



# 2020-2021 HANDBOOK

Unit Passcode:

---

Username:

---

Password:

---

### WHAT IS RECHARTERING?

Rechartering is the annual process for renewing all youth and adult membership in your unit and the partnership between your local chartering organization and the council. All unit recharterers will be processed via the Boy Scouts of America’s online rechartering system.

### WHY DOES OUR UNIT HAVE TO RECHARTER?

- The means for our current members to maintain their membership in the Boy Scouts of America
- Renew the partnership between your chartering organization and Three Harbors Council
- Ensure insurance coverage to your chartering organization, registered leaders, and youth
- Allow continuous registration in district/council activities and youth rank advancement processing
- Maintain subscriptions to Boys’ Life for your youth members and Scoutbook access for all members
- Makes the unit eligible to qualify for the Journey to Excellence recognition

### WHEN DOES RECHARTERING TAKE PLACE?

The online system is accessible beginning **October 1**, three months prior to your unit’s current charter expiration date of **December 31**. **Unit recharterers must be turned in no later than December 1, 30 days prior to your current charter expiration date.**

### WHAT MEMBERSHIP FEES NEED TO BE PAID DURING RECHARTERING?

- \$66 national BSA registration fee for youth in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts
- \$42 national BSA registration fee for youth in Exploring
- \$42 national BSA registration fee for adults in all programs
- \$12 Boys’ Life subscription
- \$25 one-time joining fee for any new youth joining BSA for the first time
- \$6 local council membership fee for all rechartering youth and adults
- \$75 annual unit charter fee

The national membership fee helps pay for the cost of essential services, including program resources, liability insurance for those participating in approved Scouting activities, youth protection and other local council resources. The local council membership fees collected stay with Three Harbors Council to offset local insurance and programming costs.

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

Phone: 414.774.1776

330 S 84<sup>th</sup> St  
Milwaukee, WI 53214



### **UNIT RECHARTER TIMELINE**

#### **October 1 (90 days before due date)**

- **Unit charter renewal information distributed**
- District professional staff begin visits with Institutional Heads of chartering organizations
- Unit selects a person in the unit to process charter renewal
- Charter renewal trainings by districts
- All adults complete Youth Protection Training if currently expired or taken prior to January 1, 2019

#### **October 16 (75 days before due date)**

- Begin collecting fees for all youth and adults renewing membership in your unit; you are collecting fees for the charter year dated January 1 – December 31, 2021

#### **November 1 (60 days before due date)**

- Working with your unit commissioner, complete a membership inventory of all youth and adults
- Submit applications to one of the Council Service Centers for any members that are not currently on your unit roster and any adult leaders changing position within the unit to be entered before beginning to process your recharter online
- Log-in to online rechartering to verify access to online rechartering system
- Computer resources and assistance are available to units that need help or internet access

#### **November 16 (45 days before due date)**

- Conduct charter renewal meeting (executive officer/chartered organization representative, unit committee chair, and unit commissioner) held to approve all volunteers and youth to be registered
- All membership fees collected for renewing members

#### **December 1 (30 days before due date)**

- **Recharter completed online and submitted to the council for final processing**
  - If you opt to approve and pay online, unit process is completed
  - If you opt to print your recharter (do not submit the draft version of your unit's recharter for submission to the council), you must obtain the necessary signatures and payment for recharter and bring the signed recharter and payment to one of our Council Service Centers

#### **December 16 (15 days before due date)**

- Corrective action for any errors identified upon submission are completed and submitted to the council
- All visits by professional staff with Institutional Heads are completed

#### **December 31 (0 days before due date)**

- **All unit recharters are confirmed completed and ready to be posted effective January 1, 2021**

#### **January 31 (30 day past due date)**

- Charter presentation conducted by unit commissioner

**Late Notice: Charter renewal paperwork and payment that have not been processed on-time will be considered in lapsed status and not registered with the BSA effective January 1, 2021. Insurance coverage will be interrupted, and youth will not be eligible for earn advancement or register for activities.**



**UNIT RECHARTER LOG-IN & PROCESSING INSTRUCTIONS**

1. Unit designates an adult member to serve as charter renewal processor
2. 60 days before the current unit expiration date, the charter renewal processor will log-on with **this year's access code**. Access the online rechartering system at <https://www.threeharborsscouting.org/resources/recharter/54689> by clicking on "BEGIN ONLINE RECHARTERING."
3. The first time you log-in to begin the online rechartering process each year, you will need to log-in as a First Time User. Enter this year's unit access code and your four-digit unit number. Do NOT use previous year's online rechartering access codes.
4. Download unit roster information from My.Scouting.org or upload information from Scoutbook, Packmaster or Troopmaster.
5. Update your unit roster
  - a. Select current members to renew
  - b. Add adult members if any
  - c. Add youth members if any
  - d. Update member data (addresses/email)
  - e. Update member positions
6. Update member fees
  - a. Assign multiple status if any
  - b. Update Boys' Life
7. Complete survey of why people are not rechartering
8. Doublecheck everything on your recharter before clicking the SUBMIT TO COUNCIL button. You must click the SUBMIT TO COUNCIL button to send your recharter to the council electronically.
9. Print the Unit Charter Renewal Report package if you did not use the online approval and payment option. The printed package included the charter renewal application and list of new members, multiples, and no-fee adults.

