



THREE HARBORS COUNCIL
BOY SCOUTS OF AMERICA®

RECHARTER TRAINING 2020-2021

This meeting is being recorded



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The What & Why of Recharter

- Annual process to renew individual memberships in the BSA
- Renew the partnership between your chartering organization and the council
- Ensure insurance coverage for members and chartering organization
- Allow uninterrupted processing of youth advancement and event/camp registration
- Maintain Boys' Life subscriptions
- Unit qualifications for Journey to Excellence



Availability and Due Date

- You can log on to Internet Rechartering 3 months prior to your renewal date
 - **Oct 1, 2020:** for charters expiring Dec 31, 2020 (all units in Aurora, Red Arrow and Southern Shores Districts; most units in Scoutreach District)
- Charter Turn-in Due Dates
 - **Dec 1, 2020:** for charters expiring Dec 31, 2020 (all units in Aurora, Red Arrow and Southern Shores Districts; most units in Scoutreach District)
 - Ask your Unit Commissioner or District Professional if the district is scheduling specific recharter turn-in dates



Availability and Due Date

- Charter Turn-in Expectations
 - Electronic Approval and Payment
 - Available in Stage 5 of the online rechartering process
 - No paperwork to turn in unless you added new youth and/or adult members; new member applications must be submitted
 - Paper Approval and Payment – to either Service Center
 - Need to print Submitted version of recharter
 - Must obtain signatures of named individuals
 - Must have payment in form of a check
 - Must include new member applications for any added new youth and/or adult members
- **LATE Charters: NO GRACE PERIOD, NO insurance, NO advancement, NO Boys' Life**



Membership Fees



THREE HARBORS COUNCIL
BOY SCOUTS OF AMERICA

2020 Membership Fees

ANNUAL MEMBERSHIP FEE

EFFECTIVE		EFFECTIVE	
AUGUST 1 2020		OCTOBER 1 2020	
FOR ALL NEW MEMBERS		FOR ALL RENEWING MEMBERS (RECHARTER)	
NATIONAL \$66/yr	COUNCIL \$6 /yr	Participants in kindergarten through age 20. 	
NATIONAL \$42/yr	COUNCIL \$6 /yr	EXPLORING Participants age 10 - 20. 	
NATIONAL \$42/yr	COUNCIL \$6 /yr	All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position). 	

NEW-MEMBER JOINING FEE

EFFECTIVE	ONE-TIME	
AUGUST 1 2020	\$25	
	TO JOIN	
		Same flat fee no matter when you join during the year. (no prorating) New members pay joining fee in addition to membership fee.

No joining fee for adult volunteers, Exploring participants, participants previously registered in any BSA program, or those transferring from one program to another.

UNIT CHARTER FEE

EFFECTIVE	
AUGUST 1 2020	\$75/yr
	For all new and rechartering units.

- **Cub Scouts, Scouts BSA, Venturing, Sea Scouts youth - \$66**
- **Exploring youth - \$42**
- **All adults - \$42**
- **Boys' Life - \$12**
- **New-member Joining Fee (Cub Scouts, Scouts BSA, Venturing, Sea Scouts youth) - \$25**
- **Council Membership Fee (all rechartering youth and adults) - \$6**
- **Unit Charter Fee - \$75**



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Youth Protection Training

- **ALL ADULTS** must have completed or **RENEWED** Youth Protection Training (YPT) before they can be registered or re-registered.
 - YPT must be taken within the last two years
 - To remain a registered adult, your YPT expiration date must be in 2021 or later
 - New adults must complete YPT and provide proof of completion with their application
 - Many adults need to **RENEW** YPT this fall
 - YPT renewals must be complete before we can re-register these individuals



Criminal Background Rechecks

- Approximately 400 registered adults still need to submit
- Council will communicate directly with those that need to submit recheck authorization
- Allows BSA to conduct criminal background recheck on adult leaders during membership in BSA
- Must be submitted before December 31, 2020 to remain registered with the BSA
- Recheck form available on the council website
- Background check and recheck authorization is included within the newest version of the BSA Adult Application
- Can be submitted prior to or with recharter



Unit Participant

- Registering 18-20 year-old youth in Troops continuing work on Scouts BSA advancement to Eagle Scout
- Special Needs member of Pack or Troop participating as youth after reaching age 18
- Must submit Adult Application, receive background check, and complete Youth Protection Training*
- Pay youth membership fees

*A waiver requesting an exemption for Youth Protection Training for Scouts with Special Needs without the mental capacity to comprehend the training can be submitted to the Scout Executive.



