



BOY SCOUTS OF AMERICA  
YANKEE CLIPPER COUNCIL

# 2013 – 2014 Rechartering Guide

UNIT ACCESS CODE:

**Your access code can be found here. Look for this page in your re-chartering package**

[www.yccbsa.org](http://www.yccbsa.org)



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The internet charter renewal guide is your roadmap to a successful charter renewal. It will guide you through each step and help you to deliver your charter renewal on time.

Internet re-chartering allows you to perform the following tasks:

- Select members from your existing roster
- Update member information
- Add new members

Every unit should use the internet re-chartering. The manual method of re-chartering is still available if requested.

# **PLEASE NOTE:**

**THE ON-LINE CHARTER RENEWAL SYSTEM**

**DOES NOT**

**INCLUDE THE INSURANCE FEES**

***Please use the enclosed fees  
calculation worksheet to determine  
the correct total fees.***

# Getting Started

## Items you need to gather before you begin Re-chartering:

- Gather current copies of your unit's roster (*this can be obtained by using the internet advancement*) – contact the Scout Service Center for your unit code.
- Collect completed applications for all new youth and adults - **Submit applications to Yankee Clipper Council as soon as possible. This is a year-round process; DO NOT wait to update your unit records during your charter renewal. Youth and adults not properly registered are not part of the unit, not insured, not eligible for youth advancement and generally cannot participate in activities. The charter renewal process is MUCH easier if your paperwork is current at the Council Office.**
- Your unit's access code can be found in the re-charter kit on the sheet announcing the re-chartering guide is available on the council website.
- Collect copies of the current Youth Protection Training certificates for all registering adults whose youth protections are not showing as being current. Crew/Ship members must take the Venturing Youth Protection Training Version.
- Collect MA CORIs acknowledgement forms and copy of the photo side of a government issued ID for all your new adults. **MA laws do not allow units to make and keep copies on file.**

**IMPORTANT:** You are going to view and handle information confidential to your unit and the Boy Scouts of America. By working with this private information, you accept the responsibility of maintaining the privacy and confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America. This information must never be shared outside of the Boy Scouts of America for privacy reasons. If you cannot accept this responsibility, you must notify your unit Committee Chair and withdraw from seeing or working with these materials.

Your unit's charter is available one month before your unit's charter expiration date.

Identify Key Charter Renewal Team and confirm renewal month. This team plans and leads the charter renewal effort.

→ *Suggested attendees: Unit Commissioner, Unit Leaders, Unit Committee Chairman, and unit "Renewal Processor". The renewal processor is the unit-level person in charge of processing the charter renewal data. Recommend someone who is comfortable using computers.*

Confirm charter renewal month.

Get dates for district charter renewal training and district turn-in date. Check district calendars or contact your Unit Commissioner to obtain these dates.

**Remember you cannot change the date the charter renewal packet is due or the "window" when you can gain access into the on-line charter renewal.**

Review this guide.

Attend District Charter Renewal dates. This is a great time to ask and receive answers to your questions.

Correct a copy of your most recent unit roster before correcting originals and software. Write unit roster changes in another color (e.g. red) to make official data entry easier. During this time confirm every family member.

- Invite members to return and confirm that they are staying active with your unit.
- Confirm accuracy of birth dates, school grade, addresses, and if they want Boy's Life.
- Date of birth and social security numbers are required for every registered adult. Social Security numbers are not required for adults that are only filling the role of Tiger Cub Adult Partner.
- Current Youth Protection Training is required for every registered adult. Crew/Ship members must take the Venturing Youth Protection Training Version. If an adult is in a Pack, Troop, Team and a Crew or Ship they must take both versions of Youth Protection Training.