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 member forms with the appropriate signatures. To complete the process, you must Submit the renewal 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 [August 2020](#) presentation for instructions on using Internet Rechartering, Version 11, for Units that will expire on September 30, October 31, and November 30, 2020.

Internet Rechartering is provided for the renewal of members in Packs, Troops, Crews, Ships, and Posts.

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

**REGISTER**  
First Time User: This Year

**LOG IN**  
Returning User: This Year

**Please note that submitting your charter renewal online to the council does NOT mean that your recharter is complete. All paperwork must be signed by the Institutional Head and Unit Leader, fees paid and taken to one of our Council Service Centers or submitted to your District Executive. Your recharter cannot be processed until this happens. Do not send the "DRAFT" copy of your recharter.**



### **HELPFUL TIPS FOR PROCESSING YOUR RECHARTER**

- You can stop at any time, log-off, and begin again where you left off by selecting Returning User when you log back into online rechartering.
- If you make errors that cannot be fixed or otherwise need to completely start the online process over, Three Harbors Council can reset your online recharter.
- Three Harbors Council cannot recover passwords.
- The people named as the required signatories on charter renewal paperwork are the individuals that **MUST** sign in those spots; they cannot be signed by designees or anyone else.
- You must submit membership applications for any new members you add during online rechartering. Adult applications must also be accompanied with a copy of their Youth Protection Training Certificate.
- **DO NOT MAIL your completed recharter information and payment to the council office.** Bring it to the council office or contact your District Executive to pick-up it up from you.

### **COMMON ERRORS OR OMISSIONS TO LOOK FOR**

- Unit recharter is missing one or more of the required positions
  - Chartered Organization Representative (CR)
  - Committee Chair (CC)
  - Two Committee Members (MC)
  - Unit Leader – Cubmaster (CM), Scoutmaster (SM), Crew Advisor (NL), Skipper (SK), or Exploring Advisor (EA)
  - Den Leader (Cub Scout Pack only) – can be a Tiger Leader or Den Leader or Webelos Leader
- Charter paperwork not signed or not signed by appropriate individuals
- Applications for new members not included with charter renewal packet
- Applications for new members included but missing information and/or signatures
  - Youth applications missing birthdates, parent signature and/or unit leader signature
  - Adult applications missing birthdates, SSN, applicant certification initials, applicant signature, committee chair and/or chartered organization representative signature; missing signed disclosure; missing Youth Protection Training certificate
- Someone registered in a position other than Chartered Organization Representative is listed in multiple positions within the unit. Chartered Organization Representative is the only paid position that can hold more than one position within the unit.
- Follow up with all dropped members asking them if they are interested in rejoining and “why” leaving.
- Packs should recharter all Arrow of Light youth (5<sup>th</sup> Graders). The council cannot process their Arrow of Light rank if they are not registered in a pack.
- Common information input errors
  - Change wrong information (address, phone, etc.)
  - Change grades if incorrect; do NOT “update” to the next year’s grade. The national system automatically updates grades in June.
  - No spaces in last names (DeCarlo, not De Carlo)
  - No apostrophes in last name (OMalley, not O’Malley)
  - No nicknames in initials for first names
  - Do not enter Mr. or Mrs.
  - Acceptable prefixes include Dr., Rev., etc.
  - Acceptable suffixes include Jr., III, etc.



### **WHAT ELSE SHOULD I KNOW?**

#### **Chartering Organization Information**

- Chartering Organizations with more than one (1) unit (pack, troop, crew, ship, or post)
  - Must have the same registered Institutional Head and Chartered Organization Representative for all units
  - The Institutional Head is a non-paid position in the unit and can also register as the Chartered Organization Representative
- Is your chartering organization changing?
  - You must include a release letter from the previous chartering organization
  - Submit a completed New Unit Application with the new chartering organization's information in your charter renewal packet
- Is your Institutional Head changing?
  - Cross out the name of the listed Institutional Head on the charter renewal paperwork. Write in the name of the new Institutional Head and include his/her date of birth.
- The Chartered Organization Representative may hold more than one position within your unit. He/She may also register as either the Committee Chair or Committee Members within the unit. This person only needs to pay for one registration.

