



SCOUTS CANADA – BCY SERVICE CENTRE

CHARTER RENEWAL APPLICATION

For the Scouting Year September 1, ____ to August 31, ____

It starts with Scouts.

GROUP DETAILS (Please print clearly)

Group Name:	_____	Charter #:	_____
Area:	_____	Council:	_____
Group Commissioner:	_____		
Email:	_____	Phone No:	_____
Meeting Location(s) and Times:	_____ _____		

SPONSOR/PARTNER DETAILS (Please print clearly)

Sponsor/Partner Organization:	_____		
Address	_____	City:	_____
	_____	Postal Code:	_____
Sponsor/Partner Representative:	_____		
Email:	_____	Phone No:	_____
Sponsor /Partner Conditions:	_____ _____		

GROUP BANKING DETAILS (Please print clearly) – List all Accounts operated by the Group

Banking Institution:	_____		
Address:	_____	City:	_____
	_____	Postal Code:	_____
Email:	_____	Phone No:	_____
Name of Account(s):	(must include "Scouts Canada" in the name)		
Operating Account:	_____	Account #:	_____
Operating Account:	_____	Account #:	_____
Gaming Account:	_____	Account #:	_____

LIST OF GROUP SIGNING OFFICERS (Minimum of 2 Required)

Group Commissioner: _____

Group Administrator: _____

Group Treasurer: _____

Group Secretary: _____

Checklist of Documents

Year End Financial Statement (Aug 31, 20__) (Audited or reviewed by Third Party)

Most recent Monthly Bank Statement for each Account owned by the Group

Minutes of Group Committee's Annual General Meeting

Quality Program Standard Applications for each Active Section

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AGREEMENTS

Local Sponsor/Partner Agreement

Having read the responsibilities for Sponsors/Partners as outlined above, I make application to Scouts Canada for a Charter or its renewal on behalf of the named group/section under the auspices of the Sponsoring Body shown on this form.

Sponsor/Partner Representative

Date:

Signature _____

Group/Section Agreement

We agree that we will ensure that the group/section for which this charter is granted or renewed will operate in accordance with the By-Law, Policies and Procedures of Scouts Canada.

We further confirm that if for any reason, the service of a Scouter in charge of any Section is discontinued; we will immediately notify the Area/Council and endeavor to find a successor. Meanwhile we will assume control of the Section, including all property. This agreement was read at properly constituted Group Committee meeting, and on motion duly carried, a group representative was authorized to sign this agreement on behalf of the Group.

Group Commissioner

Date:

Signature _____

Area / Council Representative

Date:

Signature _____

RESPONSIBILITIES FOR SPONSORS/PARTNERS

- To apply annually for renewal of the Group/Section Charter.
- To ensure good relationships and information flow between sponsor/partner, and Scouting group.
- To receive annually through the group committee, the report of the group's activities, including audited financial statements.
- To assist in providing resources to enable the group to promote the goals and ideals of the sponsor/partner and training for leaders in the goals and ideals of the sponsor/partner, in keeping with the mission, principles, program goals and operating policies of Scouts Canada.
- To set the policy in relation to membership in the group, i.e. closed or open group?
- If a religious partner, to establish the policy for the group with respect to religious exercises and/or instruction as a program element in the group. To ensure that this policy is made known to applicants and/or their parents or guardians, as well as making provisions to excuse members on parental or guardians request if membership is open to children and youth of other than the denomination of the church concerned.
- To advise the group committee and, when necessary, rule on fundraising methods if these come in conflict with the goals, ideals, or policies of the sponsor/partner or of Scouts Canada.
- To assist in providing resources, both personnel and other, for the encouragement of the Religion in Life Emblem program and provide for appropriate recognition of recipients of the emblem To ensure adequate meeting facilities are provided for the group/section.
- To establish and additional criteria unique to the sponsor's/partner's requirements regarding the recruitment and appointment of Scouters, Scouters in Training and Activity Leaders.