

## Rechartering Instructions/Tips

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**We encourage you to read through this entire document BEFORE proceeding.**

**Your recharter is due no later than February 10<sup>th</sup>!**

**Youth Protection Training has been a problem with recharterers. If anyone in your unit has not taken youth protection or it has expired, that person can't be rechartered. That also means that your units recharter may not get put in.**

### ***Here's how to get started:***

1. **New this Year:** The Charter Organization Rep, Committee Chairman, Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Post Advisor), or any key 3 delegate (the Charter Organization Rep MUST assign the delegate in their my.scouting.org page for the unit) will complete the rechartering process.
2. You may start your unit recharter on Jan 1<sup>st</sup>.
3. **Log in going to internet advancement at:** <https://advancements.scouting.org/login>
4. Put in your my.scouting.org ID to log in.
5. When updating your roster, please use full LEGAL names and not nicknames.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off.

### ***Here's how to wrap it up:***

7. When you've completed all the information to recharter the unit, click the Submit button.

### ***Need Help?***

Our council's registration team is ready to assist you through this process. **Please call** your District Executive or the Council Registrar, Stephen Keel at 806-350-6639 - Monday through Friday 8:30 am until 5:30 pm.

The following are things for you to keep in mind when you process your unit's recharter electronically:

- Unit Registration Fee: (1) \$100.00, (2) Youth Registration Fee \$75.00 or \$100.00 if new to Scouting (3) Adult Registration Fee \$45.00 (4) Scout's Life Subscription \$15.00. *Optional but highly suggested.* (5) Exploring Youth and Adult Fee \$45.00
- **NOTE: You will have the choice to pay online with your credit card, however you will pay an additional 3 percent to cover convenience fees OR you can pay online with an E-Check. That said, we highly recommend that you DO NOT pay online but simply bring a unit check or money order (we will not accept Credit Card payments) to the Scout Office once you have submitted the recharter and you have the total amount due.**
- **As a hint, if you pay in full online, you cannot receive any refunds if you make a mistake AND you cannot make**

**any changes once submitted!! PLEASE DO NOT PAY ONLINE FOR YOUR BENEFIT!!! IF YOU OVERPAY ONLINE, YOU WILL NOT GET A REFUND FROM THE NATIONAL OFFICE OR FROM THE GOLDEN SPREAD COUNCIL FOR ANY REASON!!**

- If you need to add an Adult or a Youth, you will have to have it completed, signed, and scanned to your computer and then upload it electronically. To save you from doing that, simply complete the application, get the signatures, and bring it to the Scout Office with the payment and we will enter it.
- **As a reminder, the Youth Application must have “1019” on the bottom right corner of the front page and the Adult Application must have either 510 OR 11/2021 on the bottom of the front page. All others will not be accepted.**
- **Do not** use any punctuation or spaces in fields when entering names, addresses, etc. This will cause problems processing your recharter in ScoutNet. For example: addresses will not certify and mail may not be delivered to your members. (Jones-Smith = JonesSmith etc...)
- Webelos/Arrow of Light members who are moving to a Scouts BSA Troop, must register in the troop. *You cannot transfer a Webelos/Arrow of Light from a Pack to a Troop.*
- **Do not** change names in member records to reflect nicknames. Please leave the names as they are in ScoutNet unless a name is misspelled.
- Leaders who are rechartering may change positions in the same unit at recharter time without a new application. The Executive Officer (IH) signs off on the recharter approving changes.
- If your unit changes the IH, the change will not be reflected on the top first page of the roster. Cross off the old IH and write in the new one with address and date of birth. The new IH will be listed in the adult roster.
- If your unit has a no-fee position adult like Tiger Adult and/or Lion Adult (these are non-paying adults) and they are now registering in a paying position such as an Den Leader, Member of Committee etc., they are now considered to be an adult leader. **We must have a new adult application to put them in a new position- (See above)**
- Adult leaders can only register in one position in each unit. The only exception is the CR who can multiple as a CC or MC.
- **Your re-charter is due no later than by February 10<sup>th</sup>.**

\* “Multiples” are youth or adults that are registered in more than one unit. They pay a BSA registration fee in only one unit and are “multiplied” in the other unit(s).

\*\* “No-fee” adults are the IH and AP

*IH = Executive Officer/Chartered Organization Head    CR = Chartered Organization Representative  
CC = Committee Chairman    MC = Committee Member*

## **STEP ONE: GATHER NECESSARY INFORMATION ON YOUTH AND ADULTS**

Conduct a membership inventory. Make a list of the individuals who will be part of each Unit organization (Pack, Troop, Team, Crew, Post) as of January 1. Identify which adults will hold the required leadership positions.

Also identify which adults will need to take or update their YPT training.

Using the My.Scouting.org Tools, download two reports for your Unit:

a) A current roster (both adults and youth); and b) A YPT training report for all adults.

Each of the Key 3 position-holders in your Unit has credentials to download these reports. The Key 3 includes the Unit Leader (i.e., Cubmaster, Scoutmaster, Crew Advisor, or Post Advisor), Committee Chair, and Chartered Organization Representative. In addition, your Commissioner can download the reports for you.

## **STEP TWO: GATHER APPLICATIONS AND YPT VERIFICATIONS**

**1. New Adult Applications:** Every **new** adult (who is not on the current roster and/or in a paid position) in your Unit must provide a completed and signed BSA Adult Application (including signed Disclosure / Authorization Form) and a current YPT certificate. An adult registered in one Unit (such as a Troop) and now added to another Unit (such as a Venture Crew) is a new adult to that Unit and must submit a new Adult Application and a current YPT certificate appropriate for that type Unit. If a new leader is added to more than one Unit, each such Unit's Charter Renewal Report Package must include a completed and signed BSA Adult Applications, Disclosure / Authorization Forms, and current YPT certificates. **All information on a completed Adult Application must be completed.** Common problems with Adult applications include missing or invalid Social Security Numbers, incomplete names (e.g., Jimmy instead of James—use the full legal name), missing or incomplete Disclosure / Authorization Form, unanswered questions, and missing or incorrect signatures.

**2. Youth Applications:** Every **new** youth in a Unit must provide a completed and signed BSA Youth Application. A youth advancing from one Unit to another, such as from a Cub Scout Pack to a Scouts BSA Troop, is a new youth to the Troop and must meet the new youth application requirements. The most common problem with youth applications is missing signatures.

**3. Youth Protection Training:** Every **new** Adult Application must include a Youth Protection Training (YPT) certificate. Review the YPT Training report printed in Step One. The Report will not show a need for YPT that expires after the initial Unit Log-in so YPT Training that expires sometime between log-in and Council Posting will result in the Unit not Posting.

A problem sometimes arises when an adult has not yet linked his or her my.Scouting.org account training profile with his or her BSA membership ID number. An adult with unlinked accounts may show up on the printout in a section entitled "Adults without Youth Protection Training Report." You will need to provide a Youth Protection Training certificate for those non-linked adults.

## **STEP THREE: ENTER THE INFORMATION THROUGH THE BSA INTERNET ADVANCEMENT WEBSITE**

As you enter information into the BSA Internet Advancement website, please note the following helpful tips:

- 1. Youth Considerations:** If you are dropping a youth from a Unit because he (or she) is too old and you are not the person responsible to promote him/her to the new Unit, please verify that the receiving Unit adds the youth to its charter. The youth is not automatically added to the receiving Unit – you must coordinate with the receiving Unit.
- 2. Adult Considerations:** The information you enter for a new leader needs to match exactly with the information contained on the Adult Application. This is why you need to gather the applications and other paperwork before starting any of the work online.

The Institutional Head and Chartered Organization Representative must be the same person for all Units chartered by a single sponsoring organization. If an existing adult will change positions next year, please do NOT drop the leader and add them as a new adult because the system will then mistakenly require a new adult application for this leader. Rather, at the appropriate screen, please indicate that this leader will "renew" for next year, and a later screen will provide you with an opportunity to update their position.

The BSA Internet Advancement website won't allow you to complete a charter renewal if there are errors in the minimum number of adult positions required.

**3. Registrations in Multiple Units:** It is often necessary to register adults and youth in multiple Units. Generally, an adult may not register in more than one position within the same Unit. Exceptions include when the Chartered Organization Representative serves as a Committee Chair or a Committee Member. Note that an individual cannot serve as both the Committee Chair and a Committee Member in the same Unit.

Youth may be registered in multiple Units, with some important limitations. A Scout or Venturer may be registered in another Crew or Troop, as long as he or she meets the minimum age requirement by the end of February. Adult and youth who are registered in multiple Units need only pay a registration fee once. For an adult or youth registered in more than one Unit, it is helpful to indicate on the non-paying Unit printout the Unit number where the fees are assessed.

#### **4. Venturing Youth Participants Over the age of 18:**

All Venture Crew members that will turn 18 before January 1 will need to complete an Adult Application and complete Youth Protection Training. They will be counted as an Adult Participant but can continue to earn all advancements. If you have any questions, please discuss with your Unit/District Commissioner.

***NOTE: YOU CAN NOT MAKE CHANGES AFTER YOU CLICK ON THE "PAY AND POST RENEWAL" BUTTON!!***

#### **5. Review by IH/CR for Approval:**

After you click the "***PAY AND POST RENEWAL BUTTON***" the CR, CC, and Unit Leader will receive an email to approve the recharter.

#### **6. Payment for Recharter:**

At this point you have the opportunity to pay via Credit Card through the online system (or pay with one unit check or money order to the Council) to cover all fees, including membership, Unit Liability Fee and Boys Life Magazines. **PLEASE DO NOT PAY ONLINE- SEE PAGE 1 AND 2. Bring your payment to the Scout Office**

**NOTE: IT IS IMPORTANT TO IDENTIFY THOSE REGISTERED IN MULTIPLE UNITS SO THE UNIT DOES NOT OVERPAY.**

### **STEP FOUR: SUBMIT THE CHARTER PRINTOUT AND DOCUMENTS**

**1. Review with Your Unit Commissioner:** Your Unit and District Commissioner want you to have the easiest time completing the Recharter process. If you have any questions along the Recharter trail do not hesitate to reach out and get any clarification that you need. Each Unit must submit its Charter Renewal by February 11.

**2. Changes Post Turn-in:** If you need to add a youth or a leader after you turn in your Charter Renewal Report Package, submit the appropriate and necessary applications and fees to our Council office. The application will be processed outside of the charter renewal process.

### **STEP FIVE: AFTER RECHARTER IS PROCESSED BY THE COUNCIL**

**1. Membership Card, Charter Certificate, and Unit Roster:** These are now processed by the Unit. The Council no longer prints and mails these to unit leaders. You can do this my.scouting.org