



2018 Unit Charter Renewal Guide

INTRODUCTION

This guide is for you who have been tasked to complete the annual charter for a BSA unit. The annual charter process is essentially four steps:

1. Gather necessary information on youth and adults.
2. Gather applications and proof of Youth Protection Training.
3. Submit the information in the BSA online system.
4. Submit the "Unit Charter Renewal Report Package" (printout) and documents to your district staff or commissioner staff.

This guide walks you through each step and provides helpful tips and advice to simplify your annual chartering responsibilities.

**An electronic version of this guide can be found on blackhawkscouting.org on the right side of the main page under "On-line Advancement and Rechartering"

****NEW:** Starting 2018, all Council Charters can be completed FULLY through the online system. A step by step guide with screenshots is also available at www.blackhawkscouting.org main page on the right side of the page under "Online Charter Renewal Screenshots and Instructions"

Please refer to the one-page letter in your packet regarding the additional insurance fee starting in 2018.

STEP ONE: GATHER NECESSARY INFORMATION ON YOUTH AND ADULTS

Conduct a membership inventory. Make a list of the individuals who will be part of each unit organization (pack, troop, team and crew) as of the date noted below by District...**THIS IS WHEN YOUR CHARTER RENEWAL IS DUE:**

Arrowhead: April 30, 2018
Sycamore: March 31, 2018
Wanchanagi: February 28, 2018

Wetassa: March 31, 2018
White Eagle: April 30, 2018

1. For adults, use the "Adult Membership Inventory Worksheet - Multiple Units" (Appendix A) and identify where each adult is serving. This form also allows you to easily determine which adults are registered in multiple units. **Please use this**

form. It makes your job and that of your district commissioner much easier. Your district commissioner can explain how to fill out this form if you have any questions.

2. For youth, make a list of Cub Scout age boys, Boy Scout age boys, Varsity age boys and Venturing age boys based on **each boy's age as of the above Renewal date for your District.** LDS units may print out a MLS report showing full name, full date of birth, complete address, phone number if available. The ward clerk can create the appropriate custom MLS report according to the template screen shots found in Appendix B. Use of the MLS system for BSA registration is allowed under the provisions of Section 8.3 of the *Scouting Handbook for Church Units in the United States*, Revised May 2015.

STEP TWO: GATHER APPLICATIONS AND YPT VERIFICATIONS

New Adult Applications:

****Adult applications will not be accepted without proof of Youth Protection Training**

Every adult added to a unit charter requires both parts of a new Adult Application Including:

- Social Security Number (If uncomfortable providing this number, please note on application and you will be contacted via phone and can provide your SS# to our registration office directly)
- Current YPT certificate
- Background check information (Bubbles on right side of application)

An adult registered in one unit (such as a troop) and now added to another unit (such as a Venture Crew) is a new adult to that unit and must submit a new Adult Application and a YPT certificate. If a new leader is added to more than one unit, with each additional unit's packet include copies of the Adult Application that has the social security number, the Disclosure Statement, and the YPT certificate. You can make photocopies for each unit. If a leader serves in more than one position, such as in a unit position and in a district position, it is best to have the leader fill out an application for each position.

The minimum required information on an Adult Application is illustrated in the example found in Appendix C. All circled items must be completed. Common problems with Adult applications include missing or invalid Social Security Numbers, incomplete names (*e.g.*, Jimmy instead of James—use the full legal name), missing or incomplete disclosure statements, and missing or incorrect signatures and initials for the statements in the lower right-hand corner of the application. BSA has developed a new application that asks for applicant initials on

certain statements, but the most recent older application may also be used. Please note that the committee chairman and a representative of the chartered organizational signing the Adult Application must correspond with the unit to which the applicant belongs. This becomes an issue if units from different sponsoring organizations share leaders (*e.g.*, a combined pack made up of three LDS wards).

For a leader in an LDS stake who serves in a scouting position by virtue of his or her position, but who is not registered in a unit position, register him or her in a unit sponsored by that leader's ward as "91U - Unit Scouter Reserve." This includes young men's presidencies, high councilors with scouting responsibilities, and others who serve as unit commissioners as part of their church responsibilities, such as stake primary presidencies. Leaders registered as 91U - Unit Scouter Reserve must satisfy all application and Youth Protection Training requirements.

