

## **IMPORTANT – READ IMMEDIATELY**

You are receiving this notice because you have leaders that have been “Expired” by the National Council of the BSA, because they did not respond to the letter they received on June 2<sup>nd</sup> from the National Office about the need to conduct Background checks on all leaders.

Inside this envelope, in addition to your recharter information you will find a packet with all the information and instructions you need to help them get reregistered with your unit.

If you have any questions, please contact your District Executive or John at the Council Office – 508-872-6551.

## “Expired Leader” Re-Registration Instructions

The following is the process to complete in order to complete the re-registration of any of your units leaders that were “Expired” by the National Office, after this summers Criminal Background check process. Being expired in no way reflects on their character or ability to be a leader in the BSA by the National Office – it simply means that they did not respond on line to the letter they should have received on June 2<sup>nd</sup> from the BSA.

Please take care of this step now – so it does not slow down or impede you at Recharter time.

### **Now - You, as the Unit Charter Processor need to:**

1. Look at the attached “Unit Roster” – anyone who is highlighted needs to follow this procedure.
2. Give an attached “Adult Application” & “CORI Request Form” to the highlighted individuals. Ask them to do the following:

### **In order to be a registered leader with the BSA again the individuals must:**

1. Fill out one of the attached Adult Applications.
2. Sign the “Disclosure / Authorization Form” on the 2<sup>nd</sup> sheet of the Adult Application.
3. Fill out the attached “CORI Request Form” (This is State of Massachusetts Law and separate from the BSA Form).
4. Include a copy of their photo ID.
5. Have the Committee Chair and Charter Representative of your Unit sign the “Adult Application” and the Committee Chair sign the “CORI Request Form”.

### **At Recharter Time - You, as the Unit Charter Processor need to:**

1. At recharter time (you can not access the online process until 2 months before your recharter date) - Enter these adults into the Online Registration as new Adults. Once processed, Scoutnet should find them and merge their records together.
3. List JUST THESE RE-REGISTERING ADULTS on the attached “Charter Renewal Overflow Page”. This will enable us to check to make sure that these individual’s records are merged and correct in Scoutnet.