

The Boy Scout Specialty Venture Crew: Order of the Arrow

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June 1, 2007

Piedmont-Appalachian College of Commissioner Science

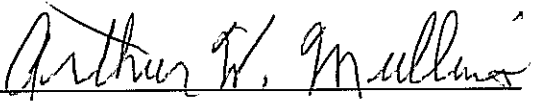
Lees-McRae College

Banner Elk, North Carolina

Dr. Arthur Mullins, Advisor


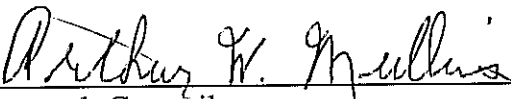
To the Doctoral Candidate Review Board:

I am submitting herewith a Dissertation written by Hawley H. Heglar, entitled "The Boy Scout Specialty Venture Crew: Order of the Arrow". I have examined the final copy of this report for format and content and recommend that it be accepted in partial fulfillment of the requirements for the Degree of Doctor of Commissioner Science.

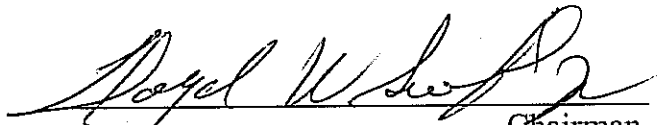


Dr. Arthur Mullins

We have read this Dissertation
And recommend its acceptance:


Blue Ridge Council
Great Smoky Mountain Council
Palmetto Council
Sequoyah Council

Accepted for the Piedmont-Appalachian
College of Commissioner Science:


Chairman,

Doctoral Candidate Review Board
and Daniel Boone Council

Acknowledgement

This document is a small segment of my Scouting career which has spanned for 20 years as both a youth and adult. It would be impossible to remember the names of everyone that has provided some assistance or advice over such a period of time. Since the past few years have been some of my most enjoyable, I will single out a few individuals that have helped me to "keep my fire lit".

First, I would like to thank my loving wife of 25 years, Cynthia, as she encouraged me to get back into Scouting when our son Daniel, joined the Tiger Cubs. A year prior to this, I was diagnosed with multiple sclerosis. Not knowing what the future would hold for me I was reluctant to volunteer as his leader or Cubmaster. She suggested that I get involved for our son and to show others that people with a potential disability can lead a fulfilling life and still help others.

Next, I would like to thank our daughter Jennifer and son Daniel for allowing me to be away for meetings and training sessions at their expense. Although I missed some concerts and plays, I think they realized that Dad was doing something he really enjoyed.

To my close friend Lee Dingman for keeping me on track to complete the Doctoral process. Finally, the comments like "finished your thesis yet?" will come to an end.

Finally, I would like to thank my dear friend Anna Booher. She and I began working together when I was serving as a Scoutmaster. She is the only person I know that can get 30 hours out of a 24 hour day. Her involvement in the Commissioner's Service is what got me interested. She is the reason I chose to become a Commissioner and attend the College of Commissioner Science. If I could find out what makes her run, I'd bottle it, sell it, and spend the rest of my time counting my money.

The Boy Scout Specialty Venture Crew: Order of the Arrow

INTRODUCTION

In recent years statistics have shown that approximately forty percent of youths who join Boy Scouts are elected to the Order of the Arrow. For this reason it is very important to cultivate a good working relationship between the troops and to have an opportunity to move efficiently from one group to another without the loss of advancement. For the purpose of this paper a specialty crew is one that focuses on a specific group of scouts with a specific interest. In addition, this specialty crew allows boys to continue their scouting experience until they are 21. The purpose of this project is to develop a how-to guide for the development of such a specialty crew and the advantages of such an arrangement. It will also give information that Unit Commissioners may use in developing a working relationship with this type of unit. The materials needed may be computer generated or obtained at the local Council office. This project will provide suggestions for how to implement a well-organized efficient program and who should be of assistance.