Common unit position codes for Adult Applications are found in Appendix D or inside the front cover of an adult application.

The Council needs only the original page of the paper Adult Application. Please keep your Unit and Individual copies.

2. **Youth Applications.** A youth advancing from one family to another, such as from a cub pack to a troop or from a troop to a Varsity Team, is a new youth to the unit and must meet the new youth application requirements. Carefully check your draft printout to assure that all youth are included for the upcoming year.

For LDS youth whose names do not appear on the charter printout, units sponsored by the LDS Church may submit with the chartering packet an MLS printout highlighting the new youth or an overflow sheet as a substitute for the BSA printed application. Whichever is used, it must show the youth's full name, full date of birth, complete address, and phone number if available. Youth new to an LDS unit, including promoted youth, who are not members of the sponsoring ward, must provide a completed BSA Youth Application. A youth whose records are in another ward must provide a completed BSA Youth Application to the second ward or other sponsoring organization.

A new youth in a unit sponsored by any other organization must provide a completed BSA Youth Application.

The most common problem with youth applications is missing signatures.

3. **Youth Protection Training.** Youth Protection Training is valid for a period of two years. A certificate that expires prior to your Charter Renewal deadline for your District (dates above) is **not** valid for 2018 rechartering purposes. Every new Adult Application must include a Youth Protection Training certificate. A problem

sometimes arises when an adult has not yet linked his or her My.Scouting.org training profile with his or her scouting membership ID number. An adult with unlinked accounts may show up on the printout in a section entitled "Adults Without Youth Protection Training Report." You will need to provide a Youth Protection Training certificate for those unlinked adults.

****Please Note:** If you have adults who serve as leaders in two different programs i.e. Boy Scouts and Venturing, that adult should take the Youth Protection Training that corresponds with the highest program level in which they serve. The order is as follows from low to high: Cub Scouts, Boy Scouts, Venturing, Varsity Team, and Exploring.

Problems with your account to show records and trainings completed?

To link a member account, go to myscouting.org, log in, click "Update Profile" on the left, scroll down to the bottom to "Membership Info." and then choose:

Council Name: Blackhawk Area Council #660

Membership ID: Enter your ID (received on membership card)

****If you do not know your member ID, it can be found in the online renewal system or by contacting your District Executive.**

A printout of the BSA Training Validation page from MyScouting.org is acceptable as long as the printout contains the name of the adult and the course code and finish date of each training course. See the example found in Appendix D.

Because LDS sponsored Venturing crews do not allow female youth members, any version of Youth Protection Training is accepted for adults in any LDS sponsored unit. In other words, either the general Youth Protection Training certificate or the Venturing-specific Youth Protection Training certificate is acceptable for all LDS units. For units sponsored by any other sponsor, the Venturing-specific Youth Protection Training certificate is required for all adults on the Venturing crew charter.

STEP THREE: ENTER INFORMATION IN THE BSA ONLINE SYSTEM AND SUBMIT THE DOCUMENTS

If you haven't taken the online tutorial referenced on page 1 within the past six weeks, take the tutorial before you begin entering information into the Internet Rechartering website. You will save yourself time and angst by taking the tutorial. As you enter information into the Internet Rechartering website, remember these helpful tips:

1. **Use Microsoft Internet Explorer.** Although it's the web browser that many love to hate, it is the best for conducting the online portion of the charter renewal. Our apologies to Mac, and Linux users. You will need to find a Windows machine. And for Windows users, you need to use Internet Explorer versions 6 through 9. Version 9 is available from Microsoft at this URL:
<http://www.microsoft.com/en-us/download/internet-explorer-9-details.aspx> .
2. **New User Each Year.** Remember that each year you are a new user to the Internet Rechartering system, even if you have done Internet Rechartering in the past. You must access the Internet Rechartering System using the access codes provided each year. The access codes from prior years are not valid and will not work. Please choose a password that you will easily remember and write it on the paper next to the access code.
3. **Start at the Top.** If you are entering information for more than one unit, start with the oldest boys. If your organization sponsors a Venturing Crew, start with the Venturing crew and work towards the Cub pack. It is easy to promote a boy from above, and impossible to promote from below. For example, while in the Varsity team charter, you may pull up a Boy Scout, but you cannot push a Varsity Scout into a Venturing crew. If you start at the bottom and delete a cub who is moving to the scouts, you will have to enter his information exactly as it was in the cub unit. This is cumbersome and introduces errors.

