

# Family Troop Guide for Council Registrars

Any troop, with the approval of their chartered organization, may become a family troop. A family troop serves both boys and girls in the same troop, just like a family pack. Family troops follow the same robust youth safeguarding standards and program requirements as boy troops and girl troops. Please see the *Family Troop Best Practices* guide for more helpful information on running a family troop. This guide is designed to assist council registrars in registering family troops.

Troops interested in converting to a family troop must carefully review the *Family Troop Decision Guide* and complete the *Intent to Convert* form. The *Intent to Convert Form* is required for boy and girl troops seeking to convert to, or merge into, a family troop. It ensures that all necessary discussions and approvals are completed by the troop prior to the conversion, and provides you, the council registrar, with information you will need to process the change.

## 1. When is the *Intent to Convert* Form Required?

- Not Required: For brand new units forming as family troops, follow your council's standard new troop procedures. The form is not necessary in this scenario. Select "Family Troop" as the troop type. Please ensure the new troop is provided with a copy of the *Family Troop Best Practices* guide.
- Required: For the following situations
  - A single girl troop converting to a family troop
  - A single boy troop converting to a family troop
  - A boy troop and a girl troop merging to form a family troop (regardless of whether or not they are linked troops or share the same chartered organization)
  - A pilot combined troop converting to a family troop
  - All other scenarios as reported by the troop(s) on the form

## 2. Verifying Completion of Required Actions

Please review the troop's completed *Intent to Convert* form carefully to ensure the following actions have been completed and attested by the troop(s) leadership:

1. Chartering organization(s) have approved the conversion to a family troop.
2. All stakeholders have participated in discussions as outlined in the *Family Troop Decision Guide*.
3. All registered adult volunteers have reviewed and discussed the *Family Troop Best Practices*.

4. All Scouts and registered adult volunteers not participating in the family troop have been assisted in finding and transferring to new troops.

### 3. Required Signatures

The form must include the following attestation signatures:

- Chartered Organization Representative (printed and signed)
- Committee Chair (printed and signed)
- Scoutmaster (printed and signed)
- If merging troops, all key three signatures from both troops are required, even if the positions are filled by the same person in both troops.

These signatures ensure the full key three of the troop(s) have been a part of a collaborative discussion to convert.

### 4. Family Troop Setup

- For a single girl troop converting to a family troop or a single boy troop converting to a family troop, change the unit type from “boy troop” or “girl troop” to “family troop”. A new unit application is not required. You will change the unit type on the Unit Information screen after accessing the unit through Org Search in Registrar Tools.
- For pilot combined troops converting to a family troop,
  - A new unit application is not required.
  - Consult the form to identify the “primary” and “hold” units for the pilot troop.
  - Change the unit type of the “primary” unit from “boy troop” or “girl troop” to “family troop” and remove the combined pilot special interest code, replacing it with a new code of your choice, if applicable.
  - Transfer any missing Scouts and adult volunteers from the family troop roster into the family troop (see “Member Application Requirements” in the next section).
  - Make the family troop the primary registration for all transferred-in members. (The member will renew their membership and pay their membership fees through the family troop.)
  - Expire the “hold” unit.
  - If the pilot combined troop does not want to become a family troop and would like to revert to their original boy-only and girl-only troops, please provide them with the *Converting From a Family Troop* guide and ensure all members are transferred back into appropriate troops, as requested.
- For merging troops,

- A new unit application is not required.
- Consult the form to identify which troop will become the family troop and which troop should be “closed” (expired).
- Transfer all Scouts and adult volunteers into the family troop (see “Member Application Requirements” in the next section).
- Consult the list of adult leaders provided in the form to change adult leader positions as listed.
- Make the family troop the primary registration for all transferred-in members. (The member will renew their membership and pay their membership fees through the family troop.)
- After you are certain all members have been transferred correctly, expire the empty troop. Be aware, should the unit be expired with any members still reflected, those members will also be expired at the same time.
- Please ensure the new family troop is provided with a copy of the *Family Troop Best Practices* guide.
- Family troops may retain their current number or request a new number (subject to council availability). Upon request, registrars should verify the requested number's availability and manually change the number of the troop. A new unit application is not required to change a troop number. The unit number can be changed from the Unit Information screen. Changing the number does not affect the tenure of the troop.

## 5. Member Application Requirements

- Any youth NEW to Scouting (not currently registered in Scouting America) must complete new youth applications for the family troop as per your usual council process.
- Any Scout coming from another troop or from Lone Scouts should follow your normal council process for transferring units.
  - Please note, Lone Scout functionality is not currently supported in Scoutbook Plus. If your council has not provided a host unit for Scoutbook access, the Lone Scout’s Advancement records will need to be manually brought up to date in Scoutbook.
- When merging two troops, new youth applications for currently registered Scouts are not required to merge the Scouts from the expiring troop into the family troop. You may manually transfer Scouts from the expiring troop to the family troop.
- Changing a Charter Organization Representative always requires a new adult volunteer application.

- Any adults NEW to Scouting (not currently registered in Scouting America) must complete adult volunteer applications and provide a current certificate for Safeguarding Youth Training, as per your usual council process.
- If merging two troops under the same chartering organization, adult applications are not required for you to manually move adults from the expiring troop into the family troop and assign them into their new positions.
- If merging two troops with different chartering organizations, all adults not currently registered with the family troop's chartered organization must submit completed adult volunteer applications to move them into the family troop.

## 6. Retention and Recordkeeping

Maintain copies of the completed *Intent to Convert* form and supporting documentation in council records as required by your council's recordkeeping policies. **The *Intent to Convert* form is for local use only and is not submitted to National.**

## 7. Questions

- Direct any incomplete *Intent to Convert* forms back to the troop for correction.
- Provide all family troops with the *Family Troop Best Practices* guide.
- Questions about the registration system and registrar tools should be directed to [supportcenter.scouting.org](https://supportcenter.scouting.org).
- Questions about the family troop model which cannot first be resolved by your Scout Executive, the *Decision* guide, or the *Best Practices* guide can be directed to [scoutsbsachair@scouting.org](mailto:scoutsbsachair@scouting.org).
- Troops who try the family troop model but decide they would like to revert to their original boy-only and/or girl-only troops should be provided with the *Converting From a Family Troop* guide and assisted with the return process.