THE REASON FOR THIS TYPE OF UNIT

The secret to a Boy Scout Council operating successfully is a successful Order of the Arrow Lodge (OA). A Lodge is comprised of Chapters from each District.

Each Chapter is only as strong as its members. When a Chapter hits a slump as do most, what can we do to get things revitalized? It is hoped that through the use of the Venturing program, particularly a Crew specializing in the OA, this problem can not only be solved, but will allow the individual chapters freedoms they didn't have before.

By spinning off a Chapter into a Venture Crew, a group is able to gain a new-found autonomy while maintaining its link to both its respective District and Council Lodge. It may be referred to as the concept of the "mini-lodge." Many "mini-lodges" can be combined to become a Council Lodge of enthusiastic, trained Arrowmen that can deliver the true spirit of the OA for the purpose for which it was originally intended by E. Turner Goodwin in 1915.

A study of the Venturing Leader Manual reveals that the structures of the officers between the OA and Venture Crews have much in common. Briefly each will be described; however, a more in-depth program explanation may be found in the appendix. Each venturing program has a President, which is equivalent to the Chapter Chief. Each program has two vice-presidents with different areas of responsibility. Finally, there is a Secretary and Treasurer for each of the two groups. Each has an Advisor which is approved by the chartering organization as well as two or three able assistants to work with the Advisor or take over in his absence.

In order to get started, a Venture Crew must be organized. This is the same procedure for starting any Scouting unit. There must a sponsoring organization, such as a club, business, or other organization (Appendix F). As a sponsoring organization, this group will become the "franchisee" and the Crew will become the "franchise". The "franchisee" will make a commitment with the Boy Scouts of America to charter a Venturing Crew (Appendix G). A committee from the sponsoring organization will recruit the Advisor and Committee. After the Scouts have been recruited, it's time to elect officers, usually for one year. As with any other traditional unit, it is wise to apply for a Federal Tax Number (Appendix C, D, E) as well as a non-profit sale and use tax form for your state of origin (Appendix A, B). These documents allow your group to purchase materials tax free, and you can set up a checking account for your group. Unlike an OA Chapter where everything goes to the Lodge, your Crew can now start to build a nest egg which will become more important as your group grows.

In order to get started, you must have at least six Scouts to join the Crew as their primary registration. This has been a major concern for Scouts that are pursuing the rank of Eagle. The Council states that as long as a Scout is actively registered in any of our programs, that the Scout can continue the trail toward Eagle and beyond. Many have the misunderstanding that they must keep their primary registration in their respective Troops to continue with advancement. It may be viewed that the OA Venture Crew is the "best of the best" which will hopefully keep the youth's

enthusiasm level high as well as the desire to continue to advance.

What has happened to cause a drop in interest to occur? This can be blamed on many items. Scouting does and will always compete with sports as coaches expect their athletes, when not in season, to either train on their own, or compete in a complementary sport to stay in shape. Another problem arises as Scouts grow up and leave the program for either college or employment. As a group, we have not done a good job of harvesting new members who have the desire of maintaining the OA traditions of colorful ceremonies, campfire dances, regalia competitions, or pow-wow competitions. There is quickly becoming a void which must be filled if the OA Lodge, as we know it, is to survive. Recruitment of new blood needs to start immediately after one becomes an Ordeal member. These Scouts need to see the many activities that OA has to offer as soon as possible, while they are in the "OA environment".

A list of all members in good standing needs to be provided to the Venture Crew Advisor so he or she can establish contact with the members, especially the newest ones, to inform them of the, date, time and place, for the Crews' meeting. In addition, having a guest speaker to come in and talk about a topic of interest, such as regalia, is always helpful. In order for the subject from the guest speaker to be effective, it is imperative that the Advisor(s) follow up with the Scouts to see if the speaker was effective or if that time could have been better spent on another subject. Some chapters have even had an activity such as making a choker, or starting a set of

moccasins which may or may not be completed during the allotted meeting time. Word of hands-on activities spreads quickly and can tend to cause an increase in interest which will in turn cause the number of members to rise as well as interest. In our Lodge, on an Ordeal weekend after our Sunday morning worship service, we divide into separate Chapters for a "get acquainted meeting". It has become standard practice to get the names, addresses, phone numbers, as well as e-mail addresses for those in attendance to add to the database. With this information the leadership can keep the members advised of upcoming activities or other areas of interest.

