



**GUIDELINES FOR BOY SCOUT UNITS  
IN  
AFFILIATED PARISHES AND SCHOOL**

**EFFECTIVE JANUARY 1, 2013**



## ARCHDIOCESE OF PORTLAND IN OREGON

### Guidelines for Boy Scout Units in Affiliated Parishes and Schools Effective January 1, 2013

Scouting has been recognized for almost a century by the Catholic community and the United States Bishops as a way to present Catholic values, citizenship and skills for life through fun and the outdoors. On both the national and diocesan level a committee of volunteers, working with the Boy Scouts of America (BSA), assists parishes and schools to provide a successful Catholic scouting program as part of comprehensive youth ministry. An important component of any Catholic unit is a successful Catholic Religious Emblems Program which offers scouts an opportunity to achieve recognition for faith-based activities.

In the Archdiocese of Portland in Oregon, a parish (including its ministry, the parish school) or an archdiocesan high school ("parish/school") may and is encouraged to sponsor a Boy Scout Unit ("unit"). The unit may be a Cub Scout Pack (ages 6-10), Boy Scout Troop (ages 11-18) or Venture Crew (co-ed, ages 14-21).

It is important for each parish/school to understand the relationship between the parish/school and the BSA and to follow certain guidelines in the operation of its scouting program.

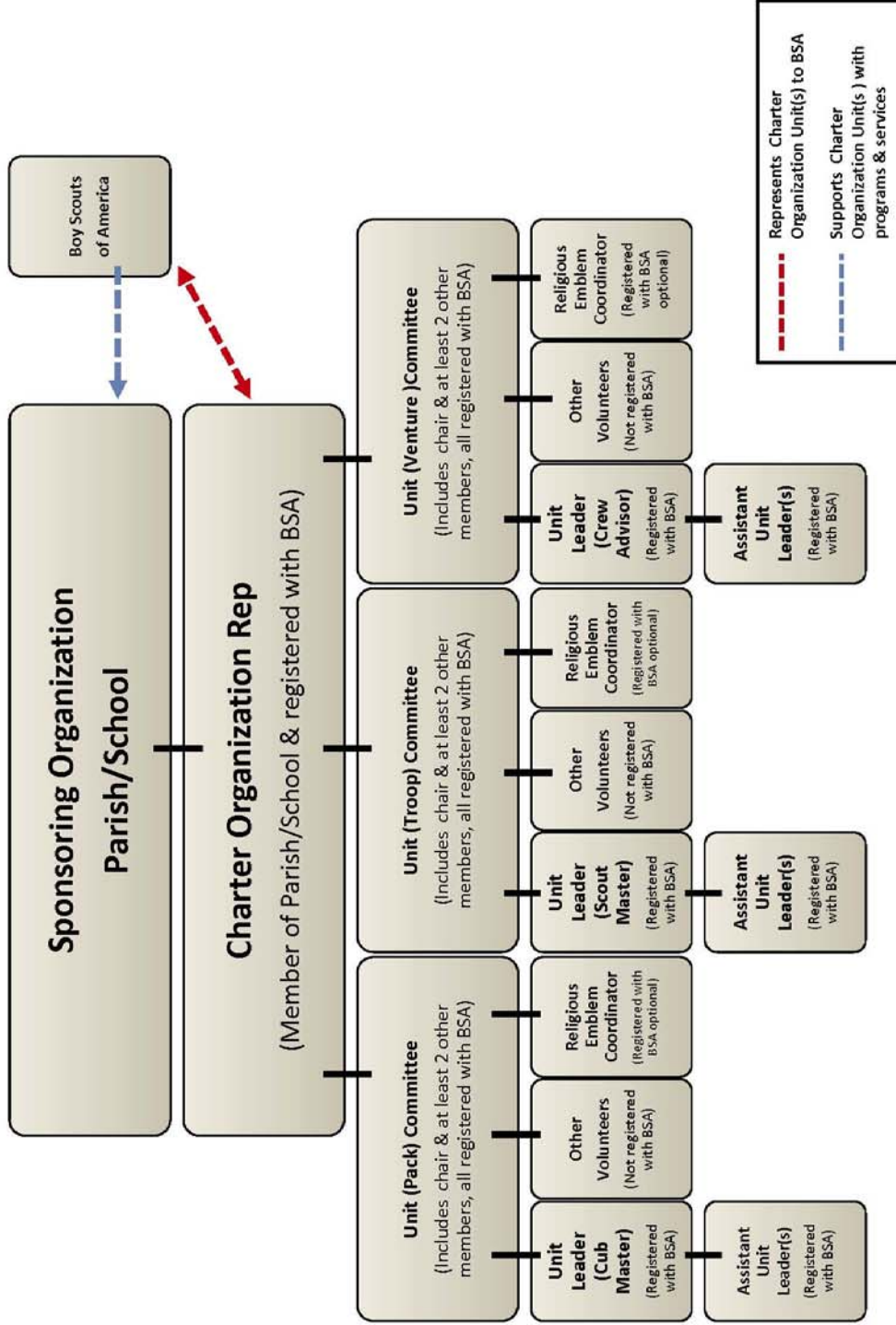
- The parish/school is the sponsoring organization. The sponsoring organization conducts the scouting program according to its own policies and guidelines, as well as those of the BSA.
- The pastor/head of school\* must apply to the BSA to become a Chartered Organization and complete all BSA requirements for doing so. **No scouting activities should be conducted unless and until the parish/school has been authorized by the BSA as a Chartered Organization.** Each year, a Chartered Organization must renew its affiliation with BSA through an Annual Charter Agreement.
- The sponsoring organization appoints a member of the parish/school to be the Chartered Organization Representative (COR). This is not an honorary position. Rather, the COR acts as the liaison and main communication link among the chartered organization, the unit(s) and the BSA. The COR must provide regular updates to the pastor/head of school or designee (e.g., youth minister, deacon, pastoral associate, designated parent, etc.) updating the parish/school on unit leadership, programming, finance and activities, including Youth Protection training and the Catholic Religious Emblems program. The COR's primary responsibility is to the parish/school, not to the BSA.

