



1/9/2014

Unit Charter Renewal Guideline

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Internet Charter Access Code is shown on Page 2.

Introduction

The annual Unit Charter renewal is not only the opportunity for the charter organization and the BSA local council to renew their agreement but also an opportunity to update the unit's membership inventory, assure all leaders are trained and update their general liability insurance. The insurance fee collected as part of the charter renewal, separate from the optional Boy's Life subscription fee, defrays the cost of the BSA's general liability insurance program and provides primary insurance coverage for all registered adults and charter organizations. The coverage is for liability arising out of operating a traditional Scouting unit. It provides coverage for claims alleging negligent actions that result in either personal injury or property damage. Motor vehicle coverage is in excess of your personal auto insurance coverage.



Unit Information

The following guidelines supplement the BSA internet charter renewal system which can be accessed with the information provided below at: <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>

Unit:

Internet Charter Access Code:

Renewal Due Date: _____ **Unit Commissioner (UC)*:** _____

UC Phone: _____ **UC e-mail:** _____

(*) A Commissioner signature is required on the charter renewal report as the Council Rep prior to submission to council. The Commissioner may, as available, be the Unit Commissioner, District Commissioner or Council Commissioner. Application submitted to council without a Commissioners signature will be rejected.

Charter Renewal Process

Charter Renewal Kick-off	<ul style="list-style-type: none"> • Unit Commissioner: 75 days before charter renewal date, drop off charter renewal info packet to Unit Committee Chair/Unit Leader/Delegate.
Membership Inventory	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: 60 days before charter renewal due date review membership inventory. See instructions on page 4.
Internet Recharter	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: 30 to 45 days before charter renewal date, log-on to Unit Charter Renewal System via link on page 2. Refer to "Internet Rechartering" notes on page 3.
Training	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: Assure all leaders are "Trained", including current Youth Protection. See Training matrix on page 6.
Checklist & Final Printout	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: Complete Recharter Checklist on back of Recharter Worksheet. Submit roster then <u>print out a final copy of the Charter Renewal Report for signatures</u>. (Executive Officer is the Institutional Head, Council Representative is the Unit Commissioner, Unit Leader is the Cub Master/Scout Master/Crew Advisor).
Approvals	<ul style="list-style-type: none"> • Institutional Head: Signature on Annual Charter Agreement. (Not Charter Organizational Representative. Scout Executive will sign for "BSA local Council").
Renewal Fee Estimate	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: Only the registrar will determine the payment value. Use enclosed Recharter Worksheet to <i>estimate</i> the total cost to assure the units has sufficient funds. DO NOT write a check for this value. Units may consider transferring funds into their Unit Account .
Deliverables	<ul style="list-style-type: none"> • Committee Chair/Unit Leader/Delegate: <ul style="list-style-type: none"> • One blank (value to be calculated by Registrar) signed check for the renewal fee. • Completed Charter Renewal Application. • Include signed applications for <u>ALL</u> new Scouts/Adults, if applicable. • Include completed Annual Charter Agreement.



Charter renewals are due by December 15th for Packs and February 15th for Troops, Crews and Posts (or the following Monday if the 15th is on a weekend).

Internet Re-charter Notes

- a. Once logged into the charter renewal system, <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>, proceed with the five basic steps; 1) Load Roster, 2) Update Roster, 3) Check Roster, 4) Estimate Fee (not final), and 5) **Submit Roster and PRINT A COPY**. If unfamiliar with this system then refer to the Internet Rechartering Tutorial Instructions (<https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>).
- b. Incorrect/misspelled names from the internet charter should NOT be changed on-line. Please mark-up the final copy submitted as part of the charter renewal. Council will make the formal change.
- c. Social Security numbers are to be submitted on adult applications. Do NOT add using on-line system.
- d. All adult applications need to be filled out completely, including the authorization for criminal background check and all required signatures (Committee Chair, Charter Org Rep, Institutional Head and the applicant).
- e. Each unit will obtain a current unit roster from the internet advancement system as part of their Charter Renewal packet from Council. Crossing out Scouts/adults who are leaving and adding Scouts/adults who are joining will help you in completing the charter renewal process.
- f. All Joining Night applications should be brought to the registrar before the unit starts their charter renewal process. Each unit which submitted new applications in the fall should contact the registrar before starting their charter renewal process to assure all applications cleared.
- g. The internet re-charter valuation (dollar amount) is not correct. The final cost of the re-charter will be determined by the registrar upon receipt of the charter renewal application (once completed and **signed by the Institutional Head (Executive Officer), Unit Commissioner (Council Representative), and Unit Leader (Cubmaster/Scoutmaster/Crew Advisor)**). The Scout Executive signs the Annual Charter Agreement "for the BSA local council".

Membership Inventory Instructions

28-176T
40m1107



VARSITY



V E N T U R I N G ° B S A

MEMBERSHIP INVENTORY

(To be conducted sixty days prior to the charter renewal date
as well as during the month of December)

PURPOSE

1. Provides a roll call in which each unit member is contacted to determine quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year and thus increases tenure of members.