Marketing of our group is an area that has long been ignored. There is a captive audience in our units. Activities such as an annual Scout Expo, which is open to the public, is an excellent opportunity to "show off our wares" with activities which may include a dance team, ceremony team, trading post for Lodge members, as well as the opportunity to reconnect with members that have dropped out for some reason. It is important to encourage all Arrowmen to wear their sashes to these events so as to stand out in the crowd. At a monthly Leader's Roundtable, the OA should be given a spot on the agenda. Having the Chapter Chief or another youth deliver this report helps get the message across and will hopefully inspire more leaders to get their scouts involved. Events such as these can be helpful to the Council Lodge as it works toward the Quality Lodge Recognition (Appendix H).

Communications among members is absolutely essential. The Crew Advisor

can meet with the Commissioner's Staff when they meet to ask them to return to their respective units and get the names and addresses of the OA Representatives. This information can then be used as a follow-up contact list to invite the representative to a meeting. Once at the meeting the representative may gain a first hand look at what's going on in the Crew. When such a list is compiled, an e-mail would be a helpful reminder of upcoming meetings or activities.

Another question of interest that frequently arises concerns the age requirement to become a Venture. The Leader's Guide states that one must be 14 but less than 21 years of age. With the support of the Committee, the Crew may elect to invite all Arrowmen and Arrowwomen to any Crew functions by virtue of their OA membership.

As mentioned earlier, there are many attributes common in both groups. Some include: supporting the council, creating a Lodge (Crew) vision, role of the adult, youth working with adults, dynamics of leadership, committee use, motivating members, and setting the example.

Supporting the Council

The Crew can support the Council in a variety of ways. By participation in Council sponsored activities they gain a great deal of visibility. The Friends of Scouting program is enhanced because there is an opportunity to be visible in the

community in areas not traditionally active in the Boy Scout movement. School night recruitments are a wonderful opportunity to engage younger perspective scouts in an activity which will foster enthusiasm for membership. Crew members can also help a unit work toward becoming an Honor Unit.

Creating a Lodge (Crew Vision)

It is important to have a vision for the crew. By finding out where we have been and to determine both where we are going and how we will get there gives the crew a purpose and a direction. Young members need guidance in this area. A crew along with its leadership can make this the start of a long list of fun activities.

Role of the Adult

The role of the adult is to be an Advisor rather than a Leader. By using creative questioning and properly placed suggestions the youth can develop ownership in the program. This, in turn, will allow the adult greater opportunity to be a mentor to crew members.

Youths Working With Adults

As the youths become stronger in their leadership roles they will also become more comfortable working with adults. This will allow all to work together toward a common goal.

The Dynamics of Leadership

A very important factor is to ask the question: "Do we have right person in the right job"? By utilizing each individual's strengths the crew as a whole will be more successful and will have more fun. Displaying the weaknesses of an individual harms both the crew and the individual. For that reason it is important to encourage the placement of the right person to do the job well. This is not the place for either the youth or the adult to micromanage.

The Use of a Committee

Dividing the work load is the ideal arrangement for any organization. This allows the scout to highlight his skills. By using it as the valuable resource it should be, more is accomplished and often in a shorter period of time. The committee structure is useful for any type of activity that might be planned.

Motivating Members

With out a doubt the most important element is membership retention. As in any unit, involving new members as soon as possible is the key to success. It helps by keeping the youth both engaged and active. This point cannot be emphasized too much. When a member feels that the activity is fun he is more likely to return for future activities. Also important is the need by the youth to feel that his expertise is both valued and appreciated.

Setting the Example

As leaders it is very important that we send the appropriate message to the youths. All members must have ownership in the crew. If, as adults, it is simply “do as I say” the youth is not given the opportunity to grow in experience. At the same time everything that we do is an example that will often be emulated by the youths. As adults we may never know the impact that we will have on the future of a youth.

OUR MISSION

To provide an exciting, fulfilling and prestigious opportunity for its members to have fun, develop leadership skills, set an example of service and accomplish the mission of the Order of the Arrow (Crew).

OUR VISION

A vision statement is the guiding force to success. Its areas include: Unity of Purpose, Effective Leadership, Service, Honor Society, and Sound Finances.

Unity of purpose

The unity of purpose is to maintain the “Brotherhood of Cheerful Service” on a district level. Two outcomes are the result of this cheerful service. One is enjoying the benefits of an independent Scouting unit. The second is being members of a Council Order of the Arrow Lodge.

Effective Leadership

By taking an inventory of our manpower and utilizing it to achieve peak efficiency, the Crew and the Lodge are stronger.

Service

At all times the crew should maintain its proud tradition of service to others. Service can manifest itself in a wide range of areas. Many OA lodges have as their primary service activity assisting with the set up and break down of a council camp. However, service can be to the community just as any scouting unit may perform.

Honor Society

As an Order of the Arrow unit it is important to maintain our high standards and not become a group of the most popular. Like any honor society actions speak louder than words. All members of this crew should be willing to attend leadership training opportunities and then be willing to pass on the knowledge they have acquired.

Financially Sound

Simply put, this means to be able to meet our financial obligations on a timely basis. The advantage of having a checking account, Federal ID number and a tax exempt status are items which a traditional OA Chapter does not have access to. With these things, the chapter can be run as any financial organization in a sound manner.

SUMMARY

When first approached with the idea of an Order of the Arrow Specialty Venture Crew I was reluctant to accept what I perceived to be even more responsibility than I already had. After studying about the Venture Crew and its areas of interest as well as my experience as an OA Chapter Advisor, I realized that the two should mesh nicely. With the history and ceremony of the OA as well as the diversity of various Venture Crews, I envision this as “the best of both worlds”.

Bibliography

Boy Scouts of America, Order of the Arrow Handbook. Irving, Texas: 2004.

Boy Scouts of America, Order of the Arrow: Guide of Officers and Advisers. Irving, Texas: 2004.

Boy Scouts of America, Order of the Arrow: Lodge Leadership Development Planning Guide. Irving, Texas, 2005.

Boy Scouts of America, Order of the Arrow: 2005 Lodge Program Resource Book. Irving, Texas, 2005.

Boy Scouts of America, Venturing Leaders Manual. Irving, Texas, 2003.

www.irs.gov

www.tax.state.va.us/nonprofit

Appendix

A Specialty Venture Crew: Order of the Arrow

- A. Commonwealth of Virginia Tax Exempt Form
- B. State of Tennessee Tax Exempt Form
- C. Federal Tax Identification Form
- D. Application for Employer Identification Number
- E. IRS How to Apply for an Employer ID Number
- F. Chartered Organization Agreement
- G. Charter
- H. Quality Lodge Recognition Petition for 2007



Commonwealth of Virginia
Department of Taxation
www.tax.state.va.us/nonprofit

Sample

Retail Sales and Use Tax Certificate of Exemption

Holbrook Surveyors Venture Crew #164
115 Solar Street
Bristol, VA 24201-4138

Effective Date: 03/17/2006
Expiration Date: 03/17/2011
Exemption Number:

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption is not applicable to the purchase of taxable services, such as meals or lodging.

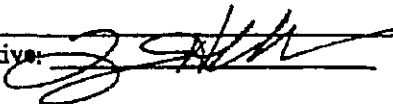
To purchase tangible personal property without paying a sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds. Purchases by a member of the organization from their personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization; these type transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.

Dealers, please note the following:

- The dealer is required to have on file a valid certificate of exemption from each organization.

I certify that the item or items being purchased are purchased by and used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization's funds.