#### **No Fee Positions**

The IH (Institutional Head or Executive Officer), AP (Adult Partner) and LP (Lion Partner) are the only non-fee positions in a unit. If he/she holds a second position, other than IH, AP or LP within any unit, there will be a fee charged and an adult application needs to be attached.

#### **Leadership Minimums for Each Unit**

- Cub Scout Packs
  - Institution Head – IH
  - Chartered Representative – CR
  - Committee Chairperson – CC
  - Committee Member – MC or New Member Coordinator – NM
  - Committee Member – MC or New Member Coordinator – NM
  - Cubmaster – CM
  - Lion Den Leader – LL or Tiger Cub Den Leader – TL or Den Leader – DL or Webelos Leader – WL
  - Girl Dens must have a female Den Leader

In a Cub Scout Pack, all Lions must have a Lion Adult Partner and all Tigers must have Tiger Adult Partners listed on the roster. Birthdate and gender of the Adult Partners are required. These are no-fee positions.

- Scout BSA Troops
  - Institution Head – IH
  - Chartered Representative – CR
  - Committee Chairperson – CC
  - Committee Member – MC or Parent Coordinator – PC
  - Committee Member – MC or Parent Coordinator – PC
  - Scoutmaster – SM



- Venturing Crews
  - Institution Head – IH
  - Chartered Representative – CR
  - Committee Chairperson – CC
  - Committee Member – MC or Parent Coordinator – PC
  - Committee Member – MC or Parent Coordinator – PC
  - Crew Advisor – NL
  
- Sea Scout Ships
  - Institution Head – IH
  - Chartered Representative – CR
  - Committee Chairperson – CC
  - Committee Member – MC or Parent Coordinator – PC
  - Committee Member – MC or Parent Coordinator – PC
  - Skipper – SK
  
- Exploring Posts
  - Institution Head – IH
  - Post Committee Chairperson – PCC
  - Post Committee Member – PMC
  - Post Committee Member – PMC
  - Exploring Advisor – EA



#### **Required Youth Protection Training**

All adult leaders must be current on their Youth Protection Training. Youth Protection Training is required every two years. If an adult is renewing through this year's recharter, they must have taken Youth Protection Training after January 1, 2019.

Renewing leaders who are not current on Youth Protection Training will not be registered until they become current on Youth Protection Training. Your District Executive will notify you if any of your unit leaders cannot be registered due to lack of current youth Protection Training.

Youth Protection is available online at <https://my.scouting.org/>.

#### **Criminal Background Rechecks**

In late 2019, the BSA announced that all registered adults who wished to remain registered with the BSA must sign and submit an Additional Disclosure & Background Check Authorization form allowing periodic background rechecks while registered with the BSA. Any leaders that have not submitted a signed form authorizing the BSA to conduct periodic rechecks will not be registered until they submit a signed recheck form. Your District Executive will notify you if any of your unit leaders cannot be registered due to lack of a signed recheck authorization form.

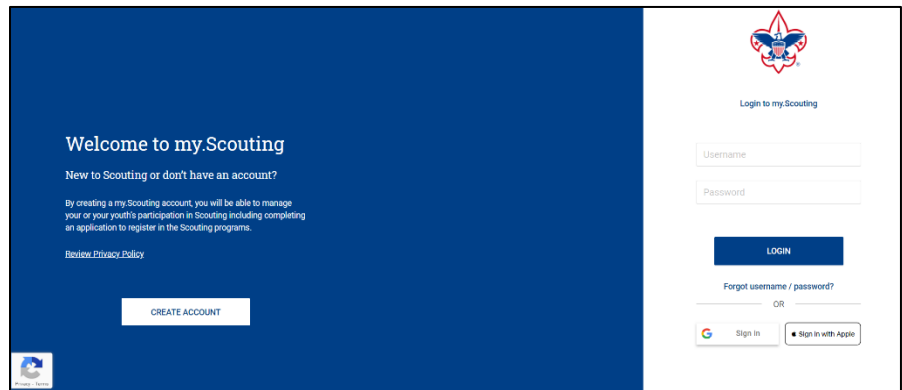
This form is available on the council website by clicking [Criminal Background Rechecks](#).



**Unit Key 3 Resources in My.Scouting.org**

Members of the unit Key 3 (Chartered Organization Representative, Committee Chair, Unit Leader [Cubmaster, Scoutmaster, Crew Leader, Skipper, Exploring Advisor]) have access to the following resources in my.scouting.org:

- Print unit rosters
- Print membership cards
- Review, update and input leader training records for Youth Protection and leader-specific training
- Review leader with Youth Protection Training that will expire 30, 60 and 90 days in the future
- Check and update contact information (address, phone, email, etc.)
- Create sub-groups with your unit roster (dens, patrols, special committees, etc.)