If you are dropping a youth from a unit because he is too old and you are not the person responsible to promote him to the new unit, please verify that the receiving unit adds the youth to its charter. The youth is not automatically added to the receiving unit – you must coordinate with the receiving unit.

Every unit must contain at least two paid youth. This may require some creative thinking if the sponsoring organization wants to retain a unit. An example would be a sponsoring organization registering a Varsity-aged boy in a scout troop as his primary registration and in the Varsity Team as his multiple registration.

4. **Adult Charter Requirements.** The information you enter for a new leader needs to match exactly and with the information contained on the Adult Application. This is why you need to gather the applications and other paperwork before starting any of the online portion.

The institutional head and chartered organization representative must be the same

persons for all units chartered by a single sponsoring organization.

The online system won't allow you to complete a charter if there are errors in the minimum number of adult positions required. However, problems may arise if you make changes from what is on the printout after you submit online. Please be aware of the minimum number of positions when making post-printout changes. Follow the "Post-Printout" section below if you need to make changes.

5. **Registrations in Multiple Units.** It is often necessary to register adults and even youth in multiple units. Generally, an adult may not register in more than one position within the same unit. Exceptions include when the chartered organization representative serves as a committee chair or a committee member. Note that the an individual cannot serve as both the committee chair and a committee member in the same unit.

Youth may be registered in multiple units, with some important limitations. A Cub Scout may be registered with another pack, but not in a troop, team, or crew. A Scout, Varsity, or Venture may be registered in another troop, team, or crew as long as he meets the minimum age requirement by the end of January 2018. The registration office has the flexibility to allow a youth to be registered in a unit who is technically too young as long as the youth's birthday is prior to the end of January 2018.

Adult and youth who are registered in multiple units need only pay a registration fee once. Please pay attention to the steps in Stage 4 of the Internet Rechartering system in designating multiple registrations. See the screen shots and instructions in Appendix E.

For an adult or youth registered in more than one unit, it is helpful to indicate on the non-paying unit printout the unit number where the fees are paid.

6. **Review a Draft Printout.** Before you click the "Submit to Council" button, take time to print out a draft by clicking on the "Review/Print Roster" link. Errors are much easier to identify on the draft printout than they are on a computer screen. You will also be able to see on the printout where you need to gather Adult Applications and YPT verifications that you may have overlooked. Carefully check the printout to be certain that all youth are listed, especially youth who may have changed units since you first signed into the Internet Rechartering system. Also check that the leaders are correct, especially for leaders new to their positions.
7. **Payments.** All payments should be made at Charter turn-in and checks should be made to Blackhawk Area Council. If your Unit has a house account with the Council with the appropriate fees, a Unit account may also be used to cover the Charter Renewal fees.

The annual cost of Scouting for youth or adults is \$33 per annual membership fee and \$12 for Boys' Life Magazine. There is also an additional insurance fee of \$1.00.

The Church of Jesus Christ of Latter-day Saints pays directly to the National BSA all unit liability fees and all registration fees for all youth and adults associated with the units it sponsors. All other sponsoring organizations must submit a check for unit liability, youth, and adult fees upon charter turn-in.

IT IS IMPORTANT TO IDENTIFY THOSE REGISTERED IN MULTIPLE UNITS SO THAT THE CHURCH OR SPONSORING ORGANIZATION DOES NOT OVERPAY.

The subscription fee for Boy's Life is \$12.00 per year. The LDS Church does not pay for Boy's Life subscriptions as part of its direct payment to BSA. However, individual wards may choose to pay for them out of their ward fund allotment. A check for any Boy's Life subscriptions must accompany the rechartering package.

8. **Changes Post-Printout.** If a leader is changed after you have printed the chartering packet, the leader must register at one of the council offices. Then, you must add the leader before submitting the packet by crossing out the old leader on the printout and adding the new leader to an overflow sheet. This avoids the payment of unnecessary fees for the outgoing leader.