Organization's Authorized Representative: 

Printed Name: Tony Holbrook

Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.



TENNESSEE DEPARTMENT OF REVENUE

Certificate of Exemption

HOLBROOK SURVEYORS VENTURE CREW 164
115 SOLAR ST
BRISTOL VA 24201-4138
[Barcode]

April 23, 2007

Account Type: S&U EXEMPT

Account No.:

Under the provisions of T.C.A. Section 67-6-322, the organization named above is granted authority from the Tennessee Department of Revenue to make purchases, without payment of the Sales or Use Tax, of tangible personal property or taxable services to be used or consumed by the organization itself or to be given away.

The organization must furnish the suppliers of goods and services with a COPY of this exemption certificate. The lower portion of the certificate must be properly completed. The organization MUST retain the original certificate for copy purposes. The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of additional copies. Invoices must contain the name of the organization and the number given above.

This authority does not extend to purchases made by representatives of the organization when the items purchased or services rendered are paid for with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

EFFECTIVE DATE April 5, 2007

Reagan Farr
COMMISSIONER OF REVENUE

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION: _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____

INOLES20- CURRENT BMF N/C HOLB LOC CODE 5423 LUC 200616

CURRENT BMF NAMELINE

HOLBROOK SURVEYORS VENTURE CREW 164

VENTURE CREW 164

% TONY HOLBROOK

115 SOLAR ST

BRISTOL

VA 24201-4138 159

FISCAL YEAR MONTH 00

PRIOR FISCAL YEAR MONTH 00

EMPLOYMENT CODE 527-POL-ORG-CD 0

ESTABLISHMENT YEAR/MONTH 200604

BOD CODE SB BOD CLIENT CODE V

Internal Revenue Service
W&I Taxpayer Assistance Center

MAR 22 2007

Area 2 Territory 4
Bristol, Virginia

C.

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

OMB No. 1545-0003

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.

1 Legal name of entity (or individual) for whom the EIN is being requested	
2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name
4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)
4b City, state, and ZIP code	5b City, state, and ZIP code
6 County and state where principal business is located	
7a Name of principal officer, general partner, grantor, owner, or trustor	7b SSN, ITIN, or EIN

8a Type of entity (check only one box)

<input type="checkbox"/> Sole proprietor (SSN) _____	<input type="checkbox"/> Estate (SSN of decedent) _____
<input type="checkbox"/> Partnership	<input type="checkbox"/> Plan administrator (SSN) _____
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____	<input type="checkbox"/> Trust (SSN of grantor) _____
<input type="checkbox"/> Personal service corporation	<input type="checkbox"/> National Guard <input type="checkbox"/> State/local government
<input type="checkbox"/> Church or church-controlled organization	<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military
<input type="checkbox"/> Other nonprofit organization (specify) ▶ _____	<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises
<input type="checkbox"/> Other (specify) ▶ _____	Group Exemption Number (GEN) ▶ _____

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
-------	-----------------

9 Reason for applying (check only one box)

<input type="checkbox"/> Started new business (specify type) ▶ _____	<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____
<input type="checkbox"/> Hired employees (Check the box and see line 12.)	<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____
<input type="checkbox"/> Compliance with IRS withholding regulations	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Other (specify) ▶ _____	<input type="checkbox"/> Created a trust (specify type) ▶ _____
	<input type="checkbox"/> Created a pension plan (specify type) ▶ _____

10 Date business started or acquired (month, day, year). See instructions. **11** Closing month of accounting year

12 First date wages or annuities were paid (month, day, year). **Note.** If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (month, day, year)

13 Highest number of employees expected in the next 12 months (enter -0- if none).

Agricultural	Household	Other
--------------	-----------	-------

Do you expect to have \$1,000 or less in employment tax liability for the calendar year? Yes No. (If you expect to pay \$4,000 or less in wages, you can mark yes.)