### **Important Notes on Social Security Numbers**

**(1) Social Security Numbers are a critical part of BSA's youth protection efforts and are not used, shared, printed, or divulged for any reason. If an adult has concerns about revealing their Social Security Number, they should contact their District Executive or the Yankee Clipper Council.**

**Confirm you have applications for all new youth and adults. Verify that the applications for all new members are complete (e.g. all required, signatures, social security number for adults, completed BSA Disclosure/Authorization forms for adults (located on the inside top cover of the adult application)).**

**You should not process a registration if you do not have a completed application on hand.**

MA CORI acknowledgement forms and copies of government issued photographic IDs for **all new** registering adults (*only adults who are registered are CORI'ed*).

**Units should not keep copies of this information**

## **FEES:**

Most youth and adults will remit \$24 for annual registration, \$2.00 for insurance and \$12 for Boy's Life (optional).

**Tiger Cub Adult Partners (AP) do not pay a registration fee but are required to pay the \$2.00 insurance fee.** If they accept another adult leader position, they **must** complete an adult application and pay the registration fee.

There is no charge for the Institution Head (IH). If the IH accepts another leadership position then they must complete an adult application and pay the registration and insurance fees.

**Important:** Charter renewal software does not automatically include the mandatory insurance. The charter renewal team must manually add the insurance fees. The insurance fee is \$2.00 each for all youth and adults and adult partners (AP) who are registering in the unit.

**Transfers:** The transfer function built into Internet Charter Renewal is intended for transfers from other councils into Yankee Clipper Council, not for transfers between units in Yankee Clipper Council.

**Multiples:** Adults or youth members who have paid their primary registration fee elsewhere in Yankee Clipper Council (e.g. another unit, district or council-level) are considered "multiple" registrations and do not pay registration or insurance fees again. **Please confirm with these members where their primary position is, before considering them a multiple in your unit.**



# Begin the internet charter renewal process

Go to [www.yccbsa.org](http://www.yccbsa.org) , resources, on-line re-chartering, BSA on-line re-charter

**NOTE:** To use the on-line re-chartering system you must use **internet explorer 9 or below.**

## Register and Log In

**“Renewal processors” must register as a first time user each year.** Do Not click on “returning” to start the process. Processors can begin the process and stop before finishing. When these processors return, they will follow the process for the returning user to log in.

### For new users:

From the registration page, enter unit information in these fields:

- Access code (access code is provided by the council and can be found in your re-charter kit on the sheet announcing the re-charting guide is available on the council website.
- Unit type (choose one from the menu) – Pack, Troop, Team, Crew, Ship
- Unit number (must be a four digit number e.g. 0002)
- Click continue

## Charter Renewal Data Entry Cautions

- **Your entry overwrites Council date – Be careful!**
- **DO NOT change a name** *if the information is incorrect note it on the print out after you submit the final version.*
- Name changes require a copy of a legal document showing the name change.
- Name entries.
  - ✓ Do not put spaces between prefixes (Decarlo not De Carlo)
  - ✓ Do not enter apostrophes (Obrian not O’Brian)
  - ✓ Do not use hypens (John SmithPayne not John Smith-Payne)
- Do not enter bogus data to bypass prompt. Contact the Yankee Clipper Council Registrar instead.

## **STAGE 1: Load roster**

The first step will require you to load roster from ScoutNet or upload from Packmaster/Troopmaster **(if using Packmaster/Troopmaster your names must match names as shown in ScoutNet; if they DO NOT you must correct Packmaster/Troopmaster before uploading – not sure where to find the ScoutNet names call the office).** If you load from ScoutNet you will only get the members currently posted to your unit. In **Stage 2, Step 2** (*select members for renewal*) **if additional enrollments are posted by the council after the “renewal processor” has begun the renewal process; you will be able to import them (upper right hand corner) as long as this is done before you select submit in Stage 5.**

## **STAGE 2: Select members**

**Step 1** – Update information for the Chartering Organization. Organization telephone number is required.

### **Step 2 - Select members**

The current roster for the unit is displayed. Confirm the youth and adult members who are renewing (*all members are automatically selected; deselect the members who will not be renewed*). If a member is not renewing, uncheck the box. Beginning in this stage you can review/print your roster (upper left hand corner). The next page is a confirmation of who is being renewed and who is not being renewed.

