BASIC CHARTER 2026-27

Keystone Club charters are active from **September 1, 2026 to August 31, 2027**. Charters **must be renewed annually** and can be submitted at any time during this timeframe.

Application Type: ○ Renewal ○ New Charter

Keystone Club Name: _____

Organization Information

Region/State/Organization Name: *(select your Region from dropdown arrow)*

State: *(select your State from the dropdown arrow)*

Organization Name: *(select your Organization Name/Global ID from the dropdown arrow)*

Site Name: _____

Site Address: Street Address _____

Line 2 _____

City _____

Country (select from dropdown arrow) _____

State / Province _____

Zip / Postal Code _____

Contact Information

Keystone Advisor Name:

Advisor Email:

Advisor Phone:

Please indicate your advisor's employee status: *(select from dropdown arrow)*

Site Director Name:

Site Director Email:

CEO Name:

CEO Email:

Club Phone Number:

Military Club? ○ Yes ○ No

Overseas Unit? ○ Yes ○ No

Native Club? ○ Yes ○ No

Members Information

Keystone Clubs must have a minimum of 6 and no more than 20 members. If you have more than 20 members, you can submit another Keystone Charter. Each chartered Keystone Club must have a unique name.

****Please ensure the age breakdown and gender breakdown equal the same as Total number of Teens in your Keystone Club.****

How many 14-year olds are in your Keystone Club?

How many 15-year olds are in your Keystone Club?

How many 16-year olds are in your Keystone Club?

How many 17-year olds are in your Keystone Club?

How many 18-year olds are in your Keystone Club?

How many Males in your Keystone Club?

How many Females in your Keystone Club?

How many identify as Other in your Keystone Club?

Total Number of Teens in your Keystone Club:

Member roster: ***Please upload a roster of your Keystone Members in Word, Excel, or PDF format. Name only is fine.***

The number of members listed on your roster should be the same as the number listed in the age breakdown, gender breakdown, and total.

Please provide an overview of your plans for this Keystone charter year. While specific details are not necessary, please share as much as you can, to give us an understanding of your approach to Keystone this year.

Electing officers and drafting Keystone Goals are requirements for chartering.

Have you elected officers for your Keystone Club? ○ Yes ○ No

Plan Drafted for Keystone Goals? ○ **Yes** ○ **No**

Keystone Club Purpose

Keystone was created to provide teens with engaging leadership and service-related project experiences and opportunities to help influence positive change and outcomes for themselves, their Club and communities. The program prepares teens to be active, responsible and contributing citizens and to be workforce ready.

BGCA's Leadership and Service programs (Torch Club, Keystone Club and Youth of the Year) sequentially build core competencies across age groups in three primary domains: self-leadership, leadership with others, and leadership in the community.

Self-leadership: Knowing oneself and analyzing one's emotions and actions in order to self-regulate and empower oneself.

Leadership with Others: Strategic engagement and communication across diverse groups, perspectives and settings in order to create collective meaning and inspire others.

Leadership in the Community: Building relationships across different systems in order to bring groups together for a shared goal.

Your role as a youth development professional is to provide a safe and positive environment to encourage youth and support them as they build skills. Youth development professionals create opportunities for youth to develop a sense of belonging by recognizing their contributions and accomplishments to help them build relationships with their peers.

Acknowledgement:

☐ I have read the information on this page and understand it to the best of my knowledge.

NOTE - NEW THIS YEAR!

If you plan to charter up to Silver and beyond, please download the **NEW Advisors Service Hour Tracker**. There is a tab for each Service Project and each charter level. Please use this document to record your service hours! You will need to upload each tab to the charter application in the appropriate place instead of manually entering your service hours.

For questions, please email **KeystoneClubs@bgca.org**.

SILVER CHARTER 2026-27

Please note all required Key Focus Area Projects must be completed in-person, and must have a start date between September 1, 2026 and the present. Future dates are ineligible.

Silver Level requires a minimum of 200 total Service Hours

Community Service Project

Please upload the NEW Advisors Service Hour Tracker for Community Service project hours.

Choose File No file chosen

What was your Community Service project title?

