

COLONIAL VIRGINIA COUNCIL BOY SCOUTS OF AMERICA



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ANNUAL RECHARTER GUIDE UNIT RECHARTERING MADE EASY

www.cvcboyscouts.org

CHANGES & UPDATES EFFECTIVE THIS YEAR 2018

- ◆ Improved user friendly approval & payment processes
 - Online approval requires specific certification that processor has consent from IH/COR to use online approval [This feature is not recommended for use, CVC will still require pen & ink signatures on the Charter Renewal Application, see Guide - Note pg 9]
 - No fee E-Check for online payment use
 - YPT validation component
 - All leaders must have completed the new Youth Protection Training (YPT2) by 30 Sep 2018
 - Units with leaders who have not completed the training will be unable to complete their on-line recharter
- ◆ Girl Units and Packs with girls are required to have a registered & trained female adult leader 21 or older
 - Leader should fill the position that directly interacts with the girls i.e. DL/ADL, SM/ASM, etc.
- ◆ BSA Explorer Post membership fee increased to \$33 for all registered youth & adult leaders, effective 1 Aug 18
- ◆ See next page for special instructions, for LDS units only, this year only

Reminder: To be registered in CVC, YPT is required to be current for every leader throughout the charter year (1 Jan-31 Dec)

Version Notes

Changes in Version 1.73, 25 October 2018:

-Page 14, bottom of page, Proof ALL Adults..., edited bullets 1-3, & the 5th for content, removing reference to multiple YPT versions & adding page reference for new info added on pg 26

-Page 19, item 4.a, added “gender” to the requirement for member info for accountability & tracking

-Page 26, top & bottom of page, CVC Verification &..., edited top portion for improved readability, bottom portion added info about finding & printing my.scouting reports

LDS UNIT SPECIAL INSTRUCTIONS
2018 CVC RECHARTER
(For LDS Units Only)

INSTRUCTIONS

- 1** – Complete unit membership inventory; make roster updates to member info as required
 - A current roster can be obtained from Internet Advancements, My.Scouting, or a pdf copy from your DE; refer to the Unit Inventory Instructions found on the council website under resources/recharter

- 2** – Ensure unit has the required number and type of leaders, see page 12

- 3** – Ensure unit has the required minimum number of youth, which is 5; LDS units can be registered with as few as 2 youth

- 4** – Obtain all necessary & required signatures for membership applications (new & changing unit or position)

- 5** – Finalize roster for accuracy, completeness, and requirements
 - Anyone needing or wanting to be removed from the roster must submit a letter to the Council Registrar requesting their removal (letters can be submitted together with this paperwork)

- 6** – Collect Boy’s Life monies and annotate who wishes to continue their subscription for 2019

- 7** – Collect/provide proof that all registered leaders are YPT2 trained

- 8** – Submit roster and necessary supporting documents (inside the provided envelope) to your Unit or District Commissioner or designated representative, before the deadline.
 - a. If there are no discrepancies, paperwork will be accepted and unit actions are complete
 - b. If there are discrepancies, unit will be informed what they are and advised on what is needed to clear them. Once corrected, unit can resubmit for acceptance.

If any errors are found during the registrar’s process the Unit’s Commissioner or District Commissioner will be contacted to help resolve the discrepancy. If a simple problem, a council representative may contact the unit member who completed the paperwork or unit leadership directly.

NOTE: These instructions only apply for the 2019 recharter year

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INTRODUCTION

Chartering: What is it?

On June 15, 1916, the United States Congress granted a federal charter to the Boy Scouts of America. This charter can be found in the United States Code, Title 36 (Patriotic Societies and Observances), Chapter 2 (Boy Scouts of America). As stated in the U.S. Code regarding the BSA: "The purpose of the corporation shall be to promote, through organization, and cooperation with other agencies, the ability of boys to do things for themselves and others, to train them in Scoutcraft, and to teach them patriotism, courage, self-reliance, and kindred virtues, using the methods which were in common use by Boy Scouts on June 15, 1916."

The Boy Scouts of America renews its federal charter each year through a formal reporting to Congress. They (the BSA), in turn, have granted charters to sponsoring (chartered) organizations. In addition, like the BSA and the U.S. Congress, these chartered organizations must report to Scouting once each year to renew their local charters. Chartered organizations are issued a charter, effective for one year, to operate a Scouting unit. The charter year is not necessarily the same as the calendar or program year (the current unit charter indicates the charter expiration date). In the months prior to the charter expiration date, the District Executive, Unit Commissioner, Unit Committee, and Scout leaders all play an important role in the preparation and execution of the rechartering process.

This charter renewal guide is your roadmap to a successful recharter. It will guide you through each step and help you complete your charter on time.

WHY RECHARTER ON TIME

- ❖ Allows the Scouts to continue advancing
- ❖ Allows the Units to meet
- ❖ Allows outdoor activities
- ❖ Maintains historical continuity of Unit tenure
- ❖ Keeps Scouts and Leaders insured
- ❖ Allows Unit to earn the Journey to Excellence Award

Charter Deadline & Unit Status: Charters only run for one year, Colonial Virginia Council's charters expire every 31 December. If a unit fails to recharter by this expiration date a unit can be 'separated' from Scouting; meaning the unit is "dropped" from BSA membership, as well as all its members. Units that are separated from Scouting cease to exist and CANNOT legally operate in any capacity - including any activities or advancements. An expired unit has no status with the BSA, and no insurance to cover any of its members or the Charter Organization (CO) from accidents or liabilities. Youth and adults are unregistered, cannot attain awards or recognitions. Advancements or achievements of any kind - including the Eagle Rank, and tenure in rank and for leadership requirements for boys is stopped, which includes unit tenure.

GETTING STARTED

Items needed before you begin the charter renewal process:

- Conduct Unit Membership Inventory [see pg 19-21]
- Gather current copies of your unit's roster (obtained from Internet Advancements (Best), My.Scouting, pdf copy from DE or selecting Review/Print Roster button in Internet Recharter) see page 36 Q1
 - Confirm required leaders-pg 12; must have at least 5 paid youth who are primary-pg 13
- Collect completed applications for all new youth, participants, and adults†
- Charter Renewal packet, with unit's access code highlighted on the packet label [see pg 31A]
- Proof of training for leaders as applicable/required and Youth Protection for everyone; collect/print copies of the appropriate training for all registering adults [see pg 24-26]
 - Crew & Ship participants must take Youth Protection Training (YPT) (18 & above)

CONFIDENTIALITY STATEMENT

IMPORTANT: You are going to view and handle information confidential to your unit and the Boy Scouts of America. By working with this private information, you accept the responsibility of maintaining the privacy and confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America. This information must never be shared outside of the Boy Scouts of America for privacy reasons. If you cannot accept this responsibility, you must notify your unit Committee Chair and withdraw from seeing or working with these materials.

Your unit's recharter information will be available starting November 1st, 60 days prior to charter expiration, when the On-Line Recharter System opens.

Identify Key Charter Renewal Team, the team plans and leads the charter renewal effort.

Suggested attendees: Unit Commissioner, Unit Leaders, Unit Committee Chairman, and unit "Renewal Processor" The renewal processor is the unit level person in charge of processing the charter renewal data. Recommend someone who is comfortable using computers.

Determine the following; charter renewal deadline date and dates for district recharter training & workshops by checking district calendars, Facebook pages/groups, Colonial Virginia Council (CVC) Recharter webpage, or contact your Unit Commissioner.

Remember you cannot change the date the charter renewal packet is due or the "window" when you can gain access to the on-line charter renewal system.

† IMPORTANT: Submit adult & youth applications to the Council Service Center as soon as possible (for adult apps, required to provide proof of YPT completion: see pg 24). This is a year-round process; DO NOT wait to update unit records during recharter. Youth and adults not properly registered are not part of the unit, not insured, not eligible for advancement, and generally cannot participate in activities. The charter renewal process is MUCH easier if your paperwork is current at the council office. [see pg 13-14, 19-21, & 22] As a guide, youth apps take about 2 days to process once turned in to the Council Service Center, and about 1 week for adult/participant apps, plan accordingly when preparing to complete your recharter.