### **Step 3 – Promote members**

You have the option to Promote Members from another unit. When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also. **If you are promoting a member from youth to adult or from another unit you must have an application to register them** (*consider them new members*).

### **Step 4 – Add new members**

**You must have their completed applications before you begin this process.** Complete new adults first (review adult applications for age requirements) and then add new youth (review youth applications for age and grade requirements). You must enter an ethnic background (*if not provided select not provided*). Enter and confirm new registrants’ information to ensure accuracy. **DO NOT** enter a new member if you **do not** have an application. **Note:** There are no transfers during charter renewal.

### Step 5 - Update members

Review member data and make necessary changes to member records (i.e. address, phone number, position, etc). **DO NOT change a name** *if the information is incorrect note it on the print out after you submit the final version.* Use the remove selection to delete a member from the renewal. **This screen now shows whether an adult is Youth Protection Trained or not (must be current- within the last 2 years) and the date it was last taken. If the youth protection training is going to expire shortly after your charter expires then it should be retaken before the current charter expires.**

### Step 6 - Update member position

This page displays a list of the required positions for your unit and information on who is filling these positions. The unit adult positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the update button to the left of the individual's name.

## STAGE 3: - Check roster

**Step 1 - To begin validation** - select **Check Roster**. This allows the “renewal processor” to do a final update on the charter renewal data and to have the unit information validated against BSA unit requirements. **If the charter renewal data does NOT conform to the BSA unit requirements, the check roster results page will inform the user. Refer to the appendix for common re-charter problems.** **Or** if you wish to make more changes to your roster before you continue you can select which stage you wish to go back to by selecting the stage at the bottom of the page.

### Step 2 – Check roster Errors and Warnings

When the Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster. This step will display any warnings and errors in the validation process and give you the opportunity to make corrections. **You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage.** Internet Rechartering will provide you with suggestions on how to correct errors and warnings. All adults must have current youth protection training; this information will be entered at the council however the unit must provide copies of the youth protection training certificates with the charter renewal application.

## STAGE 4: – Summary

In this stage you can review your final roster and fees.

### Step 1 – Update fees

The fees include the member fee and the Boy's Life subscription fee, and the total fee per member **(these fees do not include the insurance fees, these must be calculated manually)**. If you want to update the Boy's Life subscription or if a member holds multiple positions and pays in another unit, select update to the left of the name, select member paid in another unit and complete the requested information **(the renewal processor should verify with the member which unit is their primary, many times each unit that the member is registering with indicates that the member is a multiple and as a result the member is not paid in any in any unit which could result in the member having their primary registration changed.)** All paying adults receive Scouting magazine, do not select Boy's Life unless they want to receive both magazines. Please click the **Boy's Life** button to verify and select 100% Boy's Life recognition for your unit. A unit qualifies as a 100% Boy's Life unit when at least one subscription to Boy's Life magazine goes to the home of each youth member.

### Step 2 – Membership Inventory

This step is only required if you did not renew some of your members. You must respond to the questions on this page in order to continue.

## STAGE 5: - Submit roster

**Print and Review the draft renewal one more time.** If changes are still needed, click [Home](#) link to navigate back through the stages.

**SUBMIT the renewal.** Once the “renewal processor” submits to council they **cannot** go back to make any changes.

➤ **The process is NOT COMPLETED even after you hit submit. The charter renewal MUST be PRINTED and SIGNED**

**PRINT the Renewal Application.** This opens a PDF. It prints with the signature lines for the Executive Officer, Council Representative and the Unit Leader (**no designees**)

**Obtain approval signatures and attach forms requested by BSA.** The printed renewal application **must** be signed before submitting to the council. **The charter renewal must be signed by the Executive Officer (cannot be signed by the chartered organization representative) and must be signed by the Unit Leader (cannot be signed by the committee chairman, a committee member or another unit leader)**

**Renewal processor should complete the last page.**

## FEES

The fees listed on the renewal report package **do not** include the insurance fees, these must be calculated manually.