The membership inventory is a part of the unit's charter renewal and will assist the unit in building strength with a quality program. It should be conducted sixty days prior to the unit's charter review meeting. Membership inventory is also held again in December to be sure all members are registered by year end.

INSTRUCTIONS

1. Select a unit adult to lead the inventory.
2. Invite your commissioner to assist.
3. Using the computer printout for charter renewal, the commissioner and unit adults conduct an inventory of youth and adults who are still active.
4. All inactive members are listed and assigned to various persons who will visit them or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.
5. Agree on a plan to recruit new youth and adults so the unit can reregister with no loss in membership. One of the criteria for the National Centennial Quality Unit Award is to renew the unit's charter on time.
6. Now make every effort to recruit additional youth and adults.
7. Also be sure to register any youth who are participating but are not yet registered.



Frequently Asked Questions

Q1. What do I do for youth or adult members who are not listed on the roster?

A1. Complete a registration application and obtain the required signatures or provide a copy of the registration application which was previously completed.

Q2. How do I register a youth in a Venturing Crew who is also registering as an adult in a troop?

A2. The individual must register and pay for both positions. A youth cannot “multiple” as an adult and an adult cannot “multiple” as a youth.

Q3. Does a youth need to complete an application to transfer to an adult position?

A3. Yes. When a youth has aged out and wants to apply for an adult position he must complete an application including Youth Protection training. There is a \$1.00 transfer fee when not part of the re-charter process.

Q4. Can I register for more than one position?

A4. Only the Charter Organization Rep (CR) may hold two positions in the same unit. i.e. the CR may multiple as a Committee Chair (CC) or a Committee member (CM).

Q5. What are the requirements to become a Boy Scout?

A5. For a youth to become Boy Scout he must have completed the 5th grade **and** is at least 10 yrs. old **or** is 11 yrs. old **or** has earned his Arrow of Light and is at least 10 yrs. old, but has not yet reached 18 yrs. old.

Q6. What are the requirements to become a Venturing Scout?

A6. At least 13 yrs. old and have completed the eighth grade or at least 14 yrs. old but not yet 21. Parent/Guardian approval is required if under 18 yrs. old.

Required Training Matrix

Rev 6/17/13	Required Training Courses to be Position Trained			Required for "Trained Leaders" on charter.
Unit	Position	Course	Course	
Pack	Cubmaster (CM)	Youth Protection, Y01	Cub Master Specific, C40	100%
Pack	Assistant Cubmaster (CA)	Youth Protection, Y01	Asst. Cubmaster Specific, C40	No
Pack	Charter Organization Rep (COR)	Youth Protection, Y01	Training the Charter Organization Rep, D72	100%
Pack	Committee Chairman (CC)	Youth P Protection, Y01	Pack Committee Member Specific, C60	This is Scouting, WA01
Pack	Committee Member (MC)	Youth Protection, Y01	Pack Committee Member Specific, C60	
Pack	Tiger Cub Den Leader (TL)	Youth Protection, Y01	Tiger Den Leader Specific, C41	
Pack	Cub Scout Den Leader (DL)	Youth Protection, Y01	Den Leader Specific, C42	
Pack	Cub Scout Assistant Den Leader (DA)	Youth Protection, Y01	Den Leader Specific, C42	
Pack	Webelos Den Leader (WL)	Youth P Protection, Y01	Webelos Leader Specific, C61	
Pack	Webelos Assistance Den Leader (WA)	Youth Protection, Y01	Webelos Leader Specific, C61	
Pack	Pack Trainer (PT)	Youth P Protection, Y01	Pack Trainer Specific, C62	
Troop	Scoutmaster (SM)	Youth Protection, Y01	Scoutmaster Specific, S24	100%
Troop	Assistant Scoutmaster (SA)	Youth Protection, Y01	Scoutmaster Specific, S24	1 SA
Troop	Charter Organization Rep (COR)	Youth P Protection, Y01	Training the Charter Organization Rep, D72	100%
Troop	Committee Chairman (CC)	Youth Protection, Y01	Troop Committee Challenge, WS10	
Troop	Committee Member (MC)	Youth Protection, Y01	Troop Committee Challenge, WS10	A minimum of 3 members are
Crew	Venturing Crew Advisor (NL)	Youth Protection, Y02	Venturing Leader Specific, P21	100%
Crew	Venturing Crew Associate Advisor (NA)	Youth Protection, Y02	Venturing Leader Specific, P21	No
Crew	Charter Organization Rep (COR)	Youth P Protection, Y02	Training the Charter Organization Rep, D72	A minimum of 3 members are
Crew	Committee Chairman (CC)	Youth Protection, Y02	Venturing Leader Specific, P21	trained to their
Crew	Committee Member (MC)	Youth Protection, Y02	Venturing Leader Specific, P21	specific function
Crew	Youth Participation	Youth Protection, Y03	Introduction for leadership Skills for Crews	
Post	Explorer Advisor (EA)	Youth Protection, Y03	Explorer Leader Specific, L01	
Post	Explorer Associate Advisor (AA)	Youth P Protection, Y03	Explorer Leader Specific, L01	
Post	Committee Chairman (CC)	Youth Protection, Y03	Explorer Leader Specific, L01	
Post	Committee Member (MC)	Youth P Protection, Y03	Explorer Leader Specific, L01	
Notes				
	(1) Intro to Outdoor Leader Skills is an instructor led course.			
	(2) Hazardous Weather, WS81, is required if named on tour permit.			
	(3) Individuals can review their training history and status via www.myscouting.org			
	(4) Only current Training Codes are listed. Contact your Unit Commissioner if you have questions on how an "old" codes supports new course codes or see Top Leader Trained Reporting for historical list of codes. (http://www.scouting.org/filestore/training/pdf/Top_Leader_Trained_Date_Course_Criteria.pdf)			
	(5) Recommended for new leaders, but not required except for COR, are: "This is Scouting (WA01)" and "Fast Start (C61, C62, SFS/WSFS, WPFS specific to position)"			
	(6) Position Specific Training is to be completed within three months of appointment to position.			
	(7) Scouters who are unable to set up or have problems with your www.myscouting.org account should submit a copy of your course completion certificate to the council office.			
References				
	All course material except for Intro to Outdoor Leader Skills	http://www.scouting.org/training/adult.aspx		
	BSA Volunteer Training Fact Sheets	http://www.scouting.org/About/FactSheets/VolunteerTraining		
	BSA Basic Training Course Requirements (1 Jan 2012)	http://www.scouting.org/filestore/training/pdf/BasicTrainingCourseRequirements.pdf		
	BSA Basic Training Course Codes (1 Mar 2013)	http://www.scouting.org/filestore/training/pdf/CurrentandPastTrainingCodes.pdf		
	FAQs for JTE Performance Recognition Program (Unit)	http://www.scouting.org/filestore/mission/JTE_FAQs-Unit.pdf		
	What Makes A Leader Trained flyer	http://www.scouting.org/filestore/training/pdf/What_makes_a_trained_leader.pdf		



