

2023 Capitol Area Council Recharter Guide for Adult Leaders

UNIT CHARTER RENEWAL OVERVIEW

Since 1916, Chartered Organizations renew their charters annually. In this process, the unit Key 3 (Committee Chair (CC), Chartered Organization representative (COR), and unit leader (UL) confirm and record their members and leaders for the coming year and pay national membership fees. At the same time, the institutional head of the chartered organization recommits to offering the Scouting program to youth for the new charter year.

During charter renewal, the Committee Chair leads the processes that ensure the unit begins the new charter year with no or minimum losses in members, with fully trained leaders and with a strengthened relationship with the chartered organization. These processes include forming the charter renewal team, setting timelines, completing a membership inventory, updating leader training, confirming leader positions, collecting fees, entering data into Internet Rechartering, reviewing, and approving the charter renewal application, submitting materials on time, and participating in the new charter presentation. When listed, these processes seem daunting. In fact, the committee accomplishes these processes routinely throughout the year and merely validates them during charter renewal. The Unit Commissioner will assist the Committee Chair and the committee throughout the renewal process.

Note: Explorer Posts and Clubs do not have Charters or Chartered Organizations and do not have Chartered Organization Representatives. Instead, they have Memorandums of Agreement and Participating Organizations. However, the renewal process for these units is the same as for traditional Scouting units.

TABLE OF CONTENTS FOR LINKS

- Internet Recharter system: <https://advancements.scouting.org/>
- Unit Journey to Excellence form: <https://www.scouting.org/awards/journey-to-excellence/>
- The Annual Unit Charter Agreement: https://www.scouting.org/wp-content/uploads/2022/09/Annual-Charter-Agreement-Charter-Organizations_Short-Version_8.26.2022.pdf
- Youth Protection Training: <https://www.scouting.org/training/youth-protection/>
- BSA adult application with background check form: <https://filestore.scouting.org/filestore/pdf/524-501.pdf>
- Capitol Area Council webpage on rechartering: <https://www.bsacac.org/resources/rechartering/>

CHARTER RENEWAL ROLES AND RESPONSIBILITIES

September

- District Executives work with District and unit Key 3 to:
 - ☐ Review the Recharter process.
 - ☐ Verify all adult members have current YPT.
 - ☐ Schedule a Recharter training with all Commissioner and Unit Key 3.
 - ☐ Review the unit Journey to Excellence requirements.

September – Early October

- **Online Recharter Opens October 2nd.**
- Commissioners and Unit Key 3
 - ☐ The Charter Org Rep can go to my.scouting.org and select a COR Delegate for the unit. A COR Delegate has the same permissions as the COR and can help accept incoming applications to a unit.
 - ☐ Conduct a Membership Inventory comparing the roster from my.scouting.org to unit roster. Identify Scouts who are not returning and the reason why along with adults who are not returning. Identify adults and Scouts from the unit's roster that do not appear on the official my.scouting.org roster and submit applications for them along with the appropriate fees.
 - ☐ With the assistance of the Charter Organization Representative, select leaders for the next charter year.
 - ☐ Review and sign the unit Journey to Excellence.

October - November

- Unit Key 3 or recharter delegate with support from commissioners
 - ☐ **Recharter link opens online at: <https://advancements.scouting.org/> 10/2/2023.**
 - ☐ Upload, review, and update unit roster
 - New youth and adults can complete their applications on-line ahead of time to make this process smoother.
 - Ensure all the required positions are filled.
 - ☐ Approve and submit the charter
 - Discourage units from paying on-line. That money goes directly to National; Capitol Area Council does not have the ability to reopen and change parts of the recharter if it is submitted online.
 - Encourage them to pay with a check in the office.
 - The council cannot accept credit or debit cards over \$1,000.
 - ☐ After submitting the charter, the system will send the unit a link with the complete recharter/roster. Print it to be submitted physically to the registrar.

