

Completing the Application for Group/Section Charter

Background

Scouting exists as a partnership between Scouts Canada and organizations that are in interested in youth development. A group is started when an organization tells Scouts Canada that it would like to work with Scouting to better serve youth in its community. This organization is called a **Sponsor**.

A sponsor typically falls under one of the following categories:

- A religious body, institution, assembly, or congregation
- A service club or fraternal organization
- A community or resident's association
- A government body or department
- A group of parents in a specific community

Frequently Asked Questions

Q: Why do we need this form?

A: The annual application for a charter is how we renew the partnership with the sponsor each year. It is a contract between Scouts Canada, the sponsor, and your group.

Q: Why do we need to fill out the form each year?

A: Just like our adults and youth, our sponsors need to renew their membership in Scouting each year.

Meeting with your sponsor to complete the form is also a fantastic way for your group to touch base and ensure that you are continuing to meet the needs of your sponsor. It's an opportunity to share successes, concerns, and to reconnect.

Q: What is the deadline for submitting this form?

A: The <u>Application for Group/Section Charter</u> must be received by September 1 of the year in which the charter is being applied for; for the 2007/2008 Scouting season, the form must have been received by September 1, 2007.

Q: What happens if this form isn't submitted?

A: Without the charter renewal, the group ceases to exist on September 1. Groups that have not submitted this form are not in good standing, cannot receive donations, and tax receipts will not be issued on their behalf.



Q: What are the roles and responsibilities of the sponsor?

- A: The role of the sponsor is described in two places:
 - On the right side of the <u>Application for Group/Section Charter</u>
 - In By-law, Policies, and Procedures Sections 2003.4(iv) and 2003.4 (v)

Q: What if we don't know who our sponsor is?

A: Please call the nearest Scouts Canada Service Centre at 1888 726 8876 and we will look up your sponsor for you.

Q: What if we are self-sponsored?

A: There is no such thing as a self-sponsored group.

There are some groups that are sponsored by a parent association. In these cases, the Group Commissioner should be meeting with all of the parents of youth in your group at least twice a year: once to select a sponsor representative and renew the charter, and once a year to submit the group annual report.

Q: Can our group change sponsors?

A: When a sponsor starts a Scouting program, it is assigned a charter, name, and number which remains with that sponsor forever. A group cannot choose to change sponsors.

The only way for a group to change sponsors is if the sponsor tells Scouts Canada that it is no longer able to sponsor the group and releases the name and number to be reassigned.





Completing the Form

The <u>Application for Group/Section Charter</u> form has several parts to it, all parts must be completed or the application will be returned to you.

The whole form looks like this \rightarrow

To obtain the form you can find it:

- On Scouts Canada National website <u>www.scouts.ca</u>
- In your group registration preprint package each spring
- At Scouts Canada Service Centres

This application is: a new Charter.	APPLICATION FOR GROUP/SECTION		
Charter Number:	CHARTER		
For the Year ending			
Group Name:	Responsibilities for Sponsors/Partners		
Areac	To apply annually for renewal of the Group/Section Charter. To essure cood relationships and information flow between sconsori		
Council	and Scouting group.		
Membership Conditions	To receive annually through the group committee, the report of the grou activities, including audited financial statements		
Do you, as a sponsoring body, impose any special conditions of membership, or is membership in the group limited to youth who are connected with the Sponsoring body?	To assist in providing resources to enable the proup to promote the p locals of the sponsorpartner and training for leaders in the goals and the sponsorpartner, in techniq with the mission, principles, program constraint policies of Social's Canada.		
E Yes E No	To set the policy in relation to membership in the group, i.e. closed or group?		
If Yes is selected, please give details:	If a regime patient, to establish the patient patient with respect place sensities and/or instructions as a program setment in the group, sure that this policy is made inserts in spolicants and/or instructions are applicants and/or their parents or a sensities or a sensities or a respective parents or respec		
Sponsoring Body Information	To advise the group committee and, when necessary, rule on fundral oas if these come in control with the goals, loads, or porcies of the s partner or of Scoula Canada.		
SponsoriPartner organization:	To assist in providing resources, both personnel and other, for the en meet of the Religion in Life Bettiern program and provide for appropri- rition of recipients of the embern		
Local Sponsor/Partner:	To ensure adequate meeting facilities are provided for the group/sect		
	To establish and additional criteria unique to the sponsor's partner's in ments regarding the recruitment and appointment of Scouters, Scout Training and Additiv Leaders.		
Contact information for the sponsoring body			
Salutation: Mr. 🗆 Miss 🗆 Mis. 🗆 Miss 🗆 Other	Local Sponsor/Partner Agreement		
Last Name:	Having read the responsibilities for Sponsors/Partners : lined above. I make application to Scouts Canada for a		
First Name:	or its renewal on behalf of the named group/section unit		
Middle Name:	auspices of the Sponsoring Body shown on this form.		
Address:	Signature:		
City: Prov:	Date:		
Postal Code:			
Home Phones	Group/Section Agreement		
	I agree that I will ensure that the group/section for which		
Day Phone: ()	charter is granted or renewed will operate in accordance the By-Law, Policies and Procedures of Scouts Canada		
E-mail address:	Signature:		
Please note that this is not an Application for Nembership for the person lated as the Sourney's Blog contact. To become a menter of Souries Canada, an Application for Nembership and Appointment of Asula must be completed, and the Adul Valuation Elevership exceedult.	desup Committee Chair or desup Commissioner Date:		
In the reside schemp proceed \$100.00			