14 Check one box that best describes the principal activity of your business.

<input type="checkbox"/> Construction	<input type="checkbox"/> Rental & leasing	<input type="checkbox"/> Transportation & warehousing	<input type="checkbox"/> Accommodation & food service	<input type="checkbox"/> Wholesale-agent/broker	<input type="checkbox"/> Wholesale-other	<input type="checkbox"/> Retail
<input type="checkbox"/> Health care & social assistance	<input type="checkbox"/> Other (specify) _____					

15 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.

16a Has the applicant ever applied for an employer identification number for this or any other business? Yes No
Note. If "Yes," please complete lines 16b and 16c.

16b If you checked "Yes" on line 16a, give applicant's legal name and trade name shown on prior application if different from line 1 or 2 above.

Legal name ▶ _____ Trade name ▶ _____

16c Approximate date when, and city and state where, the application was filed. Enter previous employer identification number if known.

Approximate date when filed (mo., day, year)	City and state where filed	Previous EIN
--	----------------------------	--------------

Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.

Third Party Designee	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.

Name and title (type or print clearly) ▶ _____	Applicant's telephone number (include area code)
Signature ▶ _____	Applicant's fax number (include area code)
Date ▶ _____	

D.I.

Do I Need an EIN?

File Form SS-4 if the applicant entity does not already have an EIN but is required to show an EIN on any return, statement, or other document.¹ See also the separate instructions for each line on Form SS-4.

IF the applicant...	AND...	THEN...
Started a new business	Does not currently have (nor expect to have) employees	Complete lines 1, 2, 4a-8a, 8b (if applicable), and 9-16c.
Hired (or will hire) employees, including household employees	Does not already have an EIN	Complete lines 1, 2, 4a-6, 7a-b (if applicable), 8a, 8b (if applicable), and 9-16c.
Opened a bank account	Needs an EIN for banking purposes only	Complete lines 1-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Changed type of organization	Either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) ²	Complete lines 1-16c (as applicable).
Purchased a going business ³	Does not already have an EIN	Complete lines 1-16c (as applicable).
Created a trust	The trust is other than a grantor trust or an IRA trust ⁴	Complete lines 1-16c (as applicable).
Created a pension plan as a plan administrator ⁵	Needs an EIN for reporting purposes	Complete lines 1, 3, 4a-b, 8a, 9, and 16a-c.
Is a foreign person needing an EIN to comply with IRS withholding regulations	Needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits ⁶	Complete lines 1-5b, 7a-b (SSN or ITIN optional), 8a-9, and 16a-c.
Is administering an estate	Needs an EIN to report estate income on Form 1041	Complete lines 1, 2, 3, 4a-6, 8a, 9-11, 12-15 (if applicable), and 16a-c.
Is a withholding agent for taxes on non-wage income paid to an alien (i.e., individual, corporation, or partnership, etc.)	Is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons	Complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b (if applicable), 8a, 9, and 16a-c.
Is a state or local agency	Serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 ⁷	Complete lines 1, 2, 4a-5b, 8a, 9, and 16a-c.
Is a single-member LLC	Needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns, or for state reporting purposes ⁸	Complete lines 1-16c (as applicable).
Is an S corporation	Needs an EIN to file Form 2553, Election by a Small Business Corporation ⁹	Complete lines 1-16c (as applicable).

¹ For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity does not have employees.

² However, do not apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(ii).

³ Do not use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

⁴ However, grantor trusts that do not file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the instructions for Form 1041.

⁵ A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

⁶ Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

⁷ See also *Household employer* on page 3. Note. State or local agencies may need an EIN for other reasons, for example, hired employees.

⁸ Most LLCs do not need to file Form 8832. See *Limited liability company (LLC)* on page 4 for details on completing Form SS-4 for an LLC.

⁹ An existing corporation that is electing or revoking S corporation status should use its previously-assigned EIN.



Employer ID Numbers (EIN) - How to Apply

APPLY BY EIN Toll-Free Telephone Service

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

APPLY BY FAX

Taxpayers can FAX the completed Form SS-4 application to their state FAX number (see Where to File - Business Forms and Filing Addresses), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

APPLY BY MAIL

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.