If you need to add a youth to the roster after printing the chartering packet, you do not need to add the youth to the printout. Simply include with the rechartering packet the BSA Youth Application, marked MLS printout, or overflow sheet that meets the requirements above listed under "Youth Applications."

STEP FOUR: SUBMIT THE CHARTER PRINTOUT AND DOCUMENTS TO YOUR DISTRICT COMMISSIONER or COUNCIL STAFF MEMBERS

1. **Final Printout.** After completing Stage 5 of the online portion of Internet Rechartering, you will submit to council and print out a "Unit Charter Renewal Report Package." **Please make certain that you have the final version with signature lines, NOT the draft version without signature lines.** There are three signature lines. You must obtain two of the three signatures, one from the "institutional head" of the sponsoring organization (in LDS wards, this is the bishop) and the other from the unit leader (Cubmaster, Scoutmaster, Team Coach, or Crew Advisor). The third signature line is for the district executive who will sign it after the district commissioner validates that all information is correct and all documents are present.
2. **Submit Documents to Your District Commissioner or Staff.** Your district commissioner will coordinate a time for you to meet with district staff and turn in all the documents necessary to renew your unit's charter. Please come when

scheduled. If you are late, it makes everyone else wait.

The district must submit all 2018 charters to the council by **their respective Charter Renewal date**. Please turn in your charter materials when your district commissioner has scheduled.

What you need to turn in to your District Representative:

- 1) Complete, signed printout of the Charter Renewal Packet
 - a. Three Signatures require:
 - i. Charter Representative
 - ii. Unit Leader
 - iii. Council Representative (Signed when turned in)
 - 2) New Leader Applications: Any NEW adults, need to have an application turned in with Renewal as well as proof of Youth Protection Training.
 - 3) New Youth Applications: New youth in each unit must either have an application or meet the exceptions for LDS units.
 - 4) Payment: A check must accompany the charter application (Except for LDS-sponsored units) ****IF NOT PAID ONLINE**
 - 5) Bring the "Annual Charter Agreement" signed by a person authorized for the sponsoring institution. Only one is needed for all units sponsored by the ward or other organization.
 - 6) 2017 *Journey To Excellence* Scorecard for each unit, regardless of whether the unit has achieved its goals.
 - 7) "Where Did the Kids Go?": Let us know why your boys are leaving so we may help address any issues and better develop programs
 - 8) "Where did the LEADERS Go?" Help us track leadership changes.
 - 9) Unit Leadership Roster: Please make sure to turn in this written roster so your Unit may make contact for our staff more efficient. Specifically, all Advancement, Membership, Treasurer, etc. positions are all registers as MC (member of committee) and this sheet helps us determine who holds each position and who to contact about any issues in that area.
3. **No Charters Turned in Directly to Council Registration Office.** Please do not turn in any Charter Renewal materials directly to the council registration office. Turn in all materials to your District Commissioner or BSA staff members. Any

materials received by the registration office are immediately redirected to the District Executive for your District. Delivering materials directly to the registration office creates unnecessary delay.

4. **Changes Post Turn-in.** If you need to add a youth or a leader after your District Commissioner has accepted your final rechartering package, take the appropriate and necessary application and fees to any of the council offices. If the new leader is replacing a leader, tell the council office of that fact when submitting the application.

Unit Rosters – Email Capture & Training Records

Current email information for adult volunteers gives the Council the ability to keep everyone informed on what's happening at the District, Council, or even National level of the Boy Scouts of America. There are many Scouting functions happening beyond the Unit such as Galena Pilgrimage, Summer Camp, Philmont Treks, Air Camp, and training events. Email is a great tool, but only with accurate addresses!

2 ways to add email addresses:

- 1) During the renewal process, the Unit has the ability to add addresses for individuals.

OR

- 2) Unit Key 3 (Committee Chair, Unit Leader, or Charter Representative) can log on to my.scouting.org and update this information at any time during the year!

***The Key 3 in my.scouting.org can also update inaccurate training records. Contact your District staff if you need help with that process.*