

Functional Unit Positions

Please indicate the individuals who will hold the below functional unit position in your unit's my.scouting account. Please also sign where necessary to approve these positions. If your unit does not want someone in the listed position, please write "none" on the name line.

Unit Advancement Chair

The Unit Advancement Chair is the individual who enters your unit's advancements online. This individual will be given access to Internet Advancement for your unit. If your unit does not designate an Advancement Chair, only the unit key-three (Unit Leader, Committee Chair, or Charter Organization Representative) will have access to Internet Advancement.

Advancement Chair Name _____

Unit Leader Approval Signature _____

Charter Organization Representative Delegate

The Charter Organization Representative Delegate is an individual who the Charter Organization Representative has designated as authorized to approve adult applications that have been submitted for your unit online. If your COR does not designate a COR Delegate, only the COR will be able to approve online adult applications. If your unit does not accept adult applications online, ignore this position.

COR Delegate Name _____

Only your unit's Charter Organization Representative can designate a COR Delegate. To do this, your unit's COR will need to: login to their my.scouting account > Menu > [unit number & district] > Organization Security Manager > COR Delegate > green "+" > select the adult from the dropdown menu > submit. Once this has been done, it will take up to 24 hours to sync authorizations for the approved COR Delegate. This process will need to be completed after your recharter has been submitted and approved.

Key-Three Delegate

Similar to the COR Delegate, the Key-Three Delegate is an individual who the unit has designated as someone who is authorized to approve youth applications that have been submitted for your unit online. If your unit does not designate a Key-Three Delegate, only the Unit Leader, Committee Chair, and Charter Organization Representative will be able to approve online youth applications. If your unit does not accept youth applications online, ignore this position.

Key-Three Delegate Name _____

Unit Leader Approval Signature _____

Authorized Custodial Account Users

Units have registration and scout shop custodial accounts at the council office. If you would like to update/permit only authorized users to access these accounts, please send a list of authorized individuals to greatrivers.scoutshop@scouting.org with "Pack/Troop ## Authorized Account Users" in the subject line.