Community Service Start Date:

 # Club Teens Participated (Community Service):

 # Non-Club Members Participated (Community Service):

 # Teens Recruited/Joined the Club (Community Service):

Please describe in detail your Community Service Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Academic Success Project

Please upload the NEW Advisors Service Hour Tracker for Academic Success Project hours

Choose File No file chosen

What was your Academic Success project title?

Academic Success Start Date:

 # Club Teens Participated (Academic Success):

 # Non-Club Members Participated (Academic Success):

 # Teens Recruited/Joined the Club (Academic Success):

Please describe in detail your Academic Success Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Career Preparation Project

Please upload the NEW Advisors Service Hour Tracker for Career Preparation Project hours

Choose File No file chosen

What was your Career Preparation project title?

Career Preparation Start Date:

 # Club Teens Participated (Career Preparation):

 # Non-Club Members Participated (Career Preparation):

 # Teens Recruited/Joined the Club (Career Preparation):

Please describe in detail your Career Preparation Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Teen Outreach Project

Please upload the NEW Advisors Service Hour Tracker for Teen Outreach Project hours

Choose File No file chosen

What was your Teen Outreach project title?

Teen Outreach Virtual Project Start Date:

 # Club Teens Participated (Teen Outreach):

 # Non-Club Members Participated (Teen Outreach):

 # Teens Recruited/Joined the Club (Teen Outreach):

Please describe in detail your Teen Outreach Project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Other Service Projects

You can enter information for up to 3 additional Service Projects

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver application.) ○ **Yes** ○ **No**

Please upload the NEW Advisors Service Hour Tracker for ALL Other Silver Level Service Project hours

Choose File No file chosen

What was the title of your service project?

What was the start date of this service project?

 # Club members participated:

 # Non-Club teens participated:

 # Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Mentorship

Please share how your Keystoners mentored Torch Club members or other youth in your community aged 10-13.

#WeOwnFriday - *Teen events for teens, planned by teens.*

PLEASE NOTE: 1 #WeOwnFriday event required for Silver Level.

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver application.) ○ **Yes** ○ **No**

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

NATIONAL PROJECT 2026-27

Description & link

Projected National Project Title:

Project Type

- **Advocacy - A project designed to raise awareness, influence opinions or decisions, and encourage action around a specific issue or cause.**
- **Direct - A hands-on project where participants work directly with the people, community, or environment they are trying to support.**
- **Indirect - A project that supports a cause or community without directly interacting with those who will benefit, such as collecting supplies or fundraising.**
- **Research - A project focused on gathering and analyzing information to better understand an issue and identify potential solutions.**

National Project Projected Start Date:

Project Impact

Please be sure to describe how Keystoners will educate themselves about the topic, their anticipated involvement in the planning and implementation stages, and how the project will address the topic on a local, national or global scale.

Describe your projected impact on teens.

Projected Engagement Outcome

Please also share other agency involvement and partnerships that will help to make this project a success.

Describe how you think your project will affect change and help members in their communities.

Upload your National Project Plan. Include a description of the project and projected timeline, as well as any relevant details related to the project outcomes.

Please upload your National Project Plan here:

Choose File No file chosen

GOLD CHARTER 2026-27

Remember Details! Details! Details!

Please note charter requirements must be completed in-person.

Gold level must complete a minimum of 400 cumulative service hours.

Please enter the total service hours entered in your Silver application:

Please enter any additional service hours:

Service Initiatives

Please select one or more service events your Keystone Club participated in.

- ☐ **National Day of Service and Remembrance (September 11, 2026)**
- ☐ **National Youth Sports Week (October 27-November 2, 2026)**
- ☐ **Dr. Martin Luther King Jr. National Day of Service (January 18, 2027)**
- ☐ **Global Youth Service Days (April 23-25, 2027)**
- ☐ **National Adolescent Health Month (May 1-31, 2027)**

Describe how Keystoners planned and led out on the initiatives.

Describe your service project and its impact.

What area of need did the service project fulfill in helping members in the community?

Impact Stories

Please share in detail one impact story of teens going above and beyond to make a difference.

What did they learn from giving back?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Other Service Projects

Can add up to 3 additional projects

Please upload the NEW Advisors Service Hour Tracker for ALL Gold Level Service Project hours

Choose File No file chosen

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver application.) ○ **Yes** ○ **No**

What was the title of your service project?

What was the start date of this service project?

