u>10</u>		<u>10</u>
<u>Gaorm Ellis</u>	<u>PO Box 751</u>	<u>Norris, TN</u>		<u>Bill</u>	<u>11</u>		<u>10</u>
<u>Miles McDannal</u>	<u>PO Box 89</u>	<u>Norris, TN</u>		<u>Jane</u>	<u>10</u>		<u>10</u>
<u>Will Meyer</u>	<u>PO Box 659</u>	<u>Norris, TN</u>		<u>Ed</u>	<u>11</u>		<u>10</u>
<u>Brad Shear</u>	<u>99 Guttermuth</u>	<u>Norris, TN</u>		<u>Donna</u>	<u>10</u>		<u>10</u>
<u>Thomas Wood</u>	<u>PO Box 1068</u>	<u>Norris, TN</u>		<u>Karen</u>	<u>11</u>		<u>10</u>
							<u>10</u>

MONEY TRANSMITTED:  
 1. Returning Boy's Fee \$ \_\_\_\_\_  
 2. New Boy's Fee \$ \_\_\_\_\_  
 3. Boys' Life Renewal Fee \$ \_\_\_\_\_  
 4. New Boys' Life Subscription \$ \_\_\_\_\_  
 5. Leader's Fee \$ \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_  
 SCOUT SERVICE CENTER: ---  
 Great Smoky Mountain Council, BSA  
 6440 Papermill Road  
 P. O. Box 51885  
 Knoxville, TN 37950-1885  
 (615) 588-6514  
 \$30 = cash  
 50 = check

# EXAMPLE 7

## Cumulative Pack Roster

PACK 2 2001

Tiger	73	Anthony Bryant	348 Indian Hills	Clinton	TN	37716	465-8695
Tiger	73	Lawrence Laugherty	132 Brookfield Drive	Clinton	TN	37716	463-9982
Tiger	73	Jacob Yankee	P.O. Box 501	Norris	TN	37828	494-6323
Tiger	73	Caleb Brubaker	216 Dog Run	Clinton	TN	37716	457-4227
Wolf	73	Dakota Martin	130 Lobster Lane	Clinton	TN	37716	494-6721
Wolf	73	Jordon Hairmon	209 Whitaker Hollow Road	Lake City	TN	37769	426-7717
Bear	73	Hunter Fugate	P.O. Box 477	Norris	TN	37828	494-4466
Bear	73	Adam Thais	120 Pheasant Road	Clinton	TN	37716	463-0741
Bear	73	Miles Mobley	P.O. Box 636	Norris	TN	37828	494-7775
Bear	73	Alex Allen	275 Doe Run Blvd	Clinton	TN	37716	494-8447
Webelo 1	73	Thomas Wood	P.O. Box 1068	Norris	TN	37828	494-7807
Webelo 1	73	Buddy Miller	442 Hillvale	Andersonville	TN	37705	494-8441
Webelo 1	73	Edwin Conglat	P.O. Box 1218	Norris	TN	37828	494-0952
Webelo 1	73	Brit Allen	275 Doe Run Blvd	Clinton	TN	37716	
Webelo 2	73	Christopher Dobrogosz	P.O. Box 100	Norris	TN	37828	494-2336
Webelo 2	73	Will Meyer	P.O. Box 659	Norris	TN	37828	494-0401
Webelo 2	73	Brad Shear	99 Butternut Drive	Norris	TN	37828	494-8724
Webelo 2	73	Gavin Ellis	P.O. Box 751	Norris	TN	37828	494-8890
Webelo 2	73	Miles McDaniel	P.O. Box 89	Norris	TN	37828	494-0521

EXAMPLE 8

Application To Join A Pack  
(Front)

### APPLICATION TO JOIN A PACK

Application No: **73**      EXPIRES: **1-3-02**      TERM: **12**      MONTHS       Yearly       Monthly       Quarterly       Semi-Annually       Annually

Name: **Diana C. S.**      UNIT NO:      UNIT NAME:      UNIT ADDRESS:      UNIT PHONE:      UNIT FAX:      UNIT E-MAIL:      UNIT WEBSITE:

Birth Date: **1-23-91**      Sex: **S**      Hair: **B**      Eyes: **B**      Height: **5' 11"**      Weight: **145**      Blood Type:      Marital Status: **B**      Civil Status: **W**      Children: **2**      No. of Dependents: **2**      Religion: **T**      Denomination: **N**

Education: **College**      Degree: **BA**      Major: **Political Science**      Minor: **History**      Graduated: **1995**      Degree From: **North Carolina State University**      Postgraduate: **Yes**      Degree: **MA**      Major: **Political Science**      Minor: **History**      Graduated: **1997**      Degree From: **North Carolina State University**

Present Address: **Eastway**      Street:      City:      State:      Zip:      Telephone:      Mobile:      Fax:      E-Mail:

Home:      Work:      Cell:      Pager:      Home E-Mail:      Work E-Mail:      Cell E-Mail:      Pager E-Mail:      Other E-Mail:

Former Addresses:      Street:      City:      State:      Zip:      Telephone:      Mobile:      Fax:      E-Mail:

Social Security #:      Driver License #:      State:      Country:      Current Employer:      Position:      Salary:      Dates of Employment:

School Name:      Address:      City:      State:      Zip:      School Phone:      Home Phone:      Cell Phone:      E-Mail:

Emergency Contact: **Nintendo & Motorola Corp**      Name:      Address:      City:      State:      Zip:      Telephone:      Mobile:      Fax:      E-Mail:

Emergency Contact: **Benji's**      Name: **Benji's**      Address: **Benji's**      City: **Benji's**      State: **Benji's**      Zip: **Benji's**      Telephone: **Benji's**      Mobile: **Benji's**      Fax: **Benji's**      E-Mail: **Benji's**

Signature: **Diana C. S.**      Date: **09/21/2002**

Pack No:      Pack Name:      Pack Address:      Pack Phone:      Pack Fax:      Pack E-Mail:      Pack Website:

EXAMPLE 8

Application To Join A Pack  
(Back)

Class 1 Personal Health History  
(Update annually, using form No. 34414.)

PLEASE DETACH BEFORE COMPLETING.

Identification: To be filled out by parent or guardian. Please print in ink.

Name: JAMES BROWN Date of birth: 7/11/1995 Age: 6  
Name of parent or guardian: BILL BROWN Telephone: 404-8333  
Home address: 1224 16th St City: Norcross State: GA Zip code: 37828

Check all items that apply, past or present, to your health history. Explain any "Yes" answers.

Allergies: Food, medicines, insects, plants Yes  No  Explain: \_\_\_\_\_  
General information: Yes No Yes No Yes No Yes No  
Asthma  Convulsions/seizures  Heart trouble  High blood pressure   
ADHD (Attention Deficit)  Cancer/leukemia  Hemophilia  Kidney disease   
Hypersensitivity (Diacid)

List any medications to be taken at camp: None  
List any physical or behavioral conditions that may affect or limit full participation in swimming, backpacking, hiking long distances, or playing strenuous physical games: None

List equipment needed such as wheelchair, braces, glasses, contact lenses, etc.: \_\_\_\_\_  
Polo \_\_\_\_\_

Immunizations (give date of last inoculation):  
Tetanus toxoid \_\_\_\_\_ Mumps \_\_\_\_\_  
Diphtheria \_\_\_\_\_ Rubella \_\_\_\_\_

Name of personal physician: Dr. Rain Telephone: \_\_\_\_\_  
Insurance carrier: CIGNA Policy No.: 8773743-01

Parent Authorization:  
This health history is correct so far as I know, and the person herein described has permission to engage in all prescribed activities, except as noted by me. In the event of illness or accident in the course of such activity, I request that measures be instituted without delay as the judgment of medical personnel dictates.