**The following must be included with your re-charter packet when dropping**

**off:**

- All completed new adult and youth applications
- The adult applications should include the BSA disclosure/authorization form.
- Signed charter renewal application (all pages) **must be signed by the Executive Officer** (*cannot be signed by the chartered organization representative*) and **must be signed by the Unit Leader** (*cannot be signed by the committee chairman, a committee member or another unit leader*).
- Council representative signature – can be obtained at turn in.
- Monies due (*don't forget to add the insurance*)
- MA CORI acknowledgement forms and copies of both sides of a government issued photographic ID for all new registered adults.
- Current Youth Protection Training Certificates for all adults whose youth protection training has expired.
- 2013 Journey to Excellence Scorecard.

**Remember the charter renewal paperwork is a contract and the correct procedures must be followed. The completed signatures are required to demonstrate that the organization agrees to continue its charter and that all the adults are approved to serve in the positions listed on the charter.**

Keep a copy of all forms for your unit's records. **Except CORI acknowledgement forms.**

# Appendix

## Common re-charter problems

Don't have required positions.

All units must have the following positions filled:

- Chartered Organization Institution Head. **Must** be the **SAME** on all units sponsored by one institution. Executive Officer changes must have an adult application (does not require social security number)
- Chartered Organization representative. **Must** be the **SAME** on all units sponsored by one institution. The chartered organization representative is *the* only position that can be a multiple **within** a charter; they can be a committee chairman or member of committee only.
- Committee Chairman
- 2 Members of Committee
- Unit Leader: Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach or Skipper

Cub Scout Packs must also have:

- At least one den leader
- There must be an Adult Partner for each Tiger Cub. If this person is not living at the same address or is not the parent of the Tiger Cub they **must** complete an adult application. If the adult partner wants to be a leader they **must** complete an adult application, BSA Disclosure, Youth Protection Training, MA CORI and provide a copy of both sides of a government issued photographic ID.
- Adults must have current Youth Protection Training, (Crew/Ship members must take Youth Protection Training Venturing Version)

All adult applications must be signed by both the committee chairman (*not the unit leader*) and the chartered organization representative (or the chartered organization head).

Make sure all adult applications are complete including social security number, date of birth and signatures. Make sure there is a completed BSA Disclosure form, a copy of the current Youth Protection Training Certificate, MA CORI acknowledgement form and a copy of both sides of a government issued photographic ID.

All applicants must use full names (**No initials or nicknames**).

# Annual Charter Renewal Checklist

## Charter renewal signatures:

- Executive Officer/Institutional Head of Sponsoring organization.
- Council Representative (District Commissioner, Unit Commissioner or District Executive) can be obtained at turn-in.
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)

## Required Adult members

- Executive Officer
- Chartered Organization Representative – *The only person who can hold more than one position in a unit; he or she can serve as a committee chairman or a member of committee.*
- Committee Chairman
- Minimum of 2 members of Committee
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)
- Cub Packs must also have at least one of the following:
  - Tiger Cub Den Leader (*If your pack has Tiger Cubs*)
  - Den Leader (*One for each rank: Wolf and Bear; your pack has*)
  - Webelos Den Leader (*If your pack has Webelos*)
- Packs/Troops/Teams must also have at least one
  - Assistant Cubmaster/Assistant Scoutmaster/Varsity Assistant
- Crews/Ships must also have at least one
  - Associate Advisor/Mate
- Adult partner (*No-fee, non-registered volunteer position*) for every registered Tiger Cub



## Youth members

Verify Name, Address, Grade and rank for each registered youth

Verify Boy's Life Subscription for each youth.

### Packs

- If a Tiger Cub verify Tiger Cub Adult Partner information is complete. A Tiger Cub must be under age 8, **have** completed kindergarten **or** be in the first grade **or** be age 7.
- A Cub Scout must have completed first grade but not completed third grade **or** be age 8 or 9.
- A Webelos Scout must have completed third grade but not completed fifth grade, **or** be age 10 but not yet 11 ½.