Do This First...

- Identify the Key Personnel
 - Unit Recharter Facilitator
 - Unit Commissioner
 - District Professional

- Check out the tools at **my.scouting.org**
 - Print youth & adult roster and membership cards
 - Review & update leader training records including Youth Protection and Position Specific
 - Tutorials for My Dashboard, Training Manager, Membership Manager, and more



Pre-Planning for Recharter

- Complete membership inventory of all youth & adults. Identify dropped members, continuing members, and new members.
- Collect applications and fees for all NEW youth & adult members.
- Turn-in applications for new members before beginning online rechartering.



Pre-Planning for Recharter

- Determine changes to key unit leadership. Identify replacements and/or additions.
- Determine leadership positions for ALL adults.
- Confirm **ALL Adults** have completed Youth Protection Training (YPT).



Process

- Unit receives access code with Recharter Handbook via email
- Unit receives location & date of Recharter Turn-in (if conducted within the district)
- Go to the Council website:
 - Resources > Re-charter > Begin Online Rechartering
- Review FAQ and download national's Internet Rechartering Guide
- When first logging-on for the new charter year, log-on as a first-time user



Process

https://www.threeharborsscouting.org/resources/recharter/54689

Recharter

File Edit View Favorites Tools Help

Facebook Hotmail Google Yahoo Zoom BSA Remote Log-in Three Harbors Council Doubleknot US Bank

Three Harbors Council, BSA
330 South 84th Street
Milwaukee, WI 53214-1468
414-774-1776
www.ThreeHarborsScouting.org

Home Calendar Camping Learning for Life Council Districts Join Program **Resources** Shop Giving Fundraiser

Three Harbors Council - Content » Resources » Recharter

Annual Rechartering

Recharter is the annual process by which every member and unit in the council renews their membership for the coming year. This process is completed through the Rechartering module.

Q: When does my unit recharter?
A: Almost all our unit recharterers are due in December. Some of our outreach programs have recharterers that are due in other months.

Q: When should our unit begin the recharter process?
A: All units receive the information they need to begin the rechartering process approximately 90 days before their rechartering process timeline is included in the information you receive.

Q: Do we have to complete our recharter online?
A: Yes. All recharterers need to be completed using the online rechartering process. If you need assistance with access or have any questions, please contact your District Executive.

Q: Why is it important to get our recharter completed and submitted before our current charter expires?
A: Sometimes, there are errors or other circumstances that need to be addressed before the council can finish processing your recharter. If you do not submit your recharter before the prescribed timeline, we can address those needs before your current charter expires, maintain your unit in good standing, and your unit will not be in jeopardy.

Q: What happens if we don't submit our recharter on-time?
A: Units that do not charter on-time put the standing of their unit and their individual's membership in jeopardy. Units that operate without a charter are not covered by BSA insurance, putting your chartered organization and possibly your leadership personally at risk of being held liable for accidents and/or injuries, advancement cannot be recorded for youth, access to Scoutbook is cut-off, and Boys' Life subscriptions stop being sent.

How does rechartering work?
A representative from each unit will be identified as the renewal processor. This individual will use the Internet Charter Renewal system to identify returning members, add new members, and update information for an individual.

To renew your unit charter online:

- The Key 3 of each unit will receive their access code by email
- They or designee will then complete the rechartering process
- Print recharter paperwork, if necessary. If you complete your recharter using electronic signatures and payment, it is not necessary to print, but you will need to notify your District Executive.
- Obtain signature of Unit Leader & Executive Officer, only if you chose not to complete the electronic signatures.
- Submit charter paperwork, member applications, correct fees (one check) or unit account authorization, and any other District specific items to your District Executive.

3 BEGIN ONLINE RECHARTERING

Additional Rechartering Resources
Council Resources

Criminal Background Checks for Scout Leaders
Cub Scout Recruitment Resources
E-Newsletter
Recharter
Scouting Resources
Social Media
Staff/Volunteer Resources

Type here to search

4:39 PM 10/7/2020



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Process

The screenshot shows a web browser window displaying the Internet Rechartering page. The browser's address bar shows the URL <https://scoutnet.scouting.org/UCRS/ui/home/default.aspx>. The page header includes the text "Software for Nonprofits and Cultural Organizations" and the URL <https://www.doubleknot.com/>. The main heading is "Internet Rechartering".

Annotations with arrows point to specific elements on the page:

- Updated national Internet Rechartering Guide**: An arrow points to the introductory text and the list of actions.
- Click here the first time you log-on**: An arrow points to the "REGISTER" button.
- Frequently Asked Questions**: An arrow points to the "Frequently Asked Questions" link in the top right corner.

The main content area contains the following text:

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new members, and have them signed with the appropriate signatures. To complete the process, you must Submit the report to your Council. The final renewal report may be printed for physical signature, if required.

If you are a new or returning user, please consult the [October 2020](#) presentation for instructions on using Internet Rechartering, Version 12, for Units that will expire on December 31, 2020, and thereafter.

Internet Rechartering is provided for the renewal of registrants in Packs, Troops, Crews, Ships, and Posts. You may also review the [Frequently Asked Questions](#) and after Login, Tutorial and Help links are available.

New member applications
For additional adult or youth membership applications: [Membership Applications](#).

Buttons: REGISTER (First Time User: This Year) and LOG IN (Returning User: This Year).

Adobe Acrobat Reader: You will need Adobe Reader to view the final version of the charter renewal application and other forms. You can download Adobe Reader by clicking on the image.

This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a

Windows taskbar at the bottom shows the search bar, task icons, and system tray with the time 4:46 PM on 10/7/2020.



Process

- Load Council information from **ScoutNet**
OR
- Upload file from **PackMaster**
TroopMaster
Scoutbook
- Update roster
 - Update information
 - Renew Current Members
 - Add adult members
 - Add youth members
 - Update member data
 - Update positions
 - Ensure non-members are removed at re-charter



Process – Information Input

(online recharter will allow...but when synced with other systems, things get screwed up)

- No **spaces** in last names (DeCarlo not De Carlo)
- No **apostrophes** (OBrien not O'Brien)
- No **initials** for first names
- Use an initial for a middle name, no period after initial
- Prefixes are Dr., Rev.
- Suffixes are Jr., III, etc.
- No need to enter Mr. or Mrs.



Process – Information Input

- Change wrong contact information (address, phone number, etc.)
- Change grades if wrong, but DON'T “update” to next year’s grade; this is done automatically by BSA



Process

- Update member **fees**
 - Assign “Multiple” status
 - Sign up members for *Boys’ Life*
- **Survey:** Why Scouts are not re-chartering
- After double checking *everything*, **SUBMIT** information to council **and** either print paperwork for signatures or process for signatures online



Process

Electronic Options

- Electronic Authorization
 - Available for the COR
 - No signatures required if this option is chosen

- Online Payment Options
 - Credit Card
 - E-check



Process

- Complete the rechartering process
 - Finish all steps in Stage 5
- Electronic approval & payment does not require recharter paperwork to be printed and signed then bought into office with payment
 - New member applications, training verifications still need to be submitted to office if new members are added to the recharter
- If you do not select electronic approval & payment
 - Print recharter paperwork
 - Obtain signature of Unit Leader & Executive Officer
 - Turn-in signed charter paperwork, new member applications, training verifications, criminal background recheck forms, correct fees or unit account authorization.



Required Unit Membership

- Chartered Organization Representative (COR) can also be the Committee Chair (CC) or a Committee Member (MC)
- Institutional Head (IH)/Executive Officer can be any position in the unit (but must pay the registration fee for that position)
- All other leader positions...one person - one job



Required Unit Membership



Cub Scouts

- **Institutional Head (IH)** - No Application or Fee
- **Charter Organization Representative (CR)**
- **Committee Chair (CC)**
- **At Least Two (2) Committee Members (MC)**
or 1-MC and 1-New Member Coordinator (NM)
- **Cubmaster (CM)**
- **At Least One (1) Den Leader (LL, TL, DL, WL)**
- **At Least Five (5) Youth Members**
- **Must Have One (1) Lion/Tiger Adult Partner for every Lion/Tiger Cub**



Required Unit Membership

Cub Scouts

- **Optional Positions**
 - Assistant Cubmaster (CA)
 - Assistant Den Leaders (Den, Webelos)
 - New Member Coordinator (NM)



Required Unit Membership

Cub Scouts

Lion/Tiger Adult Partners

- No fee or application required
- They may register in another leader position with fee and application.
- **If the Adult Partner's physical address is different from the Youth.**
 - Adult Application is Required
 - Youth Protection Training is Required
 - No Fee is charged



IMPORTANT !!!

