

# SCOUTS CANADA – BCY SERVICE CENTRE

## GROUP CHARTER RENEWAL PROCESS

### THE CHARTER – BP&P 2003.4 (II)

Charter - for the operation of one or more of Scouting's programs is granted by Scouts Canada through the corporate office to the approved Group. Charters must be renewed annually, may be cancelled for cause at any time and shall remain the property of Scouts Canada. A charter is issued once the application is approved by an Area/Council Commissioner on behalf of Scouts Canada.

### SPONSORS/PARTNERS & SCOUTS CANADA

The relationship between Scouts Canada and the community is brought to life through local partnerships with organizations, institutions and associations. This relationship is defined in the resource: [In Partnerships for Youth – Guidelines for Sponsor/Partner & the Group](#).

### PURPOSE

The purpose of the Charter Renewal Process is to:

- Confirm and acknowledge the Sponsor/Partner's commitment to Scouts Canada's Mission, Principles and Practices and to ensure that the Group is compliant with the By-Law, Policies and Procedures of Scouts Canada;
- Review the Scout Group's activities for the past year (annual Group Health Check), in order to endorse the renewal of the charter for the next year and to let the Area/Council Support Teams know a Group's needs;
- Establish that the Group/Sections are meeting the Quality Program Standards;
- Provide for two-way communication regarding issues, concerns and ideas;
- Assess the Community needs and identify a plan to meet the needs;
- Assure parents that the program being offered by the Group meets Scouts Canada's standards and delivers on our Brand Promise.

### TIMELINES

#### February - March:

Area Commissioners and/or Area Support Managers will present to Group Commissioners at an Area Meeting or call up each Group Commissioner and explain the charter renewal process and requirements, and plan a date for the meeting.

#### March - April:

Groups will compile all necessary information and complete the charter renewal form.

#### April - May:

Group will meet with the Area Support Team to review the charter renewal form at a Group Charter Renewal meeting and discuss current operations and future plans.

#### May - June 30<sup>th</sup>:

Charter renewal process should be complete for Groups to take advantage of Early/Spring Registration.

### REQUIREMENTS - GROUP CHARTER RENEWAL

#### Charter Renewal Application Form

This application form is to be reviewed and signed by the Sponsoring Institution and the Group Commissioner.

#### Year End Financial Statement

Scouts Canada has clear policy statements and regulations regarding financial record reviews published in the "[By Law, Policies and Procedures](#)" [Section 11000 - Financial and Fundraising Procedures](#). Please refer to the [BCY Group Financial Review Guidelines](#) and the [Group Financial Review Report](#). These need to be submitted, with the most recent monthly Bank Statement for each account, by November 30, each year to the BCY Service Centre.

#### Minutes of Group Committee's AGM

The Group Committee can demonstrate that good minutes and accurate records are kept of their meetings and that they are available upon request.

#### Quality Program Standard Applications

Scouts Canada is committed to quality programs. Submit an application for each active Section that meets the program standards. Upon successful completion, the Section will be recognized with the Program Quality Award.

### CHARTER RENEWAL MEETING

This should be an opportunity for an open dialogue between Scouts Canada and the Sponsor/Partner. The charter renewal meeting would be attended by the Sponsor/Partner Representative, the Group Commissioner & Group Committee, a Scouter from each Section and the Area or Council Support Team.

#### Sample Agenda

- Introductions of those present
- Statement of the purpose of the meeting
- Review of the Group Health Check
- Financial Report
- Opportunity to discuss the Sponsor/Partner Relationship
- Adjournment

### CHARTER RENEWAL ACKNOWLEDGMENT

The Council/Area Commissioner will present the Charter Certificate to the Group Commissioner, when satisfied that the Group can continue to meet the needs of the community.

A Group's charter is its **licence to operate** as a Scouts Canada Group.