### Troops

- **All** Boy Scouts **must** have completed the fifth grade **and** be a least 10 years old, **or** be age 11, **or** have earned the Arrow of Light Award **and** be at least 10 1/2 years old, but has not reached age 18.

### Teams

- **All** Scouts **must** be at least age 14 and not yet reached age 18.

### Venture Crews

- **All** Venture Crew/Sea Scout youth participants **must** be 14 years of age, **or** 13 years **and** have completed eight grade. The maximum age for youth participation is under 21 years.

## New Youth and Adult member registration check lists

### Youth applications

- Unit Type and Number
- Full Name (NO initials or nicknames)
- Address, City, State, Zip
- Phone Number
- Date of Birth (month/day/year)
- Grade
- Boy's Life
- Parent's Name
- Parent's Date of Birth (Absolutely, if youth is Tiger Cub)
- An adult application is required if a Tiger Cub is not the parent or is not living at the same address as the youth.
- Signature of Unit Leader or Designee
- Parent's Signature

### Adult applications

- Unit Type and Number
- If a Multiple, indicate at the top of the application what unit paid in and circle.
- Full name (NO initials or nicknames)
- Social Security number (AN ADULT CANNOT REGISTER IF THIS IS NOT on the application)
- Address, City, State, Zip
- Home Phone and Business Phone or Cell Phone
- Date of Birth (month/day/year)
- Driver's License
- Occupation and Place of Employment
- Position that will be held in the unit
- Questions 1 – 6e.
- Signature of Applicant
- Signature of Committee Chairman and Chartered Organization Representative (or Chartered Organization Head)
- BSA Disclosure/Authorization form (inside front cover of adult application)
- Copy of their current Youth Protection Training certificate. Crew/Ship members must take Youth Protection Training Venturing Version.
- MA CORI acknowledgement form and ID's for all new registered adults.

## FEE CALCULATION WORKSHEET

*This form must be completed and submitted with charter renewal*

Unit Type: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Cash or \_\_\_\_\_ Check

Fee Paid by: \_\_\_\_\_ Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_ Date received \_\_\_\_\_

	<b>Item</b>	<b>Quantity</b>	<b>Fee/Person</b>	<b>Total</b>
1	Paid Youth		\$24.00	
2	Paid Youth Insurance <b>(required)</b>		\$2.00	
3	Multiple Youth		NONE	
4	Youth Boy's Life		\$12.00	
5	Paid Adults		\$24.00	
6	Paid Adult Insurance <b>(required)</b>		\$2.00	
7	Multiple Adults		None	
8	Adult Boy's Life		\$12.00	
9	Tiger Cub Adult Partner Insurance <b>(required)</b>		2.00	
10	<i>Subtotal</i>			
11	<b>Charter Fee</b>			<b>40.00</b>
12	<b>Grand Total</b>			

**Contact Denise at the Haverhill Service Center at 978-372-0591, or at [dellen@bsamail.org](mailto:dellen@bsamail.org) for a copy of the fee chart for your unit.**

**A copy of the fee chart and access code for your unit will be included in the charter renewal kit**

To: All Council Volunteers

From: Kevin Nichols, Scout Executive

Date: June 5, 2012

Re: New CORI Request Procedures

The Commonwealth of Massachusetts' Criminal History Systems Board has instituted new procedures and a new form for a volunteer criminal background check in an effort to be more thorough and accurate with the Criminal Offender Record Information (CORI). **This is effective immediately.**

As in the past, all new registering leaders and all individuals that volunteer at our camps will continue to fill out a form for a CORI check. Camp volunteers and camp staff will still be required to submit the form annually.