Webelos Crossing Over

- Encourage that Webelos re-register with the Pack and then transfer to the Troop when the Arrow of Light (AOL) paperwork has been turned in to the Council.
- Make sure any Webelos crossing over have their **Arrow of Light** paperwork turned in at the Council **BEFORE** registering with a Troop.
- **If they register with a troop prior to turning in the AOL paperwork to the Council, they CANNOT earn the AOL - this is a mistake that cannot be undone!**



Required Unit Membership

Scouts BSA, Venturing, Sea Scouts & Exploring

- **Institutional Head (IH)** - No Application or Fee
- **Charter Organization Representative (CR)**
 - Scouts BSA, Venturing, Sea Scouts
- **Committee Chair (CC; Posts – PCC)**
- **At Least Two (2) Committee Members (MC; Posts - PMC)**
 - or 1-MC and 1-Parent Coordinator (PC)*
- **Scoutmaster (SM), Crew Advisor (NL), Skipper (SK), Post Advisor (EA)**
- **Minimum of Five (5) Youth Members**



Required Unit Membership

Troops & Crews

- Optional Positions

- Assistant Scoutmaster (SA) – Troops
- Crew Associate Advisor (NA) – Crews & Ships
- New Member Coordinator (NM) – Troops, Crews & Ships
- Post Associate Advisor (AA) – Posts



IMPORTANT !!!

Scouts & Venturers Age 18-20

- Considered a youth for program purposes
HOWEVER
- All Scouts and Venturers ages 18-20:
 - Complete & submit an adult application
 - Complete Youth Protection Training
 - Undergo a background check
- Position Code
 - Troops - Unit Participant (UP)
 - Crew - Venturing Participant (VP)



Common Mistakes

- *Youth & Adult Applications* for NEW members
 - Missing, Unsigned, or Incomplete
 - Adults
 - Disclosure Form not completed & signed
 - SSN missing
- *Required Leadership Positions* not identified
COR – CC – 2MC – CM/SM/NL/SK/EA – DL
- *Printed Charter Paperwork is not the submitted version*
- *Charter Paperwork* not signed
COR, Executive Officer (IH), & Unit Leader
- *Charter Payment not included or not correct*



Charter Renewal Application

If the Executive Officer has changed, cross this out and write in correct information

- **Requires Signatures from:**
 - **Executive Officer** (*Institutional Head*)
 - **Unit Leader:** *Cubmaster, Scoutmaster, Crew Advisor, Skipper, Post Advisor*
 - **Council Representative** (*District Director, District Executive, etc.*) – *can be obtained after turning-in recharter at Council Service Center*



Annual Charter Agreement

THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Chartered Organization Local Council
 Pack No. _____ Troop No. _____ Team No. _____ Crew No. _____ Ship No. _____
(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law. The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
 - Youth character development
 - Career skill development
 - Community service
 - Patriotism and military and veteran recognition
 - Faith-based youth ministry
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: www.scouting.org/Membership/Charfor_Orgs/resources.aspx.
- Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action or controversial legal, political, or social issues or causes.
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.

- Assume that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed _____ Title _____ Date _____
For the chartered organization
 Signed _____ Title _____ Date _____
For the BSA local council
 Signed _____ Title _____ Date _____
Chartered Organization Representative

- **Requires Signatures from:**
 - **Executive Officer (IH)**
 - **Charter Organization Rep. (COR)**
 - **District Director / District Executive**
- **Not required to be turned-in to process unit recharter**



Journey to Excellence

- Complete **Journey to Excellence (JTE) form** = qualified for Bronze, Silver, or Gold?
 - Program has been modified for units in 2020
 - Submit by January 15, 2021 to receive JTE ribbon from Three Harbors Council
- Log your **Service Hours**
(Link on JTE site at www.Scouting.org)



JOURNEY TO EXCELLENCE



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Additional Resources

- Unit Commissioner, District Commissioner, District Executive, Registrar; in that order!
- <http://www.threeharborsscouting.org/resources/recharter/54689>
 - 2020-2021 Recharter Training (PowerPoint & Online Webinar)
 - [October 2020 How To Guide for Internet Rechartering](#)
- <https://www.scouting.org/commissioners/internet-rechartering/>
 - [FAQ'S – Charter Certificate Printing](#)
 - [FAQ'S – Membership Card Printing](#)



Questions?

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New member applications

For additional adult or youth membership applications: [Membership Applications](#).

REGISTER

First Time User: This Year

LOG IN

Returning User: This Year



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