Review this guide

Attend charter renewal training, typically offered during fall roundtable, if offered, or ask your Unit Commissioner for assistance. It is an opportune time to receive answers to your recharter questions.

Correct a copy of your most recent unit roster before correcting originals and software. Write unit roster changes in another color (e.g. red) to make official data entry easier. During this time, confirm all unit member and parent information is current and up to date, as applicable. [see pg 31D]

- Invite members to return and confirm that they are staying active with your unit.
- Confirm accuracy of birth dates, school grade, addresses, and if they want Boys' Life [see pg 27].
- Date of birth and social security numbers are required for all registered adults, including those in a Scouting Reserve position (91U or 92U). [see pg 23 & 37 Q10] One possible exception is for adults who are only filling the role of a Lion/Tiger Cub Adult Partner see page 13&14.
- Ensure required leaders-pg 12 and at least 5 paid youth who are primary-pg 13
- YPT is required for all adults, leaders, & Venturing/Ship participants 18 and older [see pg 24]

Important Note on Social Security Numbers

(1) Social Security Numbers are a critical part of BSA's youth protection efforts and are not used, shared, printed, or divulged for any reason. If an adult has concerns about revealing their Social Security Number, they should contact their District Executive or the Colonial Virginia Council.

Confirm you have applications for all new youth/participants and adults, and accompanying proof of YPT, as required [see pg 24]. Verify that the applications for all new members are complete (i.e. all required signatures, social security number for adults, completed BSA Disclosure/Authorization forms for adults [located on the inside top cover of the adult application]). Do not process a registration if you do not have a completed application. [see pg 13&14]

Fees:

Annual Unit Liability Insurance Fee \$40

Most youth/participants and adults will pay \$33 for annual registration and \$12 for Boys' Life (optional) [see pg 27].

Lion Parents (LP) and Tiger Cub Adult Partners (AP) do not pay a registration fee. If they do accept an adult leader position, then they must complete an adult application for that position and pay the registration fee plus complete YPT (ensure they provide a copy of their completion certificate).

There is no charge for the Institutional Head (IH). If the IH accepts another leadership position then they must complete an adult application, get/be trained, complete YPT, and pay the registration fee.

Adults or youth/participant members who have paid their primary registration fee elsewhere in the Colonial Virginia Council (i.e. another unit, district or council-level position) are considered a "multiple" registration and do not again pay a registration fee. [see pg 7-9, 14, 20, & 31G]

Note: Use of the "Transfer" feature in Internet Charter Renewal in Colonial Virginia Council will result in the calculated fee being incorrect. **DO NOT USE THE TRANSFER FUNCTION**

Basic Timeline to Complete Recharter Before the Deadline:

Approximately 60+ Days from Deadline - Begin collecting required documents & fees

- Receive Recharter Package from Council
- Set deadline for adult/leaders to complete training

60 Days from Deadline - Conduct Membership Inventory **Critical to Recharter Success** (see pg 19-21)

40 Days from Deadline - All leaders complete required training

- Submit all membership applications

35 Days from Deadline - Print Validation of Training

- Finish collecting necessary documents

1 November (~30 Days from Deadline) - Log in to Internet Recharter & Review Roster

25 Days from Deadline - Update Roster

15 Days from Deadline - All fees collected, Review & Check roster, Update Fees

- Submit roster on-line, Print Charter Renewal Application

10 Days from Deadline - Obtain required signatures on all documents & applications

- Complete the 'Unit Charter Renewal Checklist'
- Schedule meeting to submit unit recharter package

5 Days from Deadline - Meet your UC, DC, or Designated Rep to review acceptance checklist

- If no discrepancies, unit effort is complete
- If unit package has discrepancies, correct all & resubmit ASAP

ON-LINE/INTERNET CHARTER RENEWAL PROCEDURE

Register & Log in to www.my.scouting.org - Home - Legacy Web Tools - Internet Recharter

NOTE: The list of supported browsers under MS Windows is Chrome, Firefox, and Internet Explorer 9, 10, & 11. IE10 & 11 requires the use of "compatibility mode." The default browser for Windows 10, "EDGE," is not supported and DOES NOT WORK in all cases, IE 11 is included with Windows 10 and is accessed from the default browser. Macintosh, OSX & Linux are unsupported.

“Renewal processors” must register as a first time user each year. Do Not click on “returning” to start the process. Afterwards, processors can begin the process and stop before finishing. When these processors return, they will follow the process for the returning user to log in.

For new users:

From the registration page, enter unit information in these fields

- Access code (council provides, found highlighted on front of recharter envelope)
- Unit type (choose one from the menu) – Pack, Troop, Crew, or Ship
- Unit number (must be a four digit number e.g. 0002)
- Click continue
- You will be a “returning user” AFTER you have registered and created your password

Charter Renewal Data Entry Cautions

- **DO NOT change a name &/or DOB** if that information is incorrect note it on the printout after you print the final version
- Name entries
 - ✓ Do not put spaces between prefixes (Decarlo not De Carlo)
 - ✓ Do not enter apostrophes (Obrian not O’Brian)
 - ✓ Do not use hyphens (John SmithPayne not John Smith-Payne)
- Do not enter bogus data to bypass prompt. Contact Colonial Virginia Council Registrar instead
- **Entries can overwrite Council data – Use Caution!**

STAGE 1 – LOAD ROSTER

- Click the box to ‘Load Council Information’ or ‘Upload Recharter File’ from *PackMaster*, *TroopMaster*, *Rank-N-File*, *Scoutmate*, or *ScoutSoft* or other approved software (see below).
 - **Once you choose one of these options, you cannot change your mind. We highly recommend units use the local Council Information.**
 - Local council information should match My.Scouting Member Manager data, which you may have used in preparation, which is posted at that point in time. If additional enrollments are posted after you begin the renewal process, you can update the roster as described below in “Stage 2 - Update Your Roster.”
 - If uploading your own roster, you must resolve any discrepancies only in your roster that exist between it and council records. **Do not make changes to Council Records, see info box above**
 - The record for one person must never be changed/replaced to that of another person
 - After you verify and resolve all issues you can proceed

STAGE 2 – UPDATE YOUR ROSTER

There are several steps involved in updating your roster

1. Update information on the Chartered Organization. You can change names and contact information, but you cannot change your Chartered Organization using this process. Please contact your Unit Serving Executive (DE) if you need further help on this.
2. Select members for renewal. Uncheck anyone not renewing or duplicate records. Click the Next box to proceed.
3. You now have the option to “Promote” adult/youth members within the same Chartering Organization, moving them from another unit into your unit. This includes “promoting” youth who have turned 18 to adult status. If promoting a youth/participant to an adult they must complete an Adult Leader application and YPT [see page 24] for you to register them (consider them “new members”). The losing unit must manually remove the member from their roster.
 - If the member is to remain dual enrolled, in both units, the member must designate which unit is primary, the one they pay their dues in, the other unit will mark them as a multiple. You must coordinate this action with the other unit.
 - While more involved, units can promote members from other units outside their CO. However, close coordination is required, as well as the use of the other unit’s access code (code on the recharter package). When entering a unit number, it must be a four-digit number i.e. 0002. In addition, the same constraints apply as above. Because this is not within the same CO, new members must complete an appropriate application and as applicable YPT.
4. Add new members. Obtain their information from their completed applications. You can minimize your work here by making sure their applications are submitted in time to update the council records before you begin your rechartering process.
 - By clicking the ‘**Update Unit Roster**’, you will update to the latest council information
 - Note that you can view or print your roster at any time by clicking on the blue box in the top left hand corner. This CANNOT be used as a copy for submission, but it helps you keep track of your changes.
 - If an application was turned in to Council, but the member is not listed in the system, try using the ‘update unit roster’ button. You can do this at any time before final submission.
 - If the update function does not resolve the issue then you will need to add the person manually as a new member.
 - If you have already added a new member, a duplicate record may be displayed after you perform an update. This is due to the person’s application finally showing in ScoutNet. You must then select the record for removal that does not have a BSA ID number.
 - If the update unit roster button did not add the member, then it will be necessary to add them as a new member, attach a copy of their completed application to the charter renewal package.
 - In any case, an adult member added as a new member will need a copy of their Youth Protection Training certificate attached to the unit’s charter renewal package.
 - Transfers & the transfer function built into Internet Charter Renewal are intended for transfers from other councils into the gaining council, not for transfers between units within a council. Using the function within the same council only works when there are units that recharter at different times during the year, which currently does not happen in CVC. Since all CVC units recharter at the same time, there are no true transfers at “recharter” time; the losing unit will simply not renew the youth/participant or adult member where the gaining unit will add the youth/participant or adult as a new member to their roster. **Use of this function in CVC will result in the calculated total fee being incorrect – DO NOT USE THIS FEATURE.**

