RECHARTERING YOUR SCOUTING UNIT

Fall 2020

All Scouting units – packs, troops, crews, ships, and posts – must annually renew the memberships of its members in a process called "rechartering". With very few exceptions, all current unit charters expire on December 31, 2020.

This document is intended to provide you with the necessary information to get you started. It replaces the sheaf of papers that traditionally have been provided at unit rechartering time. Because we require the use of an Internet-based tool to prepare your unit's rechartering paperwork, any other documentation will be provided online through the www.shac.org/recharter website. If you need additional information, please contact your district's commissioner team.

PLEASE READ THIS ENTIRE DOCUMENT EVEN IF YOU ARE EXPERIENCED AT UNIT RECHARTERING.

1. **BSA announced revised fees effective for this recharter.**
    o $25 one-time "joining fee" applicable to all new program participants (youth) *except Exploring*,
    o $66 for youth members in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts,
    o $42 for youth members in Exploring, and
    o $42 for adult members,
    o STEM Scouts participant fees remain as previously announced for 2020 and 2021,
    o $75 unit charter fee for packs, troops, crews, ships and posts,
    o $40 unit charter fee for STEM Scouts labs

2. **The council accident insurance fee increases to $4/paid registration.** As in the past, the fee is **not paid** by Executive Officers / Institution Heads and adult partners for Lions and Tigers unless they also hold a paid, registered position in the unit. The fee is paid only in the unit in which the member pays BSA membership fees (the "primary" unit). Internet rechartering calculates the accident insurance fee and adds it in the total fee on the recharter roster.

3. **All recharters are due to council no later than December 15th.** The preferred method of turning in paperwork is via your district's turn-in event(s). Due to Covid-19 precautions, your district may use different turn-in procedures than it has used in past years. So be sure to contact your district for this year's procedures!

    If you are unable connect with a district turn-in event, you may turn-in at the registration counter at the Cockrell Scout Center during normal office hours (currently 9:00 am to 4:00 pm, Monday-Friday, except holidays). Last minute turn-ins also will be accepted at Cockrell Scout Center on Saturday, December 12, from 9:00 am until noon. If your unit's paperwork is complete, including online payment, payment by physical check, or payment from the unit account, you will be encouraged to leave; the registration staff will email the receipt after the total is checked. If payment requires verifying the total, including completing a blank check or in-person payment by credit card, you will be asked to wait in the lobby, observing social distancing, while the total due is verified by the registration staff. Recharters dropped off at Cockrell Scout Center will be reviewed by registration staff; then you may complete the transaction.

4. **All recharters must be prepared using online Internet Rechartering.** This is a web-based tool that allows you to add and remove members to your unit's roster, update member contact information, change adult leader positions, calculate fees, and print the final roster for turn-in. Packs, troops, crews, and ships should access internet rechartering using My.Scouting.org or the link in the rechartering resources section above. Exploring posts should utilize the similar tools on lfl.participation.org.

5. **Internet Rechartering Version 12 will be required for all December recharters.** Version 12 will be released in "early October". At that time, BSA will update the online tutorial which will be accessed through the BSA Internet Charter Renewal page. The online tutorial serves as the user manual for Internet Rechartering. BSA has indicated that there will be minor changes to Internet Rechartering that will be easy to understand and that will not affect navigation through the program. We have been told to expect the following.
    o Implementation of the fee changes listed above in items #1 and #2.
    o Support for new positions, such as the recently announced Exploring Participant position for youth aged 18/up.
    o Various validation and process improvements not affecting navigation.

6. **You can access internet rechartering starting on November 1.** Your district will provide the unique access code required for your unit to log onto the system this year. If you haven't received it, contact your district. Do not use the access code from any previous year. Doing so will result in an error message to contact your council. Remember that

you are a "First Time User" the first time you log in each year. When logging in as a first-time user, use the access code, the unit type (pack, troop, etc.) and the 4-digit unit number to identify yourself. (Troop 2 would use "0002" as the unit number.) You will then enter your contact information and create a password. Use the access code and the password when logging in as a "Returning User".

7. **The unit "Key 3" – top unit leader, committee chair, chartered organization representative – can download a current roster at any time using the Member Manager function of the my.scouting.org tools.** The "Key 3" may use Training Manager to download the unit's YPT Aging Report which will show the completion and expiration dates for adult members. The "Key 3" can download an individual member's training record to determine if the member is "Trained for the Position". **These reports are useful in completing items #8, #9 and #10 below.** The Key 3 may designate up to 3 additional individuals to be able to use the tools if they so choose. Contact your district's commissioner team if you need help getting started with my.scouting.org tools. Changes in applications processed by the registrar on any given day will not be visible in my.scouting.org until the next business day.

8. **While you wait for internet rechartering to become available, gather the information that you will need to update the recharter roster.** This is called "membership inventory". Are all your unit's youth and adult members listed on the unit roster? (Your unit's "Key 3" – Chartered Organization Representative, Committee Chair, or Unit Leader) can use [my.scouting.org's](http://my.scouting.org) Member Manager to download the current roster of members.) Contact all your unit's members to find out if they will renew their memberships for the coming year. If any member does not plan to continue, ask why and make a note of the reason. (Internet rechartering will ask you why each dropping youth member is not renewing.) While you are at it, be sure all members understand the BSA and unit fees to be collected and the date by which the fees must be paid. Finally, check that top unit leader training requirements are met (item #6) and Youth Protection Training is current (item #7).

9. **Sam Houston Area Council requires the "top unit leader" named on the recharter roster to be "trained for the position".** This entails completing "position-specific training" as well as Youth Protection Training. Most position-specific training can now be completed online at My.Scouting.org EXCEPT "Introduction to Outdoor Leadership Skills" (IOLS) for Scoutmasters. The "top unit leader" is the Cubmaster, Scoutmaster, Venturing Advisor, or Skipper. See www.shac.org/training for required courses. Internet rechartering does NOT check this requirement, so you will need to be careful to check it. If your unit will replace the "top unit leader" during recharter, be sure the new leader to be appointed has the required training prior to recharter! **As of October 1, the council is evaluating options for the IOLS training requirement for Scoutmasters.**

10. **Only Youth Protection Training (YPT) taken on or after January 1, 2019, will count as "current" for rechartering.** There is now only one YPT course (Y01) for all programs. As in the past, all adults, including those aged 18 and over that are participating as youth (Venturing Participants, Unit Participants, Exploring Participants) must complete YPT. To avoid further delays in the event of errors found during recharter, units should ask their members to retake YPT if the member's YPT will expire prior to April 1, 2021. This will avoid creating additional problems when members' YPT expire while other errors are being corrected.

11. **Consider using Online Approval.** Internet rechartering will allow either the institution head (IH/EO) or the chartered organization representative (CR) to authorize the person using internet rechartering (the "recharter processor") to electronically approve the recharter roster. The unit then prints the approved recharter roster for turn in without further signatures on the roster. The unit "Key 3" and the recharter processor will receive emails stating that the recharter was approved with the permission of the authorizing official. **Note:** paper membership applications will still require signatures.

12. **Signatures required if Online Approval is not used (or fails to work).** In this case, the recharter roster will have blanks for signature by the Institution Head and Unit Leader (CM, SM, NL, SK) which must be completed in ink.

13. **Consider using Electronic Payment.** Internet rechartering will allow payment of BSA fees and the Accident Insurance Fee by credit card and E-check. (Note: BSA charges a convenience fee for credit card payment.) Units electing this option must still print out the recharter roster, get signatures if online approval was not used, and turn it in. Units NOT electing to pay online will pay by cash, check, or unit account when turning in the signed printed roster.

14. **Use the "PRINT RENEWAL APPLICATION" button to print the entire roster.** This will allow you to make manual corrections to the roster in case you discover and error or omission. If you use the "short form" button to print the roster, you will not have a complete roster. Be sure to save a copy (for your records) of the PDF file produced by internet rechartering. **Please turn in all pages printed by internet rechartering.** The part of the printout after the roster includes lists that expedite the processing of your recharter by the registration staff!