**What is new?**

- The form is now called a **CORI Acknowledgement Form**. This is a two (2) page **fillable pdf** form that will be available as a downloadable document on our website. As with the former request form, all CORI acknowledgement forms must be filled out completely and be accompanied by the appropriate government-issued photographic identification from the following list: a state-issued driver's license; a state-issued identification card with a photograph; a passport; or a military identification. A photocopy of the ID (the part with the photo) must then be attached to the CORI Acknowledgement Form. Every new volunteer must complete the form and supply the photo ID.
- The CORI Acknowledgement Form **must be signed by the volunteer**.
- The CORI Acknowledgement Form allows the Yankee Clipper Council, BSA Inc., to conduct subsequent CORI checks within one year of the date the form is signed provided the council provides the signer with written notice of this check.
- The last six digits of your Social Security Number is **now required** for the CORI.
- More information on the new policies can be found at [www.mass.gov/cjis](http://www.mass.gov/cjis).

Your cooperation will help to keep the Scouting programs a safe place for children as well as help in complying with this rule established by the Commonwealth of Massachusetts.

A copy of the individual CORI Acknowledgement Form is attached to this memo and has been posted on the council website. The revised CORI policy is available on a council website [www.yccbsa.org](http://www.yccbsa.org)

Thank you for your continued vigilance in selecting the best leaders and for all you do for our young people.

## **COUNCIL CORI POLICY – EFFECTIVE October 18, 2012**

*An application to participate as a volunteer and/or staff member in the Yankee Clipper Council, BSA Inc. requires meeting the council policy for CORI.*

Where Criminal Offender Record Information (CORI) and other criminal history checks may be part of a general background check for employment, volunteer work, licensing purposes, the following practices and procedures will be followed.

### **I. CONDUCTING CORI SCREENING**

CORI checks will only be conducted as authorized by the DCJIS and MGL c. 6, §. 172, and only after a CORI Acknowledgement Form has been completed.

With the exception of screening for the rental or leasing of housing, if a new CORI check is to be made on a subject within a year of his/her signing of the CORI Acknowledgement Form, the subject shall be given seventy two (72) hour notice that a new CORI check will be conducted.

### **II. ACCESS TO CORI**

All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a “need to know.” This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Yankee Clipper Council, BSA Inc. must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

### **III. CORI TRAINING**

An informed review of a criminal record requires training. Accordingly, all personnel authorized to review or access CORI at Yankee Clipper Council, BSA Inc. will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS. Additionally, as Yankee Clipper Council, BSA Inc. is an agency required by MGL c. 6 §. 171A to maintain a CORI Policy; all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

### **IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING**

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.

### **V. VERIFYING A SUBJECT’S IDENTITY**

If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.

If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

### **VI. INQUIRING ABOUT CRIMINAL HISTORY**

In connection with any decision regarding employment, volunteer opportunities, housing, or professional licensing, the subject shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.

## **VII. DETERMINING SUITABILITY**

If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, , then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the record to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof; and
- (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

## **VIII. ADVERSE DECISIONS BASED ON CORI**

If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' *Information Concerning the Process for Correcting a Criminal Record*.

## **IX. SECONDARY DISSEMINATION LOGS**

All CORI records obtained from the DCJIS are confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record *any* dissemination of CORI outside this organization, including dissemination at the request of the subject.

## **X. TIMING OF CORI ACKNOWLEDGMENT FORMS SUBMISSIONS**

Yankee Clipper Council, BSA Inc. will require a CORI Acknowledgement Form for all adults seeking membership coincident with submission of their BSA volunteer application. A CORI Acknowledgement Form will also be submitted with each new BSA volunteer application submitted (e.g. for position change). In addition, all registered adults will re-submit a CORI acknowledgement form at least once every 4 (four) years with implementation beginning in 2013 on a cyclic basis. The council's registered adults will be divided into four groups, with group A submitting new CORI Acknowledgement Forms in the first year of the cycle, group B in the second year and so on. The cycle will repeat every four years. Exceptions will be:

(a) Request of the Council Executive Board. The Council Executive Board is empowered to request a CORI Acknowledgement Form from any registered adult at any time the Board determines it is in the best interest of the Council to do so.

(b) Council Camp Staff. Any person serving on a council camp staff will be required to submit a CORI Acknowledgement Form annually.

*CORI Policy adopted by Council Executive Board, October 18, 2012.*