5. Update existing member data, such as email, phone, and address.
 - Note that Adult Leader Youth Protection Training (YPT) status is indicated. If YPT status has changed in ScoutNet, it is also updated when the Update unit roster button is used.
 - You cannot change or update a Scout's rank in the re-charter process
6. Update the adult's leadership positions within the unit. If you do this at rechartering, you do not need to submit a new application. After all updates, the system will validate your roster for correct positions. Follow the instructions to make any necessary changes and adjustments.

STAGE 3 – CHECK YOUR ROSTER

The software will validate your unit information against BSA unit requirements as well as alert you to inconsistencies in your data. If the charter renewal data does NOT conform to the BSA business rules, the check roster results page will inform you and will dynamically create links that will help you fix these violations.

1. Click the Check Roster button
 - If you get an error message, you have a correction to make
 - WARNINGS will not prevent continuance of the process
 - ERRORS will STOP the process until the entry is correct
 - When checking roster, if YPT is not current for any adult, an error will occur that must be cleared. Update Unit Roster is used to determine if an existing registrant has recently completed their training, which will clear the error. Errors may also be resolved if the adult provides their YPT completion certificate. Each adult leader is verified for YPT currency in their record.
 - Processor enters course and date completed in the person's record in 'Update Member Data'
 - Keep a copy of the certificate to turn in to Council with the unit renewal package
 - For new adults, YPT completion is entered as the record is created
 - If an adult was promoted without YPT, enter the completion info in 'Update Member Data'
2. If you get the Congratulations for completing the validation, just click 'Next Stage' and proceed.

STAGE 4 – UPDATE FEES

1. Check your roster by clicking the Summary box
2. This is where you set the Fee to \$0 for "Multiples" that are paid by another unit. You will need to identify the other unit when a drop down box appears (use four digit number i.e. 0002). You do not need to wait for the fee to be paid by the other unit in order to submit your charter. Just be sure you have coordinated with the unit who is paying, to avoid later issues.
 - Registration in multiple units is allowable. For example, an adult can register, as an MC in both a Pack & a Troop, or a youth can be a member of a Troop, Crew, and Ship.
3. This is where you include the Fee for Boy's Life, if applicable
 - 100% Boys' Life is strongly encouraged for all Scouts
 - One (1) subscription per household counts toward 100%, even if the Scouts are in different units
4. After you click 'Next', you are asked to confirm that non-renewed youth and their parents have been contacted. You need to provide a reason for non-renewal. This is where BSA collects data on why youth have dropped out. This step is easy if you do a youth inventory in August or September. You will not be able to proceed until you have entered a reason for each youth that is not returning.

5. **Take one last opportunity to print and review your roster and fees,** Make sure that the members identified as “Multiples” are correct
 - If changes are required, click ‘Home’ link to navigate back through the stages
6. Click the **Save** button and then the **Next** button to proceed to **Submit Roster**

STAGE 5 – SUBMIT YOUR ROSTER

For CVC purposes DO NOT use the Renewal Report EZ

Once satisfied all is ready, submit your Charter and complete the on-line process [see pg 31B]

- Click the Submit to Council box. Then print the Recharter Application, final printout
 - NOTE: the full process is NOT COMPLETE, only the on-line part. The charter renewal page MUST be PRINTED & SIGNED, which requires the on-line submission

NOTE

- CVC requests units not use the “on-line approval” mechanism because it does not adequately provide for a clear authoritative approval of the renewal application. To skip the section, select “I (we) Do Not Agree” and then Next, then verify the skip in the confirmation popup box.
- If a unit uses the on-line approval, council still requires units obtain pen & ink signatures from the EO/IH/COR & Unit Leader on the summery page of the application (in this case the application will be missing the signature lines).

Units have the option to use an on-line approval (not recommended) or they can skip it by ‘not agreeing’ to use the on-line approval (recommended). If using the on-line approval, they will submit their recharter application to the IH or COR, after which the processor must verify they have agreement that the charter renewal application is approved. Approval occurs when the renewal processor either gives account access to the IH/Executive Officer (EO) or COR or they print a draft copy for them to review; this assumes none are the processor. Once the application is approved, the processor will be required to check a box verifying they ‘agree’ (IH/COR & processor). If they “do not agree,” they will be asked to verify they do not intend to use the on-line approval and that section will be skipped. Also, if back navigation is required to make changes, the approval will be reset, and must be accomplished again. Regardless if the electronic approval is used or not, units must select ‘Submit to Council’ and proceed with printing the renewal application to complete the process.

PRINT the full Renewal Application, which opens a PDF that prints as a document with signature lines (lines will be missing if the on-line approval was performed) for the Executive Officer (also known as the Institutional Head), Council Representative, and Unit Leader; **obtain those required signatures & attach other required BSA forms** [see pg 10]. The Charter Renewal Application must be signed before submitting it to your commissioner or designated representative. It **must** be signed/approved by the Executive Officer/IH or COR **and** the Unit Leader or Committee Chairman (*it cannot be signed by a committee member or another unit leader*); the council representative can sign after it is turned in. [see pg 31F]

PRINT OPTION Renewal Report EZ, only contains signature page, fees, only lists new adult & youth members, and adults requiring YPT. Report does not provide a complete list of members a unit is rechartering. To obtain the complete list, select the “Print Renewal Application”.

Renewal processor must fully complete the last page.

Physically SUBMIT renewal package to the Unit’s Commissioner or Designated Representative.

FEES

Units have the option to pay their recharter fees directly to BSA National Headquarters, using an online payment process, by either credit card or a No-Fee E-Check, both available in the “Submit Stage” following the online approval section. The processor can select one of three options, credit card, pay direct to council, and no-fee E-Check; the total calculated fees are displayed in an info box to the right. If paying by credit, units are charged a 3% “Convenience Fee” (to offset cost of credit card processing) in addition to their total fees, they pay the Total Fees due amount. They will enter their valid credit card information, which will be saved in the system. Upon acceptance, the Credit Card Payment Confirmation is displayed, and will appear on the unit renewal application following its submission. If the unit pays by e-check, the processor must enter the name on the account, account type, routing number, and account number associated with the account. Upon acceptance, the E-Check Payment Confirmation is displayed, and will appear on the unit renewal application following its submission. After paying on-line, no further changes can be made to the unit roster, additionally; any over or under payment must be handled through national, which can take several weeks. Further, any required corrections i.e. someone must be added or removed from the roster that will generate a fee change will have to be adjusted by the registrar, which will delay the renewal of the unit’s charter. If no on-line payment option is used, the total fees due must then be paid direct to council.

Charter Package Contents, required items to ensure successful acceptance & turn in:

- All completed new adult and youth applications [see pg 13-14]
 - Adult applications must include the BSA disclosure/authorization form
- Signed renewal application (all pages) signed by the Executive Officer and Unit Leader or Committee Chairman.
 - Council representative signature can be obtained at turn in
- Signed annual charter agreement
- Monies & Fees due
- Unit Youth Protection Training document or certificates for all registering adults [see pg 24]
- Complete Journey to Excellence Scorecard [see pg 28]

Remember the charter renewal paperwork is a contract and the correct procedures must be followed. The completed signatures are required to demonstrate that the organization agrees to continue its charter and that all the adults are approved to serve in the positions listed on the charter. Keep a copy of all forms for your unit’s records.