 # Club members participated:

 # Non-Club teens participated:

 # Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

#WeOwnFriday - *Teen events for teens, planned by teens.*

PLEASE NOTE: One <u>additional</u> #WeOwnFriday event required for Gold Level.

(Please do not report the same event as reported in Silver.)

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver or Gold application.) ○ **Yes** ○ **No**

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

NATIONAL PROJECT 2026-27 (GOLD)

Please upload the NEW Advisors Service Hour Tracker for your National Project hours

Choose File No file chosen

 # Club Teens Participated:

 # Non-Club Members Participated:

 # Teens Recruited/Joined the Club:

What were the key learnings? Please describe what the teens learned and experienced, and share at least one impact story.

Please share two or more direct quotes from teens about how the program impacted them and others.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add links here:

LEGACY CHARTER 2026-27

Remember Details! Details! Details!

Please note charter requirements must be completed in-person.

Legacy level requires at least 600 cumulative service hours.

Keystone Mission Statement

What is your Legacy Club Mission Statement?

Legacy Champions of Teens

From the 3 categories listed below, please select and complete at least two categories your teens participated in.

Categories:

- ***Marketing Plan***
- ***Fundraiser Event***
- ***Mentorship***

1. **Marketing Plan – Develop and execute a marketing plan. Please also upload Marketing Plan in the upload fields below.**
    - *Please describe and share your marketing plan.*
    - *What were three creative ways teens engaged and reached other teens?*
    - *Was the plan successful? If so, how was your success measured?*
    - *Upload Marketing Plan*

2. **Fundraiser Event – Plan and execute a Keystone Fundraiser event that promotes the program or Club.**
    - *Please describe your teens fundraising event(s).*
    - *How did teens prepare and promote the event?*
    - *Were teens able to recruit other teens to join the Club?*
    - *How much was raised through the fundraising event? (Please enter dollar amount only.)*

3. **Mentorship - Have a formal tween mentorship program in place to encourage membership in Keystone Club.**
    - *Describe your Torch Club mentorship program for Club members aged 10-13 to transition to Keystone Club.*
    - *How did teens prepare and promote the event?*
    - *How many teens participated in the program?*

***Please share all applicable documents, photos and/or video links highlighting the teens great work and**

community efforts. At least 1 photo is required.

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add links here:

Success Stories

Share in detail three Success Stories of Keystoners coming together in-person to help make a difference in their Club and community.

Examples:
"Community service is so essential. Keystone has helped me realize that I can do more than get a 9 to 5 and go home. I can have a positive impact in my community."

- ***Chris H., USAG RP Baumholder***

"Keystone has helped me in wanting to find ways to serve others, and that drive to volunteer will no doubt carry on into whatever future I choose."

- ***Kiara M., BGC South Alabama***

Success Story 1.

Success Story 2.

Success Story 3.

Other Service Projects

****You can enter information for up to 3 additional Service Projects***

Please upload the NEW Advisors Service Hour Tracker for ALL Other Legacy Level Service Project hours

Choose File No file chosen

Did you have any additional service projects you would like to tell us about? (Please do not report any projects previously reported in your Silver or Gold application.) ○ **Yes** ○ **No**

What was the title of your service project?

What was the start date of this service project?

 # Club members participated:

 # Non-Club teens participated:

 # Teens Recruited/Joined the Club because of this project:

Please describe in detail your project and what teens achieved and learned.

Please describe in detail the creative ways teens reached out to other teens. What were the end results?

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

#WeOwnFriday - *Teen events for teens, planned by teens.*

PLEASE NOTE: One additional #WeOwnFriday event required for Legacy Level.

(Please do not report the same event as reported in Silver or Gold.)

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here:

Did you have an additional event that you would like to tell us about? (Please do not report any events previously reported in your Silver, Gold or Legacy application.) ○ Yes ○ No

What was the title of your event?

What was the date of your event?

How many teen Club members (including Keystoners) participated in your event?

How many non-Club teens became members as a result of your event?

Please describe your event, including outcomes.

***Please share all applicable documents, photos and/or video links highlighting the teens great work and community efforts. At least 1 photo is required.**

Please upload here:

Choose File No file chosen

Please upload here:

Choose File No file chosen

Please add link here: