

2022 Charter Renewal Guide



BOY SCOUTS OF AMERICA
CORONADO AREA COUNCIL

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We are excited to announce the NEW Internet Rechartering System is coming this fall!

MAJOR ACCESS CHANGE

The biggest change in the rechartering process is that **only Key 3 Leaders will have access**—this includes the Chartered Organization Representative, Committee Chair, and Cubmaster/Scoutmaster/Crew Advisor/Exploring Advisor. In the past Units received an access code that they could share with anyone in their Unit that was completing the recharter. This year you will NOT receive an access code; instead, access will be determined by Unit role. Only Key 3 Leaders will have the option to enter the Internet Rechartering portal.

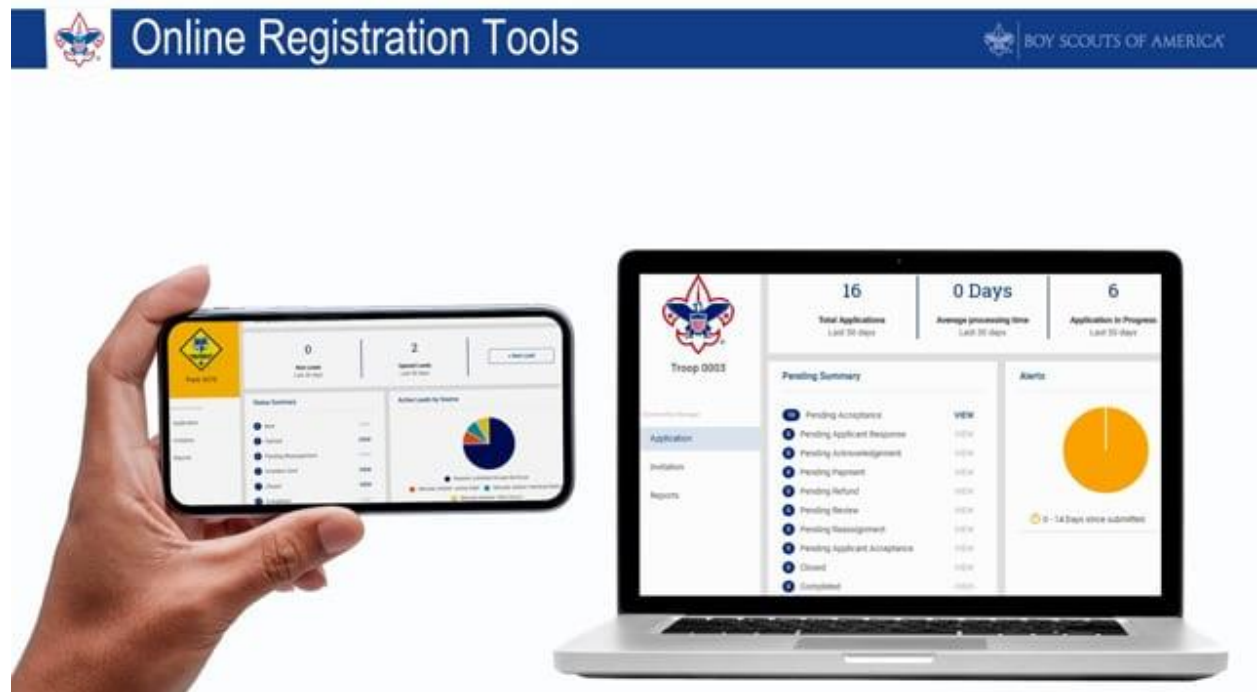
DELEGATES

If you wish for another registered Unit Leader (perhaps a Committee Member or Assistant Scoutmaster/Cubmaster) to complete the recharter on your behalf, you have the option of **assigning a DELEGATE** to have your permissions within the system. This does not change their position or yours; it simply gives them additional permissions. If you need to assign a delegate, it's best to do this now ahead of recharter, so your Unit is ready to go. Internet Rechartering will open in October.