ANNUAL CHARTER RENEWAL CHECKLIST (Abbreviated)

PRINT last page of this guide for a copy of this document

Complete this checklist to ensure recharter package will pass the 'Commissioner's Acceptance Review'

UNIT CHARTER RENEWAL CHECKLIST

Pack ☒ Troop ☒ Crew ☒ Ship # _____

Complete Checklist before Submitting

- 1. Conduct final review of Recharter Application, then submit on-line (pg 9)
- NOTE: There can only be a single COR & Institutional Head (IH) per CO, COR only pays once (pg 12)
- 2. Print Charter Renewal Application (DO NOT use EZ print), include all pages (pg 9)
 - 3. Unit Leader & Executive Officer (EO)/IH or COR required to sign Recharter Application: #2 above (pg 12)
 - 4. Printout & attach signed Charter Agreement, signed by IH & COR (req) (pg 14)
 - 5. Attach ___# Youth Applications for new youth who were added to on-line roster (pg 13)
 - 6. Youth Apps, #5 above, must include youth's grade & DOB
 - 7. Youth Apps, #5 above, signed by parent/guardian & Unit Ldr, Lion/Tiger parent must include their DOB
 - 8. Attach ___# Adult Applications for new leaders/participants who were added to on-line roster (pg 13)
 - 9. Adult Apps, #8 above, complete and signed in two places (Disclosure & Application page) by applicant
 - 10. Adult Apps, #8 above, signed by COR/IH; ensure it includes applicant's SSN & DOB
 - 11. Venture Crews & Ships: Participants 18 & older use Adult Application, include YPT cert for each (pg 24)
 - 12. Attach YPT report &/or certificates for all registering adults & Venture/Ship Participants 18 & older (pg 24)
 - 13. Have a minimum of 5 paid youth (pg 13)
 - 14. Have required # & Type of leaders (See CVC Recharter Guide for Specifics) (pg 12)
 - 15. Verify no leader is listed in more than one position (One exception COR) (pg 12)
 - 16. Update contact information for each Scout & Leader (Email, Phone, & Address)
 - 17. Attach/Clip cash or check - **Do not complete check until final review by your Commissioner** (pg 14)
- NOTE: Council does not prefer payment by Credit/Debit Card; see your commissioner for detailed instructions
- 18. Attach 2018 Journey to Excellence Scorecard: BRONZE : SILVER : GOLD (pg 28)
 - Ensure all items are placed inside envelope (issued with recharter materials)

- 100% Boy's Life Y or N (pg 12)

Submit entire package to your Unit Commissioner, District Commissioner, or Designated Representative. DO NOT attempt to turn in to Scout Shop it will be refused.

Person Responsible for Completing Charter Renewal

Name: _____

E-Mail: _____

Phone: _____

ANNUAL CHARTER RENEWAL CHECKLIST (Expanded Detail)

Recharter Application ‘Charter Renewal Application’ (Required Item):

- Confirm you have the complete application, not the Renewal Report EZ print version
 - Summary sheet showing amount due & signature lines (lines are missing if on-line approval was used), youth & adult rosters, recharter person’s contact information filled out
- Obtain required signature of Executive Officer/IH or COR of Chartering Organization
- Obtain required signature of Unit Leader
 - Cubmaster, Scoutmaster, Crew Advisor, Skipper, or Committee Chair

NOTE: CVC requires units to obtain pen & ink signatures from the above leaders, regardless of the approval type (on-line [not recommended] or in person) used during the on-line process. If on-line approval was used, there are no signature lines, in this case, the EO/IH will sign by their name on the summary sheet, and the unit leader will sign in an open area on the same sheet.

- Council Representative’s signature, *can be obtained at turn-in*
 - Can be Unit Commissioner, District Commissioner, or District Executive
- Verify Boy’s Life Subscription for each youth/participant
 - To receive the unit 100% Boy’s Life achievement, each youth/household must receive a Boy’s Life subscription i.e., twins or siblings within the same household need only receive one subscription to count for all
- Confirm 100% Boy’s Life is correctly marked Yes or No on summary sheet
 - Make a pen & ink change if it is incorrect, and initial it

Required Adult Members, Each Unit Must Have to Correctly Recharter:

- Executive Officer/Institutional Head, commonly referred to as IH
- Chartered Organization Representative – *The only person who can hold more than one position in a unit; he or she can serve as a committee chairman or a member of committee.*

NOTE: There can only be a single COR & IH per Chartering Organization, the COR only pays once, regardless of the number of units i.e. only one of the units in a CO collects the fee for the COR.

- Committee Chairman
- Minimum 2 Committee members (*one of which can be a New Member Coordinator or Pack Trainer*)
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper)
- Cub Packs must have at least one Den Leader; min required to complete recharter
 - Important: One DL is not enough to ensure a quality program. Critically, it does not ensure compliance with the Guide to Safe Scouting, requiring “two registered adult leaders,” 21 years or older. As applicable, Packs should have at least one of the following and an Assistant:
 - Lion Guide (*If Pack has Lion Den*)
 - Tiger Cub Den Leader (*If pack has Tiger Cubs*)
 - Den Leader (*One for each rank: Wolf and Bear; if the pack has*)
 - Webelos Den Leader (*If the pack has Webelos*)
- Adult partner (*No-fee, non-registered volunteer position*) for every registered Lion/Tiger Cub
 - The Youth Application must have the parent’s Date of Birth see page 13 Youth Membership

NOTE: Girl units & Packs with girls must have a registered & trained female adult leader 21 or older. Leader should fill the position that directly interacts with the girls i.e. DL/ADL, SM/ASM, etc.

Required Leadership Positions for J2E Award Qualification:

- Packs/Troops must have at least one
 - Assistant Cubmaster/Assistant Scoutmaster
- Crews/Ships must also have at least one
 - Associate Advisor/Mate

NOTE: If a leader is not filling a “REQUIRED & Necessary” position and they are noncurrent for YPT, per council policy, they may be lined-out of the charter and then reapply after they are current/trained. *Remember to adjust the fees due & check position requirements* [see Req Adult Members Above]. To reapply they will have to submit an adult leader application and pay at that time.

Youth/Participant Membership Requirements to Correctly Recharter:

- Ensure unit has a minimum of 5 paid youth, where their primary membership is in the unit
 - Remaining youth may hold primary registration in other units and be designated a “multiple”
 - Scout Executive may permit a minimum of 2 paid youth, if special circumstances exist.
 - For final resolution of any issues with this requirement, contact the unit’s DE

Venture Crews & Sea Scout Ships – participants must be 14 years of age, or 13 years and have completed the eighth grade. For those participants registered to a crew/ship prior to their 21st birthday may continue as members after their 21st birthday until the crew/ship renews its charter or until they reach their 22nd birthday, whichever comes first. All participants 18 or older must submit an Adult Application, immediately after their 18th Birthday, and complete YPT and provide a copy of their completion certificate with the application.

Note: Total number of applications should match the total on the coversheets of the Renewal Application as well as who they are for, &/or for those added afterwards by pen & ink changes.