- ☐ Collect fees for:
 - ☐ **All members (youth & adult)**
 - Youth fee for Cub Scouts, Scouts BSA, Venturing, and Sea Scouts is \$80 for one year.
 - Adult fee for all adult volunteers is \$60.
 - ☐ **New member fee**
 - One-time joining fee of \$25 is applied to all new participants in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts.
 - ☐ **Annual charter fee of \$100**
 - ☐ **Scout Life magazine fee of \$15 per scout for one year**
 - ☐ **Exploring members, both youth and adult, are charged \$50 per participant for one year.**
- District Executives
 - ☐ Monitor the council recharter tracker.
 - Address issues
 - Encourage units to complete the process.
 - ☐ Meet with COR of units not rechartering to complete the Unregistered Unit Report (
 - ☐ Work with units if they need a “Checks and Balance for membership Validation” form for:
 - Less than 5 or more than 100 youth members
 - No changes in the membership
 - Dropped 50% in youth membership.

December

- ☐ District and unit leadership teams
 - ☐ Continue monitoring the tracker and work with non-compliant units.

January – February

- District and unit leadership teams
 - ☐ Congratulate and thank the units for completing the recharter.
 - ☐ Continue monitoring the tracker and work with defective units.
 - ☐ Remind units that have not started the process the unit will drop, and they will have no access to any of the scouting tools including the liability insurance starting March 1st.

March

- District and unit leadership teams

- Inform non renewed units they have been dropped and will be required to complete all new paperwork to function as a unit.

REQUIRED FORMS TO BE TURNED IN FOR RECHARTER

- Submitted Roster
 - This comes from the link the unit gets once they submit the recharter on-line.
- Journey to Excellence (<https://www.scouting.org/awards/journey-to-excellence/>)
 - Signed by Unit leader, Committee Chair, & Commissioner.
- The Annual Unit Charter Agreement (https://www.scouting.org/wp-content/uploads/2022/09/Annual-Charter-Agreement-Charter-Organizations_Short-Version_8.26.2022.pdf)
 - Signed by Charter org rep, Institutional head/Executive officer, Unit Commissioner, & District Executive

COMMON MISTAKES ON CHARTER

- Adults with lapsed Youth Protection Training (<https://www.scouting.org/training/youth-protection/>)
- Adults without a signed background check form (<https://filestore.scouting.org/filestore/pdf/524-501.pdf>)
- Applications uploaded without the unit leader signature (youth) or Chart Org signature (adult)
- Someone listed as a multiple that is not a multiple – a multiple means the person is a PAID member somewhere else in the system.
- Missing required adult positions
 - Executive Officer/Institutional head
 - Charter Organization Representative (except Exploring)
 - Committee Chair
 - 2 Committee members – any combination of committee member, pack trainer, and/or new member coordinator
 - Unit leader (Scoutmaster/cubmaster/Advisor/etc.)
 - At least 1 Den Leader (Cub Scouts)
 - Adult partner for each Lion and Tiger (Cub Scouts)
- Not enough money- the on-line system calculates the total cost of the recharter.

ADDITIONAL RECHARTER RESOURCES

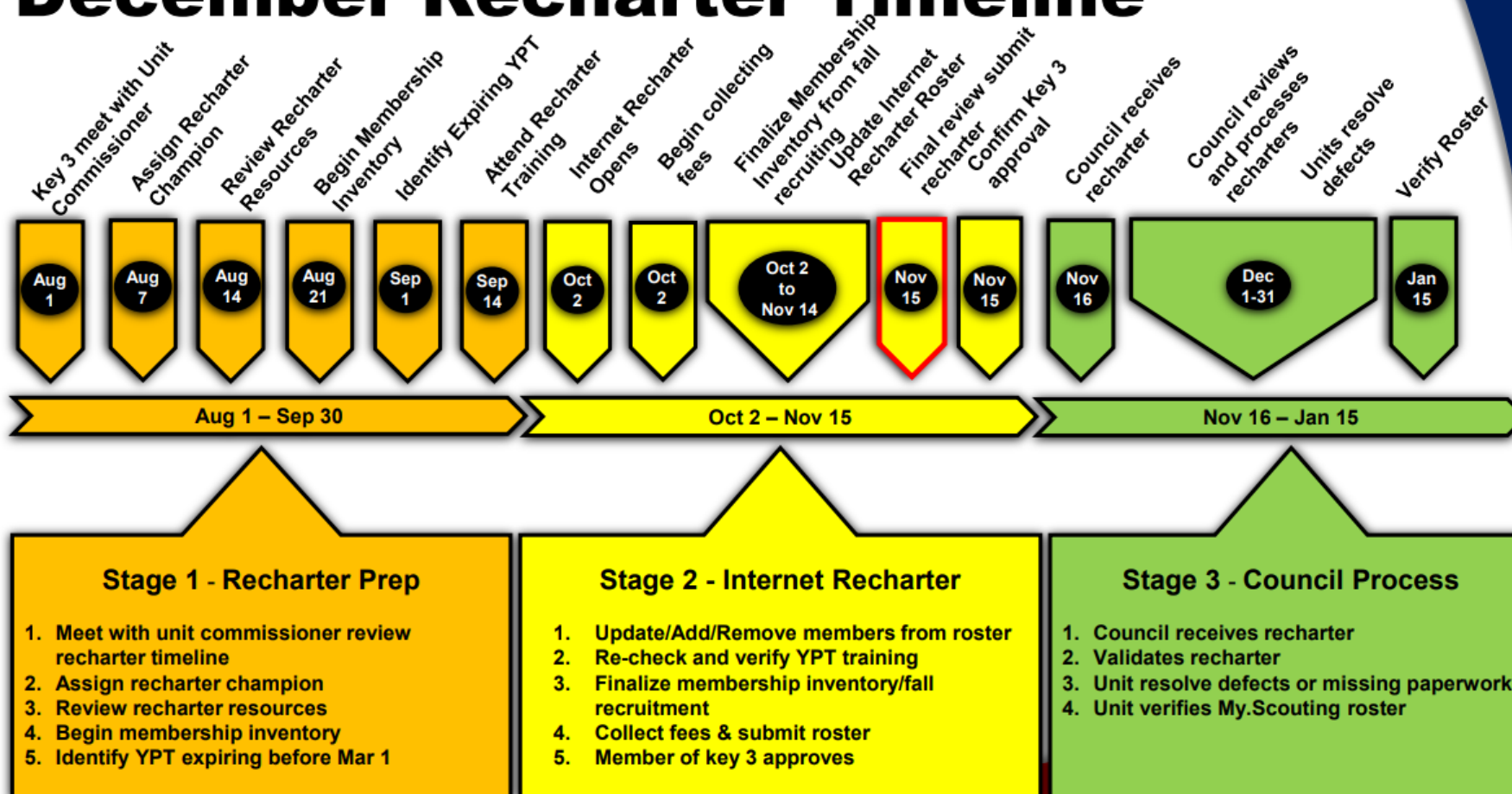
- Go to <https://www.bsacac.org/resources/rechartering/> for in-depth tools and instructions for completing the recharter online or im-person. You will find things like:
 - FAQ questions from units about the process and the recharter system
 - Accessing the BSA's online recharter system
 - Recharter tutorial video and guide with step-by-step instructions
 - New 2023 Membership Fee structure document and explanations

DISTRICT AND UNIT INCENTIVES AND CONSEQUENCES – PAY CLOSE ATTENTION!

- District Incentives:
 - The Capitol Area Council will offer a prime rib dinner or lunch to ALL registered leaders of the 1st District who has 100% completion of unit recharterers. This event will be held at a district event such as Camporee or Webelo's Woods for said district.
- Unit Incentives:
 - The council will offer 1 free adult leader slot at either summer or winter camp at Lost Pines Scout Reservation in 2024 to any Scouts BSA troop who finishes their recharter and achieves 100 percent closeout by the recharter process deadline of December 31st, 2023 by 11:59 pm.
 - The council will offer 1 free adult leader slot to the CAC's Summer Adventure Camp in 2024 to any Cub Scout pack who finishes their recharter and achieves an 100 percent closeout by the recharter process deadline of December 31st, 2023 by 11:59 pm.
- **Consequences of an Incomplete Recharter by March 1st, 2024, at 8 am**
 - **After this time, units will no longer be covered by BSA liability protections and will be required to cease ALL scouting activities until their recharter has been submitted and approved.**
 - **All unit reservations at ANY Capitol Area Council property will be removed from the system. Those units will be able to submit their reservations again once their recharter has been submitted and approved.**
 - **Units will no longer be allowed to purchase ANY rank advancements, merit badges or adventures from the Scout Shop until their recharter has been submitted and approved.**
 - **Unit will need to submit a paper recharter with everything required to start a new unit.**



December Recharter Timeline





Membership Renewal Updates

August 1, 2023

- New members will pay the full annual membership fee to **join** Scouting and will renew their membership on their anniversary month
- Youth and adult membership renewals will be for a 12 - month membership cycle
- Existing members will renew their membership during charter renewal until March of 2024
- Elimination of membership proration fees

March 1, 2024

- Membership renewals will no longer be tied to the unit charter process
- Units will still renew their charters but separate from their membership
 - **Unit still has option to pay for members**
- Units and members will receive email renewal notice reminders beginning 60 days before the anniversary month
- COR and council will approve the leadership, the unit will approve the charter and will submit the annual charter renewal fee of \$100



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Annual Membership Fee Update

- **\$80** for Cub Scouts, Scouts BSA, Venturing and Sea Scouting
- **\$60** for all adult volunteers
- **\$25** one-time joining fee for new program participants in Cub Scouts, Scouts BSA, Venturing, and Sea Scouting
- **\$30** for Scoutreach
- **\$25** for Merit Badge Counselors (not already registered as leaders)
- **\$50** for Exploring participants youth & adult
- **\$100** for a unit charter/affiliation fee
- **\$15** for Scout Life magazine



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Membership Renewal Scenarios

- New member joins after August 1, 2023
 - ◆ Pays full yearly membership fee and renews on their anniversary
- Existing member renews membership after Aug 1, 2023, but before March of 2024
 - ◆ Pays full yearly membership fee during unit recharter process and renews on the anniversary month and the unit has the option to pay for the members
 - ◆ Remains part of the unit recharter process until after March 2024
- Non unit scouter renews membership with district or council after Aug 1, 2023
 - ◆ Pays full yearly membership fee and renews on anniversary
 - ◆ Remains a part of the district or council recharter process until after March 2024





Youth Protection Training

All registered adults must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer cannot be registered. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s should regularly review their unit's YPT status.

Youth Protection Training Aging Report

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Scroll down then click on the unit and select "YPT Reports"
3. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
4. The exported roster will show up as a link to download or will open in a new window
5. Save the file
6. Review for any adults with YPT expiring soon and contact them to retake YPT before submitting your final recharter paperwork



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Membership Inventory

The Committee Chair or recharter champion should log into their my.scouting.org account and download a copy of their unit's roster. Comparing the local unit roster against the official membership file will reveal any adults and youth who are not officially registered in the BSA. An application should be collected from any member on the unit roster that is not on the official membership file.

A committee member should contact every family to:

- Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
- Verify Scout Life subscription
- Communicate fees and unit payment due date
- Once the membership inventory is completed, retain the roster - needed during the data input process

Membership Inventory Report

1. My.scouting.org account and click on "MENU" on the top left of the page
2. Scroll down then click on the unit and select "ROSTER"
3. Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
4. The exported roster file will show up in a pop up box click on it
5. Save as an Excel file

