



memo

To: Pastors

From: Lisa Gomes, Director: Office of Youth and Young Adult Ministry

CC: Msgr. Gary Secor, Vicar General
Charmaine Garcia, Chairperson: Diocesan Catholic Committee on Scouting
Bill Sandkuhler, Atlas Insurance
Lisa Sakamoto, Diocesan Finance Officer
Marvin Choy, Controller
Alicia Nakamoto, Parish and School Accounting Manager

Date: August 16, 2021

RE: Chartering with Boy Scouts of America (BSA) Scouting Units

Effective **immediately**, if a Diocese of Honolulu Parish or School is to Charter, or renew a Charter with a Boy Scouts of America (BSA) Scouting Unit, the following will be required:

- Obtain a Certificate of Insurance (COI) from the National BSA organization naming both the Parish and the Diocese as an Additional Insured.
- Obtain a Facilities Usage Agreement (FUA) from the Scouting Unit. The FUA can be found in the insurance manual provided to the parish from the diocesan Finance Office annually. It is on pages 34-35.

In addition,

- Each Pastor will appoint a Charter Organization Representative (COR).
- The Pastor will ensure that the COR will be identified to the Office of Youth & Young Adult Ministry.
- The COR will maintain regular, ongoing communication with the Pastor on the status and activities of the Scout Unit.
- The Scout Unit, through the COR, will maintain ongoing communication with the Office for Youth & Young Adult Ministry by means of the Diocese of Honolulu Catholic Committee on Scouting.

The Diocese of Honolulu Catholic Committee on Scouting is also working on a Scouting Guidance Document to help scout units and parishes have a clearer definition of roles and expectations for all.

If you have any questions or concerns, please contact me at lgomes@rcchawaii.org or 808-203-6743. Mahalo.