Assigning a delegate is a simple step done online; see instructions here:

<https://www.scouting.org/resources/online-registration/>

Click on the video below for a tutorial on assigning delegates and functional roles within my.scouting.org: <https://vimeo.com/551541655>



UNIT INFORMATION

This year the Boy Scouts of America is introducing new Rechartering software. It will be effective for all units that have a charter expiration date of December 31, 2021. The new program will be part of Internet Advancement and will not require an access code to use it; however, it will be only accessible to those members of the unit who are part of the Key 3 or have been designated as a Key 3 Delegate. As you work through the recharter system, the software will alert you to inconsistencies in your data. All warnings and errors will have a pop-up notice. If it's an error, it would also be a blocker, so a notice would keep you from proceeding. A warning will only have a pop-up appear letting you know something will need to be further addressed. If help is needed with warnings or errors, contact the District Executive for assistance.

RECHARTER PROCESS

The recharter process is broken down into two parts – The **Data Collection** phase and the **Data Input** phase. There are specific processes required in each phase and neither is more important than the other. In fact, the Data Input phase cannot be done without the Data Collection phase being completed first.

For the **Data Collection** Phase, the following processes need to be completed:

- ◆ Conduct a Membership Inventory comparing the roster from my.scouting.org to your unit roster, identify Scouts who are not returning and reason why along with adults who are not returning and 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 (waiting to submit the applications with the recharter application will **NOT** get them on your current year roster)
- ◆ With the assistance of the Charter Organization Representative (CR), select leaders for the next charter year
- ◆ With Unit Leader (UL) assistance, select direct contact leaders for the next charter year and have them approved by the CR
- ◆ Identify the unit Renewal Processor (RP) team
- ◆ Attend the District Charter Renewal training
- ◆ Ensure the unit is properly coded (especially for Packs (Boy Pack (BP) or Family Pack (FP))
- ◆ Identify volunteers with expired YPT or YPT that will expire before 1 May of the new charter year
- ◆ Identify a committee member to collect the registration and Scout Life magazine fees for recharter

MEMBERSHIP INVENTORY

Conducting a thorough inventory of youth and adult members is key to a successful charter renewal. The CC should log in to their my.scouting.org account and download a copy of their unit's roster (council information). This is the official unit membership file and will contain a listing of all adults and youth registered in the unit. Comparing the local unit roster against the official membership file, will reveal any adults and youth who are not officially registered in BSA. An application should be collected from any member on the local roster that is not on the official membership file. These applications with appropriate fees can be completed online or can be turned in to the District Renewal Expert or District Executive so they may be properly registered in the unit as soon as possible. This will be crucial when the unit starts the actual recharter data input process. Contact all inactive members and attempt to reactivate them. Make every effort to recruit additional youth and adults so that the unit re-registers with no loss in membership.

A committee member should contact every family to:

- ◆ Verify members re-registering with the unit and their email address
- ◆ Verify ScoutLife (formerly Boy's Life) subscription
- ◆ Confirm fees and payment due date
- ◆ Note the reason for members who are not re-registering and extend an invitation to continue in Scouting.
- ◆ Once the membership inventory is completed, save and hold onto the roster as it will be needed during the data input process.

SUBMIT APPLICATIONS NOW

Best practice is to use the Online Registration system, it will avoid delays and alleviate processing time.

If you choose to use paper application, complete, and submit it immediately. Do not hold youth or adult applications for submission with the charter renewal file. Scouts cannot advance or receive Scouts' Life if they are not registered members of Boy Scouts of America. Submitting applications immediately will reduce your data entry in Internet Advancement. Holding the application will not place the individual on your charter or in your unit until next year. Be

prepared to upload copies of the applications with the charter renewal file. Applications not processed before the unit submits its charter renewal will need to be uploaded with the recharter package.

A complete application is required for all new youth and adult leaders added to a unit's roster during this phase of data input into Internet Advancement. Online applications submitted after 1 October will collect fees for the remaining months of the current charter year and the new charter year (Pre-Paid registration). If paper applications previously submitted to Council have not processed, when updating the roster in Internet Advancement Rechartering, submit the application again with the charter renewal file. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application. If the Online registration does not populate the unit roster, pull a copy of the completed online registration from <<my.Scouting.org>> and include it with the CRA package just as you would with a paper application.

For all on-line BeAScout applications completed earlier, ensure they are approved in Application Manager.

PREPARING A MEMBERSHIP INVENTORY ROSTER

The unit representative will log in to their my.scouting.org account and click on "MENU" at the top of the page on the left

Scroll down until you come to your unit towards the bottom of the page, then click on the unit and select "ROSTER"

Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"

The exported roster will show up as a link at the bottom left of the page, click on it

This is a complete alphabetic list of all officially registered members in the unit along with their Position Name, Street, City, Zip, Email and Phone

Save as an Excel file

REQUIRED UNIT POSITIONS

Packs must have:

Chartered Organization Rep (CR)- 1 (CR may be dual registered as EO, CC or MC)

Committee Chair (CC)- 1

Committee Members (MC)- 2 or one MC and one Pack Trainer (PT)

Cubmaster (CM)- 1 and one Den Leader (DL).

A Pack should have a registered DL for each Den in the Pack. List a Tiger/Lion adult partner (AP/LP) for each Tiger/Lion in the pack. An AP/LP does not pay a fee or complete an Adult Application if they are the parent of a Tiger/Lion. Note, an AP/LP registering in a pack adult leader position must complete an Adult Application.

Troops/Crews/Ships must have:

Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK)-1

Committee Chair (CC)- 1

Chartered Organization Representative (CR)- 1 (CR may be dual registered as EO, CC or MC)

Committee Members (MC)- 2

Exploring Posts must have:

Post Advisor (EA)- 1

Committee Chair (PCC)- 1

Committee Members (PMC)- 2

CHARTER RENEWAL FEES

The unit charter fee is \$75.00 per year. All units are required to pay this annual insurance fee.

Adult Registration: \$45.00

Cub Scout, Scouts BSA, Venturing, & Sea Scouts Youth Registration: \$72.00

Exploring Youth Registration: \$45.00

Scout Life: Subscription: \$12.00

New Member Fee: \$25.00

Transfers: There are no transfers during charter renewal

Multiples: \$0

Family/Youth Fee Structure and Unit Charter Fee Structure

Family/Youth Fee Structure

Registration fee for 2022 are as follows

Youth- \$72

Adults- \$45

◆ All families will have the opportunity to request assistance to cover 50% of the current registration fee.

◆ Family maximum paid (out of pocket) will be \$100 for the first three participants (to include parents).

◆ All family participants after the first three will be covered 100%.

Unit Charter Fee Structure

◆ Charter Fee for 2022 is \$75 for each Pack, Troop, or Crew no matter their relationship to same charter organization.

◆ All Charter Organizations sponsoring more than one Pack, Troop, or Crew will be eligible for reduced charter fee.

◆ The first unit charter fee will be \$75 and each additional charter fee will be \$10.

We have a donor willing to fund the other portion of the unpaid registration fees and charter fees.

TRAINED LEADERS

Every Scout deserves a trained leader. All registered adults are expected to complete position-specific training. Scouting University provides position-specific training via the BSA Learn Center available at <https://my.scouting.org>. In-person position-specific training and outdoor training is offered frequently by your district and near-by districts. As units select leaders for the new Scouting year, it is a good time to verify the training of all adults and encourage those in new positions to commit to completing training.

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. Successful districts and units separate YPT updates from charter renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as May and ask all adults to retake YPT if theirs expires within the next 12 months. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s must review their unit's YPT status.

RECHARTER LINK

Once the unit RP has reviewed all of the resources available to them, they can access Internet Advancement to recharter at <https://advancements.scouting.org/login>. Remember that only a member of the Unit Key 3 or a Key 3 Delegate can input into the charter. There is no access

code required. Log in to Internet Advancement 2.0 using the same Username and Password as your my.scouting and Scoutbook account.

RECHARTER PAYMENTS

Payment can be made electronically by credit card or by cash/check to council. An administrative fee is added when paying by credit card (3%) or e-check (\$1.00) with payment going directly to the National Office in Texas. Commissioners recommend using a unit check and paying at the council office. Checks can be mailed to Coronado Area Council 644 S Ohio St Salina, KS 67401. If your unit has a Unit Account at the Scout Shop and you want to apply those funds toward your renewal fees, contact the Scout Shop at 785-827-4461 to verify funds available.

KanCare Aetna Assistance

Scouts that have KanCare Aetna can get up to \$50 per year to take part in activities with participating YMCA, Boys and Girls Club or Boys and Girls Scouts. To take advantage of this program families with KanCare Aetna will need to complete the Aetna Better Health of Kansas Boy Scouts Enrollment Form.

ANNUAL CHARTER AGREEMENT

It is recommended that the unit get the Annual Charter Agreement form signed before they start the actual Data Input phase of rechartering. This assures the unit that their Chartering Organization is going to continue supporting their unit. The Annual Charter Agreement form can be found at <https://www.scouting.org/wp-content/uploads/2021/01/Annual-Charter-Agreement-Charter-Organizations-.pdf>.

ONLINE EXPLORER RENEWAL OVERVIEW

Exploring Posts and Clubs will use the Internet Advancement the same as traditional units. The unit type is identified by the system when the Key 3 logs in. The Advisors and Chairs of these units are considered Key roles and will have access. They will log in with the same Username and Password they use for my.scouting and Scoutbook.

AFTER THE CHARTER POSTS

Once the new charter has posted in my.scouting, (sometime after January 1, 2022) the Unit CC will need to pull a membership roster from my.scouting.org to verify that everyone who was submitted on the Charter Application is on the unit's new charter for 2022. If there are any discrepancies, the Unit CC or RP should contact their District Executive immediately so that the error can be fixed. Do not delay in reporting errors. **DO NOT USE SCOUTBOOK TO VERIFY THAT EVERYONE IS PROPERLY LISTED ON YOUR CHARTER.**

To print the charter certificate, follow these instructions:

Unit Key 3 leaders can print the charter certificate for their units by logging into <http://my.scouting.org>, Click on Menu > the unit > Organization Manager > click on Download Charter Certificate > click on the Open button at the bottom of the screen to display and print the certificate.

Verify you have a membership card for all adult and youth and that each is listed in the my.scouting Roster.

To print membership cards, follow these instructions:

Unit key 3 leaders can print membership cards for their units by logging into <http://my.scouting.org>, Click on Menu > the unit > Roster > select who you want to print a membership card for, and then click on >Print> membership card.

ADULT POSITION CODES

The minimum age for these positions is noted in parenthesis beside the position.

UNIT POSITIONS:

- IH: Institutional Head or Executive Officer of Chartering Organization-- This position is not a Registered position and no fee. This person must fill out an adult application to hold any registered position-(21)
- CR: Chartered Organization Representative--Registration fee and application is required to register for this Position-(21)
- CC: Committee Chairperson-(21)
- MC: Member of Committee- (Required--Minimum -- two per unit)- (21)
- CM: Cubmaster-(21)
- CA: Assistant Cubmaster-(18)
- PT: Pack Trainer-(21)
- NM: New Member Coordinator-(21)
- LL: Lion Guide- Lion Leader-(21)
- TL: Tiger Cub Den Leader-(21)
- DL: Den Leader-(21)
- DA: Assistant Den Leader-(18)
- WL: Webelos Den Leader-(21)
- WA: Assistant Webelos Den Leader-(18)
- LP: Lion Adult Partner- This is not an official registered position. (18)
- AP: Tiger Adult Partner-This is not an official registered position. (18)
- SM: Scoutmaster-(21)
- SA: Assistant Scoutmaster-(18)
- 10: Leader of 11- year old Scouts (LDS Troop)
- NL: Venture Crew Advisor-(21)
- NA: Venture Crew Associate Advisor-(18)
- SK: Sea Scout Ship Skipper-(21)
- MT: Sea Scout Ship Mate-(21)
- 92U: Unit College Scouter Reserve-(18)
- 91U: Unit Scouter Reserve-(21)
- 92V: Venturing College Scouter Reserve-(21)

NON-UNIT POSITIONS:

- Code 42: Merit Badge Counselor (18) No fee is required. Adult application and the information sheet is required. (This is not part of a unit charter. Please turn in this registration separate from your unit recharter.)
- Code 52: Supernova Mentor (21) –Adult application form is required along with the Supernova Awards Mentor Information application.
- Code 58: Nova Counselor (21)- Adult application form is required.