If your sponsor has had a Scouting program in previous years, please select "renewing an existing Charter"

If your sponsor is completely new to Scouting, please select "a new Charter"

Your charter number is your group number

The year ending is the year in which the charter will expire, typically next year

The Group Name is the number and name of your group.

Area is the service area that you belong to, it will be a number between 1 and 11.

Council is Chinook Council

This application is: renewing an existing Charter.

Charter Number:_____

For the Year ending:_____

Group Name:_____

Area:	 	
Council:		



Membership conditions for the group can be set by your sponsor. If any conditions are set, they **must** be fully declared in this space.

Some typical conditions are membership in the sponsoring organization, residence in a specific community, or adherence to the sponsor's spiritual principles.

Some conditions may be unacceptable to Scouts Canada due to a conflict with our Mission, Principles, Practices, or with a section of By-law, Policies, and Procedures. In these cases the sponsor will be contacted to resolve the conflict.

The Sponsor/Partner organization is the larger body that your sponsor belongs to. This may be a religious denomination, service club organization, branch of government, or other similar body.

The Local Sponsor/Partner is the name of the specific parish, ward, chapter, or local entity of the larger body.

If your sponsor does not belong to a larger body, then the local information goes in the Sponsor/Partner organization line, and the Local line is left blank. Membership Conditions

Do you, as a sponsoring body, impose any special conditions of membership, or is membership in the group limited to youth who are connected with the Sponsoring body?

🗆 Yes 🛛 🗆 No

If Yes is selected, please give details:_

Sponsoring Body Information

Sponsor/Partner organization:

Local Sponsor/Partner:



Your sponsor must assign a contact person for your group. This is necessary for the sponsor to meet its obligations.

Scouts Canada needs to know whom your sponsor has assigned, because there are occasions when information needs to be given directly to sponsors.

This is the contact information for the **sponsoring organization**. The mailing/street address should be that of the organization, and **not** that of the individual sponsor contact. This is to ensure that anything sent to the sponsor will be received even if the sponsor changes who is assigned to your group.

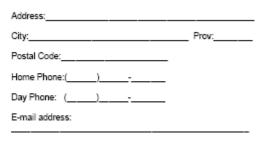
The exception is the Home Phone and Email address. These should contain the personal information of the **individual sponsor contact**.

This part of the agreement must be signed and dated by a person with the authority to bind your sponsoring organization.

This may or may not be your sponsor contact person.

This part of the agreement must be signed and dated by your group's currently serving Group Commissioner.

Contact information for the sponsoring body							
Salutation: Mr.	🗆 Miss 🗆	Ms. 🗖	Mrs. 🗌 Other:				
Last Name:							
First Name:							
Middle Name:							



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.

Signature:

Date:

Group/Section Agreement

I agree that I 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.

Signature: Group Committee Chair or Group Commissioner

Date: