



Completing the Application for Group/Section Charter

Background

Scouting exists as a partnership between Scouts Canada and organizations that are 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 Application for Group/Section Charter 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 Application for Group/Section Charter
- 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 Application for Group/Section Charter 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 →

To obtain the form you can find it:

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

The thumbnail shows the 'APPLICATION FOR GROUP/SECTION CHARTER' form. It includes fields for Charter Number, Year ending, Group Name, Area, and Council. There are checkboxes for 'a new Charter' or 'renewing an existing Charter'. The form also contains sections for 'Responsibilities for Sponsors/Partners', 'Membership Conditions', 'Sponsoring Body Information', and 'Local Sponsor/Partner'. A signature line for the Scout Committee Chair or Scout Commissioner is at the bottom.

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

This application is: a new Charter.
 renewing an existing Charter.

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

Your charter number is your group number

Charter Number: _____

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

For the Year ending: _____

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

Group Name: _____

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

Area: _____

Council is Chinook Council

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 E-mail 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: _____

Address: _____

City: _____ Prov: _____

Postal Code: _____

Home Phone: (____) ____ - ____

Day Phone: (____) ____ - ____

E-mail address: _____

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: _____