Signature: Bill Brown Date: 8/21/02  
Parent or Guardian

# EXAMPLE 9

## Adult Leader Application

My signature commits me to compliance with the Child Protection Law of Tennessee. Within ninety days of submission of this application, I will participate in child protection training.

Bill Brown  
Signature of Applicant

BOY SCOUTS OF AMERICA

### ADULT APPLICATION

The information obtained in this form is for the internal use of the BSA only.

Please print one letter in each space—press hard; you are making three copies.

First name and initial: B I L L | Last name: B R O B R O W N | Social Security number:                        

Address—street or R.F.D.: 1 2 3 4 | 1 5 T H A V E | Additional address information (if necessary):                        

City: N O T H R I S | State: T N | Zip code: 3 7 8 2 8 1 | Position code (see cover): T I C

Home phone: 6 1 5 1 4 9 4 | Business phone: 6 1 5 1 6 9 0 | Date of birth: 0 5 0 2 6 9 | Training (see cover): T

Occupation, employer, and business address: Engineer  
Martin Marretta  
Dal Ridge TN 37830

Years at this employment: 13 | Boy's Life:  | Former leader:  | Unit position:  New leader,  Transfer,  Former leader

U.S. citizen:  Yes,  No | Are you an Eagle Scout?:  Yes,  No

Driver's license no.: 7177316 | State: TN

Child background—Check one:  
 M—Minor American,  CA—Canada  
 A—American Indian,  H—Hawaii  
 AS—Asian,  OI—Other

1. Smoking background:  
Position: None | Council:     | Year:    

2. Experience voting with youth in other organizations:  
None

3. Previous residences (last 5 years):  
City: Same | State:    

2. Additional information (circle each answer):

a. Do you use illegal drugs? Yes  No

b. Have you ever been convicted of a criminal offense? (If yes, explain below) Yes  No

c. Have you ever been charged with drunk, reckless or unsafe? Yes  No

d. Has your driver's license ever been suspended or revoked? (If yes, explain below) Yes  No

e. Other than the above, is there any fact or circumstance involving you or your background that would cast into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain below) Yes  No

APPROVALS FOR UNIT SCOUTERS  
We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership standards of the Boy Scouts of America.

Signature of Scout executive or designee: [Signature] Date: 8/21/02

Signature of chartered organization or head of chartered organization representative: [Signature] Date: 8/21/02

ACCEPTED  
[Signature]  
Signature of Scout executive or designee  
Date: 8/23/02

APPROVAL FOR COUNCIL, DISTRICT, AND DIVISION SCOUTERS  
We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership standards of the Boy Scouts of America.

Signature of Scout executive or designee: [Signature] Date:    

4. Current membership, religious, community, business, labor, or professional organizations:  
Friends of Cannon

5. References. Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.

Name: Joe Smith | Telephone: 865 457-3317

Name: Ann Elam | Telephone: 865 424-8841

Name: Jim Chapman | Telephone: 865 690-1234

I understand that:

1. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.

2. In signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the rules and regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct.

Bill Brown 8/21/02  
Signature of Applicant

Registration fee: 10.00 | Boy's Life fee:     | Tents (months):     | Unit renewal date: 21

If applicant has an unexpired membership, registration may be completed by mail according to BSA procedures and forms available. It will be returned by mail request.

FOR COUNCIL USE

Transfer from:     Council:     | Mail unit no.:     | Member ID no.:

# EXAMPLE 10

007 - Great Smoky Mountain Council

Report #: 0105 Ver.02  
 Date: 11/09/2001  
 11033124

Permissible  
 Roster

## Charter-Renewal Roster

District: Pack 0073  
 07 Permissible  
 6

County: ANDERSON  
 Term: 12

Expire Date: 01/31/2002

Code: 214 Executive Office: Keith R Havenkang 100% Boys Life: N  
 PG Box 267 PO Box 267 Top Leader Trained: Y  
 Norris, TN 37828-0267 Norris, TN 37828-0267 Term: 672 Months  
 (865) 494-7450 Equality Unit: N  
 Meeting Place: Frequency: Wednesday Boys' Life:  
 CHURCH Day: Term: 12  
 Begin Date: 04/01/2001  
 End Date: 03/31/2002

Position	Trained	Name	Address	Stat	B/L	Birth Date	Sex	Phone
Den Leader	N	Phyl G Congiat	PO Box 1218 Norris, TN 37828-1218	R	N	04/07/1949	F	H (865) 494-0782
Cubmaster		Kathy Draxer	411 Lone Ridge Ln Clinton, TN 37716-6945	H	N	05/02/1936	F	H (865) 457-7177
See Member		Michael L. Draxer	411 Lone Ridge Ln Clinton, TN 37716-6945	N	N	04/13/1936	M	H (865) 457-7177 W (865) 481-4732
Varsity Leader		Michael Rothroppe	PO Box 100 Norris, TN 37828-0100	R	N	11/29/1936	M	H (865) 494-2306 W (865) 692-2150
Charterer		Grady S Griggs	PO Box 148 Norris, TN 37828-0148	N	N	08/25/1927	M	H (865) 494-7895
Organizational Rep.	N							
Den Leader	N	Kenneth J. Bennett	278 Gas Run Blvd Clinton, TN 37716-6865	R	N	09/01/1979	F	H (865) 457-6505
Charterer		Steven L. King	101 Old Taverna Mill Rd Clinton, TN 37716-6847	N	N	01/09/1954	M	H (865) 457-4731 W (865) 376-6578
Charterer		Anneke L. Smith	44 Chestnut Dr Norris, TN 37828-	N	N	09/20/1954	M	H (865) 494-9036 W (865) 625-0030

**Tiger Cub Coach** **Bill Brown** **1234 15 Ave NW** **05/02/1969** **494-8333**  
 Norris, TN  
 Tiger Cub Adult Partners

Position	Trained	Name	Address	Stat	B/L	Birth Date	Sex	Phone
Tiger Cub Adult	N	Benjamin Wayne Brubaker	216 Gas Run Blvd Clinton, TN 37716-6620	N	N	04/11/1969	M	H (865) 457-4227
Tiger Cub Adult	N	Anthony Ray Bryant	348 Indian Hills Cir Clinton, TN 37716-6569	N	N	05/10/1965	M	H (865) 463-8698
Tiger Cub Adult	N	Seah MacDonald Laugherty	132 Brockfield Dr Clinton, TN 37716-6882	N	N	07/24/1968	F	H (865) 463-9991 B (865) 463-8499
Tiger Cub Adult	N	Mary Ellen Bennett	388 River Rd Clinton, TN 37716-6882	N	N	03/21/1967	F	H (865) 494-6281
Tiger Cub Adult	N	Bernice Hunter Isokse	PO Box 501 Norris, TN 37828-0501	N	N	05/06/1956	M	H (865) 494-6528



Youth Members

Webelos

Name	Address	Rank	Stat	B/L Sub	Birth Date	Grade	Sex	Phone
Ryan B. Vandy	PO Box 750 Clinton, TN 37717-0750	Webelos Award	R	N	07/17/1990	3	M	(605) 494-2897
Mike McDaniel	PO Box 69 Norris, TN 37828-0069		R	N	04/16/1992	4	M	(605) 494-6585
Edward William "Will" Mayer	PO Box 659 Norris, TN 37828-0659	Webelos Award	R	N	10/20/1990	5	M	(605) 494-0401
Andrew H. Pankin	PO Box 784 Norris, TN 37828-1784		R	N	10/01/1991	4	M	(605) 494-5754
William Paul Pankin	PO Box 1944 Norris, TN 37828-1944	Webelos Award	R	N	03/16/1991	5	M	(605) 494-6702
John A. Pankin	PO Box 1944 Norris, TN 37828-1206	Webelos Award	R	N	05/02/1991	5	M	(605) 494-4471
Bradford Steven Shear	99 Bitternut Dr Norris, TN 37828-	Webelos Award	R	N	11/10/1990	5	M	(605) 494-9021
Timothy Lynn (TJ) Denson	PO Box 1293 Norris, TN 37828-1293	Scout	R	N	07/10/1991	5	M	(605) 494-6790
Andrew James Christling	67 Hilltop Ln Norris, TN 37828	Webelos Award	R	N	04/19/1991	5	M	(605) 494-6387
Andrew B. Wood	PO Box 1046 Norris, TN 37828-1046		R	N	06/04/1992	4	M	(605) 494-7807

South Princes: 30

Paid Adults: 3  
 Paid Youths: 30  
 Total B/L Ratio: 7

--- End of Report ---

Youth Members

Tiger Class

Name	Address	Rank	Stat	B/L Sub	Birth Date	Grade	Sex	Phone
David E Erubaker	216 Doe Run Blvd Clinton, TN 37716-6620		N	N	01/02/1995	1	M	(865) 457-4227
Anthony R Bryant	249 Indian Hills Cir Clinton, TN 37716-6569		N	N	09/20/1995	1	M	(865) 463-8695
Lawrence J Laugharty	132 Brookfield Dr Clinton, TN 37716-6662		N	I	09/24/1995	1	M	(865) 463-9992
<del>David R ...</del>	<del>208 Olive St Morrisville, TN 37605-4002</del>		<del>N</del>	<del>N</del>	<del>11/02/1994</del>	<del>1</del>	<del>M</del>	<del>(865) 464-0001</del>
Jacob H Rankes	PO Box 501 Morris, TN 37628-0501		N	I	12/05/1994	1	M	(865) 494-6323

James Brown

1234 15th St.  
Morris

Cub Scouts

07/11/1995

494-8333

Name	Address	Rank	Stat	B/L Sub	Birth Date	Grade	Sex	Phone
Alexander G. Allen	275 Doe Run Blvd Clinton, TN 37716-6665	Wolf	R	N	07/11/1993	3	M	(865) 457-3535
John R Fugate	PO Box 477 Morris, TN 37603-0477	Bobcat	N	N	03/09/1993	3	M	(865) 454-4436
Jordan A Hanson	205 Whitaker Hollow Rd Lebanon, TN 37749-8924	Bobcat	N	I	01/07/1994	2	M	(865) 494-6447
Devon L Hester	130 Loperan Ln Clinton, TN 37716-6183		N	I	01/12/1994	2	F	(865) 368-1791
Brenton M Miller	442 Hillside Rd Morrisville, TN 37605-1917	Bear	R	N	09/23/1990	5	M	(865) 494-0441
Wiles Hugh Rodley	31 Hickory Trl Morris, TN 37603	Wolf	R	N	04/30/1993	3	M	(865) 494-7775
Josh Ashley Thair	129 Pressard Rd Clinton, TN 37716-6660	Wolf	R	N	03/18/1992	3	M	(865) 463-0741
<del>David R ...</del>	<del>PO Box 477 Morris, TN 37603</del>	<del>Bobcat</del>	<del>N</del>	<del>I</del>	<del>07/17/1994</del>	<del>2</del>	<del>M</del>	<del>(865) 494-8227</del>

Webelos

Name	Address	Rank	Stat	B/L Sub	Birth Date	Grade	Sex	Phone
Jonathan Erik Allen	275 Doe Run Blvd Clinton, TN 37716-6665		R	N	01/12/1992	4	M	(865) 457-3535
<del>David R ...</del>	<del>216 Hillside Rd Morrisville, TN 37605-1914</del>		<del>R</del>	<del>N</del>	<del>02/04/1994</del>	<del>4</del>	<del>M</del>	<del>(865) 494-0001</del>
<del>John R Fugate</del>	<del>PO Box 477 Morris, TN 37603-0477</del>	<del>Bobcat Award</del>	<del>N</del>	<del>N</del>	<del>03/09/1993</del>	<del>3</del>	<del>M</del>	<del>(865) 454-4436</del>
<del>John R Fugate</del>	<del>PO Box 477 Morris, TN 37603-0477</del>	<del>Bobcat Award</del>	<del>R</del>	<del>N</del>	<del>03/09/1993</del>	<del>3</del>	<del>M</del>	<del>(865) 454-4436</del>
David Howard Corrier	PO Box 1218 Morris, TN 37603-1218		R	I	01/24/1991	4	M	(865) 494-0982
Walter Scott Schoppert	PO Box 100 Morris, TN 37603-0100	Bobcat Award	R	N	11/29/1990	3	M	(865) 494-0336
Win Wayne Ellis	PO Box 751 Morris, TN 37603-0751	Bobcat Award	R	N	12/20/1990	3	M	(865) 464-9756

Report: 106 v1.41  
 Date: 10/26/1999  
 Time: 10:21:45

557 - Great Smoky Mountain Council  
 Troop 0049  
 Charter Renewal

Page 1 of 4

**EXAMPLE 11**

**Charter Renewal Application**

Troop 0049

Unit: Troop 0049  
 District: 01 Woball  
 Unit Status: S

County:

Term (In months): 12

Expire Date: 01/31/2001

Chartered Organization:  
 Emerald Avenue Methodist Church  
 1620 N Central Ave  
 Knoxville, TN 37917-

Executive Officer  
 Robert Bean  
 1333 Fieldwood Dr  
 Knoxville, TN 37915-2210

Boys' Life:  
 Term: 12 Months  
 Begins: 04/2000  
 Ends: 03/2001

Executive Officer  
 Certification

Signature

Our organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative (Complete this section is on instruction sheet no. 28-420)

Council Representative  
 Certification

Signature

532 Months Completed

My signature indicates that adults who work as volunteers in this youth program have participated in youth protection training, even though their volunteer role is not one of direct youth leadership.

Registration

Qty

Fee

Paid Youth	_____	\$ _____
Multiple Youth	_____	\$ XXXXXX
Paid Youth BL Subs	_____	\$ _____
Paid Adults	_____	\$ _____
Multiple Adults	_____	\$ XXXXXX
Paid Adult BL Subs	_____	\$ _____
Charter Fee		\$ 20.00

Total Fees Submitted

\$ \_\_\_\_\_

00% Boys' Life

On Time Unit? \_\_\_\_\_

Signature of Unit Committee Chairman

Position	Adult Members						
	Trained	Name	Address	B/L	Birth Date	Gender	Phone
Committee Member N		Linda Jones	118 Sylvia Dr Knoxville, TN 37912-4111	N	08/24/1961	F	H 281-2139
Assistant Scoutmaster N		Paul L Kelley	1609 E Churchwell Ave Knoxville, TN 37917-4422	N	01/13/1928	M	H 525-9665
Committee Member N		David Large	5508 Scenicwood Rd Knoxville, TN 37912-3429	N	11/05/1940	M	H 687-3530
Assistant Scoutmaster N		Mark A Large	5508 Scenicwood Rd Knoxville, TN 37912-3429	N	07/16/1975	M	H 687-3530
Scoutmaster Y		Roger Dale Mcbee	1208 Boss Rd Fowell, TN 37849-3933	N	04/13/1954	M	H 947-3447 H 574-9604
Committee Member N		Frank E Routh	4916 Rowan Rd Apt 404 Knoxville, TN 37912-3673	N	01/30/1933	M	H 688-2555
Member		John C Routh	4312 Chewasa Rd Knoxville, TN 37918-1605	N	05/24/1934	M	H 688-3064

Position		Adult Members					
Trained	Name	Address	B/L	Birth Date	Gender	Phone	
Committee Member N	Orbel W Spangler	100 E Oak Hill Ave Knoxville, TN 37917-5432	N	03/01/1920	M	E 523-8908	
Chartered Organization Rep. N	Kurt A Wiberley	1001 Highland Ave Knoxville, TN 37912-	N	01/10/1951	M	H 659-8565 W 693-8225	
Committee Chairman N	Kurt A Wiberley	1001 Highland Ave Knoxville, TN 37912-	N	01/10/1951	M	H 659-8565 W 693-8225	

Adults Printed 10

Youth Members

Rank	Name	Address	B/L	Birth Date	Grade	Gender	Phone
Tenderfoot	Mike Arden	301 Silver Pl Knoxville, TN 37917-6652	N	04/10/1987	0	M	H 524-6739
First Class	Michael V Copeland	817 Radford Pl Knoxville, TN 37917-4339	N	04/30/1983	0	M	H 524-3658
Scout	Kenneth Coward	712 E Columbia Ave Knoxville, TN 37917-5319	N	03/08/1987	0	M	H 971-4653
Scout	Travis J Hardison	323 E Oak Hill Ave Knoxville, TN 37917-5433	N	05/18/1987	0	M	H 673-4704
Scout	Justin C Hill	300 Chicamauga Ave Knoxville, TN 37917-4913	N	08/02/1987	0	M	H 544-7125
Scout	Joseph Large	5508 Scenicwood Rd Knoxville, TN 37912-3429	N	04/23/1986	0	M	H 687-3530
Life	Adam D Pierce	119 Sylvia Dr Knoxville, TN 37912-4111	N	05/05/1984	0	M	H 281-9316
Scout	Shane T Reed	518 Watauga Ave Knoxville, TN 37917-3627	N	09/06/1987	0	M	H 657-5107
Second Class	Jonathan W Smith	407 E Caldwell Ave Knoxville, TN 37917-5214	N	01/02/1987	0	M	H 523-6425
Scout	Teddy Smith	411 E Quincy Ave Knoxville, TN 37917-5238	N	06/05/1986	0	M	H 524-4226

Youth Printed 10

Unit Leader Certification

Unit Totals:  
Paid Adults 9  
Paid Youths 10  
Total B/L Subs 0

My signature indicates the adults who work directly with youth have participated in child protection training and comply with the Child Protection Law in the state of Tennessee.

Signature of Unit Leader

Membership Inventory and Uniform Inspection Worksheet

Name	Address	Phone	Active / Inactive	Outdoor	Advance	Uniform Insp. Score
Mike Arden	301 Silver Pl Knoxville, TN 37917-6652	524-8739				
Michael V Copeland	317 Radford Pl Knoxville, TN 37917-4339	524-3659				
Kenneth Coward	712 E Columbia Ave Knoxville, TN 37917-5319	971-4653				
Travis J Hardison	323 E Oak Hill Ave Knoxville, TN 37917-5433	673-4704				
Justin C Hill	300 Chicamauga Ave Knoxville, TN 37917-4913	544-7125				
Joseph Large	5508 Scenicwood Rd Knoxville, TN 37912-3429	687-3530				
Pierce	119 Sylvia Dr Knoxville, TN 37912-4111	281-9313				
Shane T Reed	515 Watauga Ave Knoxville, TN 37917-3627	687-5107				
Jonathan W Smith	407 E Caldwell Ave Knoxville, TN 37917-5214	523-8425				
Teddy Smith	411 E Quincy Ave Knoxville, TN 37917-5238	524-4226				

--- End of Report ---

APPENDIX A

Tiger Cub Den Sign

**TIGERS**

**1st Grade**

**Age: 6**

APPENDIX B

Wolf Cub Den Sign

**WOLVES**

**2nd Grade**

**Age: 7**



APPENDIX C

Bear Cub Den Sign

**BEARS**

**3rd Grade**

**Age: 8**

APPENDIX D

Webelo Den Sign

**WEBBELLOS**

**4<sup>th</sup> & 5<sup>th</sup> Grade**

**Ages: 9 & 10**