Youth Membership Applications (through age 17, not 18):

- Unit Type and Number
- If a Multiple, indicate it at the top of the application, and what unit they paid in and circle it
- Full Name (No initials or nicknames)
- Address, City, State, Zip
- Phone Number
- Date of Birth (month/day/year); **age 18 to 21 participants must use an adult application**
- Grade
- Boys’ Life
- Parent’s Name
- Parent’s Date of Birth (Absolutely, if youth is a Lion/Tiger Cub)
 - **An adult application is required if the adult is not the parent of the Lion/Tiger Cub or is not living at the same address as the youth.**
- Signature of Unit Leader or Designee
- Parent’s Signature
- Note if same council transfer or multiple, include their Scout ID# at top, if they have one

Adult & Youth-Participant Membership Applications

(age 18 & older regardless of program type or area):

- Unit Type and Number
- If a Multiple, indicate it at the top of the application, and what unit they paid in & circle it
- Full name (NO initials or nicknames)

- Social Security number (an adult cannot register if this is not on the application)
- Address, City, State, Zip
- Home Phone and Business Phone or Cell Phone
- Date of Birth (month/day/year); age 18 and above
- Driver's License
- Occupation and Place of Employment
- Position that will be held in the unit
- Questions 1 – 6f, ensure applicant initials additional questions 1 – 4
- Signature of Applicant
- Signature of Chartered Organization Representative or Institutional Head or Executive Officer)
- BSA Disclosure/Authorization form (inside front cover of adult application)
- Note if same council transfer, multiple, &/or change of position, include Scouter ID# at top
- Copy/Proof of current Youth Protection Training, regardless of joining status, be it as a youth-participant or leader (see pg 24)
 - Charter Org's IH/Executive Officer is exempt if not registering as a leader

NOTE: a My.Scouting printout or a copy of the leader's Youth Protection Training Certificate must be turned in with an adult leader application, which shows they will be current through 31 December of the following year. A unit-produced list will not be considered official proof of training.

Charter Agreement (Required Item):

- Confirm signature of Executive Officer/Institutional Head & COR of Chartering Organization
 - All blanks filled in
- Council Representative's signature (Professional), will be completed at council
 - Must be a District or Council Executive i.e., paid professional Scouter, **NOT a volunteer**

NOTE: Chartered organization must be clearly identified, and may not use initials or abbreviations. The specific denomination of a religious organization should be indicated. The chartered organization's IH/EO must be listed, along with a full street address, city, state, zip code, and phone #.

Money Due - Leave Check Blank Until Commissioner Review (Required):

- Verify amount due on Recharter Application, check for no fee, multiples, transfers, etc.
 - Use of 'Transfer' feature causes an error in the unit total, DO NOT USE [see page 4]
 - No fee for the IH, however, if they accept another leadership position in the unit then they must complete an adult application, get/be trained, complete YPT, and pay the fee.
- Obtain receipt for check/cash payment, especially cash, securely attach funds to package
 - Council does not prefer payment by Credit/Debit Card, units must coordinate with their commissioner for detailed instructions on doing so

Proof ALL Adults are Current in Youth Protection Training (Required, per council policy):

- Ensure all Adults & Participants complete YPT (Y01), 18 years & above
- Obtain official proof, using a roster or copy of Certificates for all registering adults/participants
 - Roster must be a My.Scouting printout showing all adult leaders & participants [see page 26]
 - Completion dates must be in the year recharter is due [see page 24]
 - You will need completion certificates for all participants not on the roster
 - Unit produced documents are not acceptable, must be official proof of completion
 - Charter Org's IH/Executive Officer are exempt if not registering as a leader

Package will not be accepted if there is no valid & official proof for all leaders & Participants

NOTE: If a leader is not filling a “REQUIRED & Necessary” position and they are noncurrent for YPT, per council policy, they may be lined-out of the charter and then reapply after they are current/trained. *Remember to adjust the fees due & check position requirements* [see Req Adult Members pg 12]. To reapply they will have to submit an adult leader application and pay at that time.

Journey to Excellence (Quality Unit Recognition Program):

□ **Journey to Excellence (J2E) Scorecard Completion** [see pg 28]

- Complete a program specific J2E scorecard, for the current year, in conjunction with the annual charter renewal to determine the units level of recognition, either Gold, Silver, or Bronze
 - Even if units are unable to achieve a recognition level they should complete a scorecard to use as a guide to establish goals for the following year
- Info & Scorecards: <https://www.scouting.org/awards/journey-to-excellence/>

See Page 29 for Detailed Information Covering Merit Badge Counselor Registration

Package Validation & Registrar Process (Post Acceptance & Turn-In):

Once package is approved and accepted, it will proceed along an established process.

- DE will perform a quick review, and sign all applicable areas requiring the DE’s signature
- Council Training Committee reviews and verifies each leader’s training status per council policy
- Verifying all Leaders are current on YPT through 31 Dec of the following year [see pg 24]
- Registrar will do an initial review and ensure all items are there for processing
- Registrar will begin processing packages in the order received and will evenly work across all districts until the final package is processed
- At any point if a problem is found, the commissioner identified on the acceptance form will be contacted and informed on what must be done to clear it. In simple straightforward cases, the unit leader responsible for charter renewal will be contacted.
- Package will be placed on the bottom of the pile until either the problem is fully resolved or it comes back up again, therefore, it is important to immediately address the issue to avoid a delay in the processing of the unit’s charter.

Appendix

BSA's RECHARTER PROCESS Overview & Timeline

This process and timeline represents the BSA's ideal version of how the effort should be carried out, in reality it is more of a representative guideline. Units should make every effort to follow this process as listed whenever possible. Doing so will ensure a unit's successful and on-time recharter with as few problems and errors as possible.

- **Ninety days before the charter renewal date**, the professional Scouter renews the annual charter agreement with the executive officer of the chartered organization. During the visit, they (a) discuss the success and needs of the unit, (b) review the role of the chartered organization and the local council, and (c) consider key unit personnel to determine replacements, additions, and recognition.
- **Sixty days before charter renewal date**, unit committee, with assistance from their Unit Commissioner, conducts a membership inventory of youth/participants and adults. Contacts or visits should be made to inactive youth/participants and adults. Every effort should be made to recruit additional members so the unit registers with no loss in membership. [see pg 19-21]
- **Forty-five days before the charter renewal date**, the unit committee chair, with the assistance of the Unit Commissioner, conducts the charter renewal meeting (*see agenda below*), which include identifying youth/participants and adults to re-register, completing forms, and collecting fees. The Chartering Organization's Executive Officer or Charter Organization Representative (COR) approves all volunteers and unit leaders will certify youth/participants to be registered.

Recharter Meeting Agenda

(Conducted 45 days before the charter renewal date)

- | | |
|--|----------------------|
| I. Introduction and Opening Comments | Unit Committee Chair |
| II. Membership Review | Unit Committee Chair |
| <input type="checkbox"/> Adult | |
| <input type="checkbox"/> Youth/Participant | |
| III. Collect Fees | Unit Committee Chair |
| <input type="checkbox"/> Charter | |
| <input type="checkbox"/> Adult | |
| <input type="checkbox"/> Youth/Participant | |
| <input type="checkbox"/> Boys Life | |
| IV. Complete renewal form | Unit Committee Chair |
| Executive Officer (IH) approves the charter renewal form | |
| <input type="checkbox"/> Executive Officer (IH) or COR approves & certifies volunteers | |
| <input type="checkbox"/> Unit leader approves and certifies youth/participants | |
| <input type="checkbox"/> Check for accuracy and completeness | |
| V. Confirm charter presentation date | Unit Commissioner |
| VI. Closing comments | |
| <input type="checkbox"/> Executive Officer (IH) of the chartered organization | |
| <input type="checkbox"/> Commissioner | |

- **Fifteen days before the charter renewal date**, unit submits the completed charter renewal package to their Unit Commissioner or designated representative; do not turn it in to the council service center. Participants of this meeting should include the commissioner, chartered organization representative, executive officer of the chartered organization, unit leader, and all other volunteers.
- **Thirty days after charter renewal**, a formal charter presentation is conducted; units may not have the actual charter documents at this time. They can either wait or use copies of last year's documents as a stand-in. Typically, units perform this effort in conjunction with a Scout Sunday service [if chartered by a religious organization] in February.

Conducting Unit Membership Inventory & Preparing for Recharter

Before a unit can complete their recharter process, they must follow the Scout Motto “**Be Prepared.**” During the months of September & October, each unit should conduct a full membership inventory, so when recharter opens on November 1st, the information they need is available and ready.

Purpose

- a) Encourage current members to remain in the program for another year
- b) Membership inventory is a “roll call” in which each unit member is contacted to determine the quality of program received, to follow up on absent and inactive members, and to ensure everyone is registered.

The inventory is a part of the unit’s recharter process and assists the unit in building strength through a quality program and by member recruitment & retention.

Inventory Process

1. Identify a unit leader to serve as the Charter Renewal Processor
 - a. All committee members should be involved with the preparation to complete recharter
 - b. It is best that only one person complete the online renewal process
2. Invite your Unit Commissioner (UC) to assist
 - a. Contact your District Commissioner or District Executive if you don’t know your UC
3. Obtain copy of unit’s current roster from Internet Advancement or my.scouting.org
 - a. Internet Advancement: Log into Internet Advancement
 - Stage 1 - Click Load Roster
 - Stage 2 - Click Review Unit Roster (Left corner), Roster opens in new tab & print
 - b. My.scouting.org
 - 1) Go to Member Manager
 - 2) Select green check mark
 - 3) Click blue down arrow
 - 4) Select export type (Member List)
 - 5) Click submit - roster opens in Excel Spreadsheet, print sheet
4. Conduct review of youth & adults active in unit, but not on unit’s roster (not registered)
 - a. Identify corrections to names (no initials or nicknames), address, DOB, phone number, e-mail, gender, and adult leadership position
 - b. Determine if any are a “multiple”, identify their primary unit (unit they pay fee in)
5. Collect completed BSA Youth & Adult applications and fees for those identified in #4 above
 - a. Include current proof of YPT completion for all adults/participants (18 & above)
 - b. Register all active youth regardless of participation level
 - c. Submit applications & fees to Council ASAP (before completing recharter process)
 - 1) No fee if a multiple in your unit i.e. your unit is not their primary
 - 2) Fees will be prorated for dues and Boy’s Life

6. Determine inactive members, assign leader to contact and attempt to reactivate them
 - a. Brief leaders on what to say & ask
 - b. They must note reasons given for those not returning to the unit, necessary to complete recharter process
7. Conduct review of youth & adults who are active in unit and on roster (registered)
 - a. Identify updates/corrections to names (no initials or nicknames), address, DOB, phone number, e-mail, and adult leadership position
 - b. Determine if any are a “multiple”, identify their primary unit (unit they pay fee in)
 - c. All adults/participants (18 & above) must complete YPT in current year
 - 1) Obtain proof of completion
8. Identify youth & adults who will drop from the unit roster for recharter
 - a. Unit members who are no longer remaining in the unit before or after 1 Jan
 - b. Units are required to have a reason for why youth dropped, to complete recharter process
 - 1) Common reasons: aged out, transferred/bridged, moved out of area, lost interest
9. On November 1, 2017, starting at 1AM, go to my.scouting.org
 - a. Go to Legacy Web Tools, click Internet Recharter button to complete Recharter process
 - 1) Refer to One Page Recharter Instructions, included in Recharter packet and Recharter Guide found on the Council website or use the Recharter Help Desk at cvcrecharter@gmail.com

v1.13, 24 Oct 18

Membership Inventory Worksheets - Multiple Unit Types

- List all members for your unit (both those already on the roster & those being added)
 - Add names in applicable boxes, use first & last names, check spelling
 - Do not use partial names, initials, or nicknames
- Worksheets help identify required leadership positions that must be filled
 - Verify and update all individual information as necessary/required
 - Use blank worksheet to list additional members

[Standalone Document has Attached Worksheets, download it from CVC Website]



MEMBERSHIP INVENTORY

(To be conducted sixty days prior to the charter renewal date as well as during the month of December)

PURPOSE

1. Provides a roll call in which each unit member is contacted to determine quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year and thus increases tenure of members.

The membership inventory is a part of the unit's charter renewal and will assist the unit in building strength with a quality program. It should be conducted sixty days prior to the unit's charter review meeting. Membership inventory is also held again in December to be sure all members are registered by year end.

INSTRUCTIONS

1. Select a unit adult to lead the inventory.
2. Invite your commissioner to assist.

3. Using the computer printout for charter renewal, the commissioner and unit adults conduct an inventory of youth and adults who are still active.
4. All inactive members are listed and assigned to various persons who will visit them or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.
5. Agree on a plan to recruit new youth and adults so the unit can reregister with no loss in membership. One of the criteria for the Journey to Excellence Unit Award is to renew the unit's charter on time.
6. Now make every effort to recruit additional youth and adults.
7. Also be sure to register any youth who are participating but are not yet registered.



BOY SCOUTS OF AMERICA®

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NEW YOUTH ON-LINE REGISTRATION PROCESS

CVC will only accept on-line applications for youth members. Adults and Youth Participants 18 & older must submit the standard paper application for approval. [see pages 13-14]

The on-line registration process can be used with the Internet Rechartering system. To avoid a conflict with the recharter system, on-line applications will not be accepted between 1 and 31 December each year.

Before a unit can start using the on-line registration system, they must update & configure the system in BeAScout to establish certain things such as payment options, the unit fee message, and the automated welcome email. The COR or Committee Chair or a unit designee has access to make these changes through the Organization Manager tool in My.Scouting. Additionally, you must ensure that your BeAScout pin is up to date and turned on, and that your contact information is current and displays the information you want new Scout families to know about your unit. For more detailed information about using the Online Registration, please see the Online Registration Unit Guidebook: <http://www.scouting.org/wp-content/uploads/2018/08/Online-Registration-Unit-Guidebook-July-2018.pdf>

During the recharter period, when a unit receives an on-line application, they can add the youth to their recharter roster by selecting the “update roster” button and those new members will be added to the recharter application.

On-Line Registration Overview

The on-line registration system is designed to make it easy for families to join Scouting. They can find a unit, if they do not already have one in mind, or apply to the unit of their choice. The system will walk them through the entire application and payment process. If there is an application to be processed, the unit ‘Key 3’ will receive a notification in their My.Scouting inbox once a day letting them know they have actions that require their immediate attention.

What Does the Registration Tool Do

There are three parts:

1. Invitation Manager (accessed through the My.Scouting account):
 - Collects information from potential new Scouts for the unit from BeAScout
 - Helps units manage leads from joining nights and from individual referrals
 - Allows units to send invitations directly to interested families with a link to the application that is specific to their unit
2. Digital Application*:
 - Electronic application collects all of the data needed to register in a unit
 - Allows applicant (if over 18) or the applicant’s parent to provide a digital signature
 - Permits online credit card payment or a cash/check option
3. Application Manager (accessed through the My.Scouting account):
 - Collects completed applications from new youth*
 - Permits unit leader/Key 3 to review youth application and either accept it with an electronic signature or send it to the district (DE) so they can place the youth in a different unit

*Youth who use this system should be new to Scouting or be currently registered in a unit and applying to a different unit than the one in which they are currently registered i.e. as a multiple.

System is not designed for processing position changes within the same unit, or for youth renewals.

POSITION & TRAINING CODES

Position Codes

Male or female may hold all leader positions, and the minimum age requirement for each position is in parentheses next to the position.