\*The term "head of school" refers to the chief administrator of an Archdiocesan high school. The pastor is the chief administrator of a parish school.

- The pastor/head of school is ultimately responsible for the scouting program in the parish/school, including but not limited to the selection, approval and continued oversight of all volunteer leadership.
- Every unit **must** have a committee (“Unit Committee”), with at least three members, including a chairperson approved by the pastor/head of school. The Unit Committee oversees the day to day operations of the program and ensures that the guidelines and policies of the parish/school and the BSA are followed. Ordinarily, the COR is a member of the Unit Committee.
- The Unit Committee recommends to the pastor/head of school quality adult leadership for each unit through an approved selection process. The COR participates in the process.
- The Unit Committee supervises, on an ongoing basis, the unit leader and all other adult leaders/volunteers in the unit.
- All units sponsored by a parish/school should have a Religious Emblems Coordinator. The name of the Religious Emblems Coordinator should be submitted to the Archdiocesan Scouting Chaplain at the Pastoral Center.
- All volunteer leaders **must** comply with BSA and Archdiocesan Youth Protection policies and procedures, including the Archdiocesan *Policy on Travel Involving Minors*.
- In addition to Archdiocesan and BSA Youth Protection training programs, every BSA registered volunteer **must** complete basic BSA training that includes ***This is Scouting*** and ***Fast Start Training*** and the training specific to his/her own scouting position ( e.g. , COR, Unit Committee Chair, Unit Leader or any other position that has direct youth contact). Proof of training **must** be presented to the pastor/head of school each year when the parish/school applies to renew its BSA Charter.
- Funds associated with the parish/school’s scouting program belong to the parish/school and must be held in a parish/school account restricted to use for Boy Scout purposes. Funds within the account must be handled in accordance with policies and procedures applicable to restricted parish/school accounts. E.g., there should be separate accounting for a unit’s revenues, expenses and net assets; there may be a separate checking account, etc.
- **A parish/school that is not willing or able to implement these Guidelines should not conduct any youth scouting activities.**

These guidelines are to ensure that every participating young person is provided a successful scouting program by trained leaders and that the unit is acting in compliance with the teachings, policies and practices of the Catholic Church and the BSA.

# Parish/School Scout Organization



- - - Represents Charter Organization Unit(s) to BSA  
- - - Supports Charter Organization Unit(s) with programs & services