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# BSA Online Rechartering and Updating Rosters for LDS Units

## ONLINE RECHARTERING

Rechartering BSA rosters in the LDS Church is done annually through the BSA's Unit Charter Renewal System (UCRS). This process allows wards to indicate returning members, add new members, and update information for an individual or the ward. A BSA representative may assist.

The process for the annual recharter is outlined below.

### 1. Identify a Ward Recharter Representative

Select a representative in the ward who will be responsible for the recharter process. This person will participate in training provided by the BSA or take the Internet Rechartering Tutorial. The Internet Rechartering Help Page is also a useful resource.

### 2. Compare and Update BSA Online Lists with Church Lists

The ward's recharter representative logs on to UCRS with an access code provided by the BSA. The representative then compares and updates the BSA registration lists from the UCRS with Church lists of youth and adults involved in Scouting in the ward. A member of the bishopric provides the Church lists. Any young man ages 14 to 18 who chooses to pursue rank advancement should remain registered. Young men can be removed from BSA registration if they will not be pursuing rank advancement and if leaders confirm that the young men and their parents desire this. If there is any question, young men should be registered. Adult leaders in the teachers and priests quorums who are assisting young men

with rank advancement should be registered with the BSA as assistant Scoutmasters.

*NOTE: Leaders should not give stake or ward MLS or LCR lists of young men or adult leaders to any outside entity, including the BSA.*

### 3. Complete Applications for New Youth or Adults

A new online or paper application must be completed for new youth and adults and submitted to the local BSA council as part of the rechartering process.

### 4. Finalize the Charter Renewal

- Print and sign the completed charter renewal application; then have the unit leader and the executive officer (bishop) sign it.
- Attach applications for new youth and adults who have been added during the online process.
- Turn in the signed recharter packet to the local BSA council.

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## Updating Rosters

Updating BSA rosters throughout the year in the LDS Church is done through [my.scouting.org](http://my.scouting.org). This process ensures that youth and leaders involved in Scouting are properly registered and are eligible for all benefits of the full Scouting program. Wards should follow this process to ensure accuracy of local BSA council records. A BSA representative may assist. For example:

- When a boy turns 8 years old, he should be invited to join the pack. When he turns 11, he should be transferred to the troop.

- When a boy or young man moves into the ward, he should be invited to join the pack or troop.

The process for updating BSA rosters is outlined below.

### 1. Identify a Ward Representative

Select a representative in the ward to maintain an accurate roster. This person is usually a member of the Scout Committee.

### 2. Create a Roster of Those Currently Registered with the BSA

- Log in to your my.scouting.org account.
- Select “Menu.”
- Select your pack or troop.
- Select “Member Manager.”
- Select “Youth.”
- Select the blue down arrow with a blue line under it (to export the roster).
- Next to “Export Type,” select “Member List.”
- Select the green check mark to list youth who are currently registered with the BSA.
- Select “Submit.”
- Select “Agree.”
- Select “Open” (the roster opens in an Excel file).
- Format the column spacing so the entire name appears.
- Print the roster.

### 3. Compare the BSA Roster with the Church List of Youth and Leaders Involved in Scouting

The Church list can be obtained from the Charter Organization Representative (COR), who is usually a member of the bishopric.

*NOTE: Leaders should not give stake or ward MLS or LCR lists of young men or adult leaders to any outside entity, including the BSA.*

### 4. Update and Submit the BSA Roster

- Identify those who are on the Church list but not on the BSA roster who should be registered. A new online or paper application must be completed for each of these boys and submitted to the local BSA council.
- For a boy who needs to be transferred from the pack to the troop, record his name, birth date, mailing address, and phone number on the BSA roster. This roster must be signed by a member of the bishopric and submitted to the local BSA council.

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### Youth Protection Training (YPT)

Every adult with the BSA must complete Youth Protection Training (YPT). Each adult being re-registered with a ward must have had YPT within the last two years that is current at the time of re-registration. YPT is available online and takes less than 30 minutes to complete.