CR Chartered Organization Rep (21)	212 Unit Chaplain
CC Committee Chair (21)	PT Pack Trainer (21)
MC Committee Member (21)	LP Lion Parent (18)
LL Lion Guide (21)	AP Tiger Cub Adult (18)
TL Tiger Cub Den Leader (21)	SM Scoutmaster (21)
CM Cubmaster (21)	SA Assistant Scoutmaster (18)
CA Assistant Cubmaster (18)	NL Crew Advisor (21)
WL Webelos Den Leader (21)	NA Crew Assistant Advisor (21)
WA Assistant Webelos Den Leader (18)	SK Ship Skipper (21)
DL Den Leader (21)	MT Mate (21)
DA Assistant Den Leader (18)	91U** Unit Scouter Reserve (21)
IH Institutional Head	92V* Venturing College Scouter Reserve (21)
92U* Unit College Scouter Reserve (18)	REU Unit Religious Emblems Coordinator
VP Venturing Participant (18-21)	NMC New Member Coordinator

*Used for College, Missionary, or Military persons not able to get the proper training for their position due to school, on mission, training, or deployment can be coded 92U - age threshold is 18, or 92V for Venture units - age threshold 21 (No others are permitted to be coded this way)

**Used for unit Adults that are neither to the level of Committee Members, nor a direct contact leader, they can be coded 91U - age threshold is 21, like folks who regularly drive Scouts to activities or bake cookies or help with certain things but they do not have formal positions or responsibilities. (No others are permitted to be coded this way)

Training Codes

Code	Training Description	Offered On-Line
Y01	Youth Protection	Yes
C40	Cubmaster Specific	Yes
TBD	Lion Guide Leader Specific	No
C41	Tiger Den Leader Specific	Yes
C42	Cub Scout Den Leader Specific	Yes
C61	Webelos Den Leader Specific	Yes
S24	SM and ASM Specific	Yes
S11	IOLS	No
P21	Venture Leader Specific	Yes
P44	Sea Scout Adult Leader Basic	Yes

Colonial Virginia Council TRAINING POLICY

CVC Leader Training Policy

Colonial Virginia Council units are encouraged to have all unit leaders fully trained, both direct & non-direct contact leaders, in accordance with BSA training guidelines based on the leader's assigned position at the time of rechartering. During the recharter process, units should check leaders trained status to ensure those leaders are fully trained and up to date on all training requirements. Leaders failing to meet the training requirements for their position must be encouraged to complete that training as soon as possible, or they can be reassigned to a position they are trained for or dropped from the unit roster altogether.

Direct Contact Leader positions are:

All Den & Assistant Den Leaders	Cubmasters & Assistant Cubmasters
Scoutmasters & Assistant Scoutmasters	Crew Advisors & Associate Advisors
Skippers & Mates	

Non-Direct Contact Leader positions are:

- Chartered Organization Representative (COR)
- Committee Chair & Committee Members
- Leaders who do not hold formal positions or responsibilities (i.e. 91U)
 - For these leaders, they only require Youth Protection Training

BSA Youth Protection Training Policy

YPT is required for all registered adult members in all areas at all levels; adults, ages 18 & older, regardless of position & status, the training must be completed both initially before registration and thereafter before reaching their Y01 expiration date.

- Y01, Youth Protection Training (expires two years from the date last completed), must remain current for all applicable adults
 - All Venture, Explorer, & Sea Scout youth participants - ages 18 to 21, registered in these programs must complete and remain current in Y01 too
- If a volunteer's Youth Protection training is not up to date, the volunteer will not be registered - **NO EXCEPTIONS (Scouting.org). CVC requires a more restrictive policy.**
 - Executive Officers (IH) are not required, but encouraged; unless they are a registered leader

Colonial Virginia Council Youth Protection Training Policy

CVC Executive Committee established that all registered leaders and applicable youth participant members (18 to 21) remain current in Youth Protection through 31 December of the following year, which requires all applicable council members to complete Y01 annually.

For Example:

Recharter Year	Recharter due	Training Completion Must Be In Year
2017	Dec 2016	2016
2018	Dec 2017	2017
2019	Dec 2018	2018

What Makes a Trained Leader

Cub Scout Program

Cub Scout Leader training is available for the following positions; all training can be completed both on-line in My.Scouting and by courses taught by district, council, & national training teams.

- Cubmaster & Assistant Cubmaster Leader Specific Training (C40)
- Lion Guide
- Tiger Cub Den Leaders (C41)
- Wolf & Bear Den leaders & Assistants (C42)
- Webelos Den Leaders & Assistants (C61)

Boy Scout Program

Boy Scout Leader training can be completed by attending courses taught by district, council, & national training teams, on-line training is available for basic training only S24.

- Scoutmaster & Assistant Scoutmaster Leader Specific Training (S24)
- Introduction to Outdoor Leader Skills (IOLS) training (S11)
 - This is a weekend long course, it usually entails a 1 night pre-training & planning meeting

Venture Program

Venture Leader training can be completed by attending courses taught by district, council, & national training teams, on-line training is available for basic training only P21.

- Advisors & Assistants must complete Venturing Leader Specific training (P21)
- Introduction to Outdoor Leader Skills (IOLS) training (S11); advisors are required to have this training if the crew chooses to follow an outdoor/field adventure oriented type program
 - This is a weekend long course, it usually entails a 1 night pre-training & planning meeting

Sea Scout Program

Sea Scout Leader training can be completed by attending courses taught by district, council, & national training teams, on-line training is available for basic training P44.

- Skippers & Mates must complete Sea Scout Adult Leader Basic (P44)
- Boat Operators must complete a National Association of State Boating Law Administrators (NASBLA) recognized boater safety course; taught by Virginia Department of Game and Inland Fisheries (VGDIF), United States Coast Guard Auxiliary (USCGA), or US Power Squadrons
- Leaders must also be current with: Weather Hazards, Safety Afloat, Safe Swim Defense, American Red Cross First Aid, & CPR

CVC Verification & Policy Enforcement

Database used to verify a leader's training status is ScoutNet. It is vital that leaders tag their BSA ID number to their "My.Scouting" account profile, so all on-line training correctly shows in the ScoutNet database. In the case of leaders that have the up-to-date training in My.Scouting but not showing up in ScoutNet, they or their unit can provide proof by submitting a copy of the training certificate or a copy of the My.Scouting training report showing the training item & completion date.

Council identifies leaders and their positions using the unit's recharter roster. Based on the unit's new roster, council will manually check leaders' status against their ScoutNet records.

For the unit and leader who fails to have the proper YPT training:

- Units/leaders not meeting this requirement, the unit's recharter will be placed on hold and/or they will be unable to complete the on-line process.
 - Ensure those leaders identified as "untrained" provide documentation of having completed the training or complete the required training.
 - Alternatively, they can drop them from the recharter roster altogether.
 - Once a leader completes the required training, that volunteer must then submit an approved BSA adult application to become a registered leader.
 - This is NOT meant as an option to bypass the required training.
 - Units must be careful not to drop leaders from their roster or changing their planned registered position simply to avoid the issue of not being able to recharter. Besides fundamentally improper, doing so, may leave them in the position of not having the correct number and/or type of required unit leadership.

NOTE 1: Units cannot charter without the required key leadership positions being filled for each program [see pg 8 Stage 2 Step 6 & pg 12 "required adult members"]

NOTE 2: A schedule of all instructor led training can be found on the Colonial Virginia Council online calendar or contact your Unit Commissioner or the District Training Chair

How to Obtain a My.Scouting YPT Training Report

1. Log into my.scouting.org
2. Click on Unit
3. Click Training Manager, it brings up 2 graphs (Trained Leaders & YPT)
4. Click on the YPT aging report icon, located on the top of the YPT graph
 - This opens a report that can be downloaded in a PDF or Spreadsheet format

How to Obtain a My.Scouting Trained Leader Report

- Steps 1 thru 3 are the same as the YPT steps above
4. Click on the Trained Leaders report icon on the top pf the Trained Leader graph
 - This opens a report that can be downloaded in a PDF or Spreadsheet format

How to Obtain a Unit's Complete Member Training Report

- Steps 1 & 2 are the same as the YPT steps above
3. Click on the Magnifying Glass icon (located above training report graphs)
 4. Click on the Green Check Mark
 - This selects all members in the unit, de-select members no longer in Unit
 5. Click on Print Member Training Report
 6. Click Continue to open report in a PDF (Top page will be a summary report listing all members in the unit, following pages will list each members individual training)

BOY'S LIFE
is
~~Optional~~ Essential!

Yes, *BOYS' LIFE* is **ESSENTIAL!** Unit Leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that *BOYS' LIFE* magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use ***BOYS' LIFE!***

Consider the recognized benefits of ***BOYS' LIFE*** to your Scouts:

LONGER TENURE Scouts who subscribe to ***BOYS' LIFE*** stay in Scouting longer than non-subscribers. The most recent study (by Globe Research Corporation) shows that ***BOYS' LIFE*** subscribers remain active in Scouting more than twice as long as non-subscribers do.