Registration and Subscription Information

Registration for **Cub Packs** starts in January.

Month of Registration (As of 1/1/2014)	Prorated Cost	Boy's Life
January	\$24.00	\$12.00
February	\$22.00	\$11.00
March	\$20.00	\$10.00
April	\$18.00	\$9.00
May	\$16.00	\$8.00
June	\$14.00	\$7.00
July	\$12.00	\$6.00
August	\$10.00	\$5.00
September	\$8.00	\$4.00
October	\$6.00	\$3.00
November	\$4.00	\$2.00
December	\$2.00	-- -- --

Do NOT write a check for the unit's charter renewal fee.
(Packs only)

*This is a guideline **only** for the unit **to estimate** their renewal fee and assure they have sufficient funds.*

To use the above chart, pick the current month in the left-hand column. Then read across to the appropriate columns for registration and magazine fees and information. Please calculate and remit the appropriate state and local taxes.

Last *Boys' Life* issue of registration year will be February.

Scouting magazine is included as a part of the adult registration fee, six issues for a 12-month registration.

FIRST ISSUE ON NEW AND RENEWAL SUBSCRIPTIONS

The first issue on new and renewal subscriptions may be later than normal, particularly if your charter reregistration papers were not completed before the renewal date of your unit.

The first issue on new and renewal subscriptions is indicated on the chart at the top of this form. The subscription will start with this issue unless you are advised otherwise. On late registration it may be necessary to deliver back issues.

NONSERVICE—WHAT TO DO AND WHAT TO CHECK

If, after magazine service begins for your unit, one or more members do not receive service, do this: (1) See if the member's name was listed on the charter application. For *Boys' Life*, was the *Boys' Life* box checked on the application? (2) Verify that the recorded address is complete and correct. If everything is in order, ask your local council service center to check on the subscriptions.

If **no** member receives a copy within a few weeks after normally due, your local council service center should be advised **immediately**.

The minimum *Boys' Life* term is two months.



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Registration for **Troops/Crews** starts in March.

Month of Registration (As of 1/1/2014)	Prorated Cost	Boy's Life
March	\$24.00	\$12.00
April	\$22.00	\$11.00
May	\$20.00	\$10.00
June	\$18.00	\$9.00
July	\$16.00	\$8.00
August	\$14.00	\$7.00
September	\$12.00	\$6.00
October	\$10.00	\$5.00
November	\$8.00	\$4.00
December	\$6.00	\$3.00
January	\$4.00	\$2.00
February	\$2.00	-- -- --

Do **NOT** write a check for the unit's charter renewal fee.
(Troops/Crews)

This is a guideline **only** for the unit **to estimate** their renewal fee and assure they have sufficient funds.

To use the above chart, pick the current month in the left-hand column. Then read across to the appropriate columns for registration and magazine fees and information. Please calculate and remit the appropriate state and local taxes.

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