APPLY BY EIN ONLINE

This internet EIN (I-EIN) application is another avenue for customers to apply for and obtain an employer identification number. Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online. *Please note that not all business entity types may use this method.*

Other Important Information

3rd Party Authorization

A 3rd Party designee must fill out the SEC. 6103(c) disclosure information at the bottom of the Form SS-4. The Form SS-4 must also be signed by the taxpayer for the 3rd Party designee authorization to be valid. The Form SS-4 must be mailed or faxed to the appropriate service center. A 3rd Party designee may call for an EIN, however a faxed Form SS-4, with the taxpayer's signature, is still required. IRS assistors will take the information over the phone from the 3rd Party designee and ask the 3rd Party designee to fax the completed Form SS-4 to them (to the IRS assistor's attention) at an administrative fax number. After receiving the faxed Form SS-4, the EIN will be assigned and faxed back to the 3rd Party designee, or given over the phone. The 3rd Party designee's authority terminates at the time the EIN is assigned and released to the designee.

THE ANNUAL CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Name of organization

Pack Troop Team Crew Ship Number _____

The Boy Scouts of America is an educational resource program. It charters community or religious organizations or groups to use Scouting as part of their service to their own members, as well as the community at large.

The BSA local council provides the support service necessary to help the chartered organization succeed in their use of the program. The responsibilities of both the BSA local council and the chartered group are described below.

The chartered organization agrees to

The council agrees to

- Conduct the Scouting program according to its own policies and guidelines as well as those of the Boy Scouts of America.
- Include Scouting as part of its overall program for youth and families.
- Appoint a chartered organization representative who is a member of the organization and will coordinate all unit operations within it. He or she will represent the organization to the Scouting district and serve as a voting member of the local council. **(The chartered organization head or chartered organization representative must approve all leader applications before submitting them to the local council.)**
- Select a unit committee of parents and members of the chartered organization (minimum of three) who will screen and select unit leaders who meet the organization's standards as well as the leadership standards of the BSA. **(The committee chairman must sign all leadership applications before submitting them to the chartered organization for approval.)**
- Provide adequate facilities for the Scouting unit(s) to meet on a regular schedule with time and place reserved.
- Encourage the unit to participate in outdoor experiences, which are vital elements of Scouting.

- Respect the aims and objectives of the organization and offer the resources of Scouting to help in meeting those objectives.
- Provide year-round training, service, and program resources to the organization and its unit(s).
- Provide training and support for the chartered organization representative as the primary communication link between the organization and the BSA.
- Provide techniques and methods for selecting quality unit leaders and then share in the approval process of those leaders. **(The Scout executive or designee must approve all leader applications.)**
- Provide primary general liability insurance to cover the chartered organization, its board, officers, chartered organization representative, employees and volunteers currently registered with Boy Scouts of America. Coverage is provided with respect to claims arising out of an official Scouting activity with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose.

The insurance provided unregistered Scouting volunteers through the BSA general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner's, personal liability, or auto liability policy.
- Provide camping facilities, a service center, and a full-time professional staff to assist the organization in every way possible.

Signed _____
For the chartered organization

Signed _____
For the BSA local council

Date _____

See other side for discussion guide.



VENTURING

CHARTER

Granted to the

Holbrook Surveyors

Upon Application Through Authorized Representatives to Carry On the Venturing Program for
CHARACTER DEVELOPMENT • CITIZENSHIP TRAINING • MENTAL AND PHYSICAL FITNESS
Subject to the Provisions of the Charter and Bylaws and Rules and Regulations
of the Boy Scouts of America for the Period Ending

December 31, 2007.

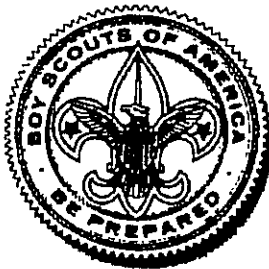
Crew 164

Bristol, VA

In testimony whereof the Boy Scouts of America has caused this charter
to be issued and its corporate seal to be affixed.