JOURNEY TO EXCELLENCE



PERFORMANCE RECOGNITION PROGRAM

**Journey to Excellence**

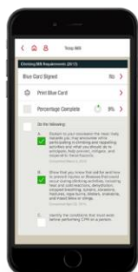
Scouting’s Journey to Excellence (JTE) is the BSA’s planning, performance, and recognition program designed to encourage and reward the success of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA.

Learn more about JTE, download scorecards and view other tools at <https://www.scouting.org/awards/journey-to-excellence/>. Scorecards should be filled out annually and submitted to the council no later than December 15.

**Community Service Hours**

Community service is one of the cornerstones of the Scouting program. Log your unit’s service hours by going to the Journey to Excellence website: <https://www.scouting.org/awards/journey-to-excellence/>. If you need your unit’s service hours access code, contact your District Executive.

**Scoutbook**



Scoutbook is the BSA’s online unit management tool and helps Scouts, parents and leaders track advancement and milestone achievements along the Scouting trail. As of January 1, 2019, Scoutbook subscriptions are free to all scouting units. Scoutbook can track advancement progress, serve as a communication platform for youth youth/adults, and help you share your Scouting adventure.

Learn more about Scoutbook at <https://www.scoutbook.com/>.



**ADDITIONAL RESOURCES**

**Charter Renewal**

- [Unit Renewal Application Instructions](#)
- [Annual Unit Charter Agreement](#)
- [How to Print our Unit's Charter Certificate](#)
- [How to Print our Unit's Membership Cards](#)
- [Youth Membership Application – English](#)
- [Youth Membership Application – Spanish](#)
- [Adult Membership Application](#)

**Youth Protection**

- [Youth Protection Training](#)
- [BSA Youth Protection: How to Guide for Taking Youth Protection Training](#)
- [Guide to Safe Scouting](#)

**Unit Goal & Budget Planning**

- [2020 Journey to Excellence Pack Scorecard](#)
- [2020 Journey to Excellence Troop Scorecard](#)
- [2020 Journey to Excellence Crew Scorecard](#)
- [2020 Journey to Excellence Ship Scorecard](#)
- [2020 Journey to Excellence Post Scorecard](#)
- [Planning Your Pack's Annual Program Budget](#)
- [Planning Your Troop's Annual Program Budget](#)

- [Planning Your Crew's Annual Program Budget](#)
- [Planning Your Ship's Annual Program Budget](#)
- [Unit Money-Earning Application](#)

**Program Planning & Delivery**

- [National BSA Cub Scout Resources](#)
- [National BSA Scouts BSA Resources](#)
- [National BSA Venturing Resources](#)
- [National BSA Sea Scout Resources](#)
- [National BSA Exploring Resources](#)

**Unit Operations**

- [My.Scouting.org](#)
- [BeAScout.org](#)
- [ScoutingWire](#)
- [Boys' Life Magazine](#)
- [Bryan on Scouting](#)

**Three Harbors Council Information**

- [Annual Health & Medical Record](#)
- [Accident & Sickness Claim Form](#)
- [Unit Advancement Report](#)
- Roundtable Resources

**WHO SHOULD I CONTACT IF I HAVE QUESTIONS?**



If you have questions about rechartering or need additional information (online access code, etc.), please contact your Unit Commissioner first. Your Unit Commissioner is a great resource to you and should be a part of your unit's rechartering process at all stages.

Additionally, you can also contact your District Executive or Karla Langoehr, Three Harbors Council Registrar, at [karla.langoehr@scouting.org](mailto:karla.langoehr@scouting.org) or 414.443.2877.

DISTRICT	PROFESSIONAL STAFF MEMBER	PHONE NUMBER	EMAIL ADDRESS
Aurora	Larry Danner	414.443.2853	<a href="mailto:larry.danner@scouting.org">larry.danner@scouting.org</a>
Aurora	Owen Myers	Military Leave	Military Leave
Red Arrow	Mary Kveton	414.443.2857	<a href="mailto:mary.kveton@scouting.org">mary.kveton@scouting.org</a>
Scoutreach	Vacant	Vacant	Vacant
Southern Shores	Nathan Rackers	414.443.2845	<a href="mailto:nathan.rackers@scouting.org">nathan.rackers@scouting.org</a>
Director of Field Service	Cortland Bolles	414.443.2892	<a href="mailto:cortland.bolles@scouting.org">cortland.bolles@scouting.org</a>

Please visit [www.threeharborsscouting.org](http://www.threeharborsscouting.org) and like us on [Facebook](#) to stay updated on everything going on the Three Harbors Council.