Serving Youth for
2 Years

Ray L. Williams
Chief Scout Executive



BOY SCOUTS OF AMERICA
Incorporated February 8, 1910
Chartered by Congress June 15, 1916

713 06

QUALITY LODGE RECOGNITION PETITION FOR 2007

Council Name _____ Council No. _____
Lodge Name _____
Headquarters City _____ State _____ Region _____ Section _____

To qualify as a National Quality Lodge, the lodge must renew its charter on time with appropriate fees, achieve items 1 through 10 below, and achieve five of the remaining items. During 2007: *(Check each item achieved)*

- 1. The lodge complies with all requirements in the current printings of the *OA Handbook, Guide for Officers and Advisers, Field Operations Guide, Guide to Inductions*, and ceremony books. The council has only one Order of the Arrow lodge organization.
- 2. The lodge experienced positive growth in its membership.
- 3. The lodge inducted a minimum of 30% of its eligible Ordeal members into the Brotherhood.
- 4. The lodge conducted one or more Lodge Leadership Development (LLD) courses with qualified instructors and used the current LLD materials (available at www.oa-bsa.org) to train lodge and chapter officers, lodge and chapter committee chairmen, and their advisers. Collectively, the LLD courses were attended by a minimum of 75% of all members eligible to attend.
- 5. The lodge completed service projects for the council camp or service center, and a council-approved community service project. A written report for each project was included in the lodge annual report. During the year, lodge members contributed an average of three hours of service per person.
- 6. After contacting each troop and team in the council, the lodge conducted elections in every unit desiring an election. The election teams were trained and all team members were in proper uniform during each unit election.
- 7. Following a review of the Order of the Arrow 2003 – 2007 Strategic Plan, the lodge Key 3 met with the Scout executive and members of the council executive board to identify ways for the lodge to be more effective in cooperating and coordinating with council programs and events. The lodge calendar permits members to actively participate in unit, district, and council events.
- 8. The lodge leadership actively participated in the development and implementation of the council's plan for the promotion of the council camping, high adventure, and other outdoor programs. Working closely with district and council leadership, the lodge camping promotion committee helped establish and conduct promotional contacts to a minimum of 75% of the troops and teams in the council as of June 30, 2007.
Contacts: _____ The number of troops and teams in council: _____
- 9. The lodge contributed cash, materials, or both, to the council in an amount equal to at least \$2.00 per lodge member.
- 10. The lodge submitted an annual report of accomplishments to the council executive board.
- 11. In addition to contributions made in item 9, the lodge made a minimum contribution of \$1000 to the council's endowment fund.
- 12. The lodge published a Where to Go Camping pamphlet, CD, or information on the lodge or council website which has been updated within the last three years.
- 13. Each ceremony team member memorized his part and each ceremony was presented in an effective and impressive manner in accordance with the official ceremony books and the *Guide to Inductions*.
- 14. The lodge Key 3 met at least six times during the year to discuss the progress of the lodge.
- 15. The lodge provided manpower, resources, and/or program assistance in support of the Scout council's Cub Scout outdoor program and Webelos transition to Boy Scouts.
- 16. Within the last two years, two youth attended a National Leadership Seminar and completed their contracts, and one adult attended a National Lodge Adviser Training Seminar and completed the required discussion with the Scout executive.
- 17. The lodge created a plan to serve the OA Scoutreach Mentoring Program. The plan was approved by the Scout executive or the council Scoutreach committee and was included in the lodge annual report.
- 18. The lodge produced and distributed (by hardcopy, email, or lodge website) a minimum of four newsletters to its members and contributed articles to the council's newsletter or website. Lodge websites conform to the council's website policies.
- 19. One youth member attended a national OA high adventure program. A minimum of three youth and two adult members attended the section conclave. At least three members attended Summit 2007 as lodge contingent members.

• *Required items*

The white, canary and pink copies MUST be submitted to the national office with your Lodge Charter Renewal.