GREATER ADVANCEMENT ***BOYS' LIFE*** subscribers advance in rank faster and more often than non-subscribers do. Nationally, two out of three ***BOYS' LIFE*** subscribers advance in rank annually.

MORE ACTIVE ***BOYS' LIFE*** subscribers and their parents tend to be more active in unit, district, and council activities than non-subscribers are. Because a ***BOYS' LIFE*** subscriber spends more time in the Scouting environment, he has increased opportunities to benefit from Scouting's principals and ideals.

GOOD VALUE Members of the Boy Scouts of America pay just half the basic price for ***BOYS' LIFE*** – a great value at \$1.00 per month (The non-Scout rate is \$2.00). ***BOYS' LIFE*** is your best value in the youth magazine market.

FAMILY SUPPORT Because ***BOYS' LIFE*** is delivered to the Scout's home, it brings greater parental understanding and support. Brothers and sisters who read ***BOYS' LIFE*** become supportive of one another. Help keep families involved in Scouting – through ***BOYS' LIFE***.

GOOD READING Reading is a survival skill. Boys like reading ***BOYS' LIFE***. Parents appreciate that ***BOYS' LIFE*** is filled with wholesome stories that tell their sons “the world is full of exciting, interesting things” for him to know about and to learn about (Bob Greene, *Chicago Tribune*, February 20, 1994). “Each month ***BOYS' LIFE*** brings to our Scouts a wonderful and exciting world of reading, with articles that help them to become better Scouts” (Roy Williams, past Chief Scout Executive).

YOUR NEXT STEP is to develop a plan to make your unit a **100% *BOYS' LIFE* UNIT**. Units can qualify for a **100% *Boys' Life* Streamer** if every family/household receives one subscription. If your unit is a quality unit, you will also qualify to wear the **Journey to Excellence/100% *Boys' Life* emblem**. Contact your Unit Commissioner or District Executive for assistance.

JOURNEY TO EXCELLENCE INFO

Journey to Excellence is the BSA's performance recognition program designed to encourage, reward success, and measure the performance of our units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA.

Unit Recognition & Major Features of the Program

What Journey to Excellence Brings to Your Unit

- A framework for planning the year
- A method for evaluating unit performance
- Guidance in areas where a unit might do better
- Specific guidelines and standards of what is considered good performance
- Early warning of potential problem areas
- Recognition for good Scouting
- Benchmarking to get ideas and tips from other good units

How Does a Unit Know When It Has Qualified?

Between October 31 and December 31 of each year, a "Journey to Excellence" form is completed and signed by unit and district leadership—usually a Unit Commissioner—after they meet to review their achievements for the calendar year compared to the goals they established at the beginning of the year.

The achievements/scorecard form to be completed will help each unit and the district leadership to:

- Evaluate where the unit is on accomplishing the goals established for each criterion.
- Meeting will allow the Unit Commissioner to meet with the unit leadership before yearend.
- If the unit has not yet accomplished all of its goals, it will have time to develop an action plan to achieve the award before yearend.
- The following link provides further details about the BSA's "Journey to Excellence" program
 - <https://www.scouting.org/awards/journey-to-excellence/>
 - Use the same link to download the Forms from the BSA National website

NOTE: Use the form for the year the program occurred, example 1 Jan to 31 Dec 2018 use 2018 form

MERIT BADGE COUNSELOR INFO

Qualifications of Counselors

People serving as merit badge counselors must maintain registration with the Boy Scouts of America as merit badge counselors and be approved by their local council advancement committee for each of their badges.

For example, Scoutmasters must register as merit badge counselors and be approved for any badge they wish to counsel or sign off in their troop. Before working with Scouts, counselors must have completed Youth Protection training. They must be men or women of good character, age 18 or older, and recognized as having the skills and education in the subjects they cover. It is important, too, they have good rapport with Scout-age boys and unit leaders.

It is acceptable for a counselor registered in one council to approve merit badges for Scouts in another. This is an important consideration, especially in areas where counselors are scarce, when Scouts are away from home and want to continue advancing, or when merit badge experiences include Web-based components provided by someone in another council.

Counselor Approvals & Limitations

The council advancement committee is responsible for approval of all merit badge counselors before they provide services, although it is acceptable to delegate authority for this function to districts. CVC has chosen to do this. The process should not be rushed to the point where unqualified counselors are allowed to serve. The National Council places no limit on the number of merit badges an individual may be approved to counsel, except to the extent a person lacks skills and education in a given subject. The intent is for Scouts to learn from those with an appropriate level of expertise. Merit badge counselors must submit the Merit Badge Counselor Information sheet, No. 34405, according to local council practices. <http://www.scouting.org/filestore/pdf/34405.pdf> The form must show each badge for which the counselor requests approval. Additions or subtractions may be submitted using the same form. It is permissible for councils to limit the number of badges that one-person counsels. They must not do so, however, to the point where Scouts' choices, especially in small or remote units, are so limited as to serve as a barrier to advancement.

Registration and Reregistration

Volunteers who are properly registered as merit badge counselors can renew annually without completing a BSA adult application; their names will appear on the district roster for renewal. Anyone who is currently unregistered, or who is registered in another position but also desires to serve as a merit badge counselor, must complete an adult application.

Merit badge counselors register at no fee, using the Boy Scouts of America's standard adult registration form with position code 42. Designated members of the council or district advancement committee should provide the approval signature. The council advancement committee annually coordinates counselor reregistration. This may be done as part of the local council charter renewal process. Those identified as not following Boy Scouts of America policies and procedures, or not providing services as promised, should not be registered.

Source: <http://www.scouting.org/scoutsourc/guidetoadvancement/themeritbadgeprogram.aspx>

COMMON RECHARTER GOTCHAS

A) Using the wrong Access Code to enter on-line recharter: Do Not Use your Unit ID#, Do Not Use previous year's Passcodes, **You Can ONLY Use the current year's Passcode**, which is found highlighted on the front of your recharter packet envelope. If you lose it, contact the District Commissioner or District Executive (DE) for a copy. Codes are unit specific and only good for the year they are issued.

B) You Must Complete On-line Recharter ALL the Way through to SUBMIT. By not hitting SUBMIT, you will not get the signature page to print; without the signature page, you have not COMPLETED the on-line process, and will delay the renewal process.

C) Whoever is directly responsible for performing the on-line recharter **must fill in the Contact info when completing the process and be sure to include their PHONE NUMBER**. This allows the registrar to contact the person who actually did the work, if there is a problem. **DO NOT LEAVE THIS BLANK**

D) Ensure unit leader contact info is up to-date and accurate. There are many instances where an entire set of leaders' info in a unit were all wrong, it must be accurate and current. Leaders having been with a unit for a while tend to move or change phone numbers & e-mail addresses.

E) Special Coding for a few exceptions - Reserve status or less than fully active, it permits registration and continuity in remaining a member of the BSA (REGARDLESS, **ALL MUST HAVE CURRENT YOUTH PROTECTION TRAINING** and must pay the same annual dues for BSA membership) Codes **92U, 92V, 91U** are available to cover these situations, see page 23 for details.

F) Obtain ALL signatures on ALL documents:

--Youth Applications: Unit Leader (or Institutional Head, COR, Cmte Chair (CC)) and Parent or Guardian

---Parents must include their own birth date on their youth's application

--Adult Applications: CC, COR, Applicant, and District Executive (DE)

--On-Line Recharter Signature Sheet: Executive Officer = IH, Unit Leader (or CC), and DE

--BSA Charter Sheet: IH or COR and DE

***Registrar can obtain the DE's signature at council if that is the only missing signature.**

G) For members registered as a Multiple, those that hold several positions and/or in multiple units/orgs, they **MUST designate which position will be their primary** (i.e. Commissioners, their primary are as a Commissioner). **Primary is where they will pay their annual BSA dues** (i.e. a CC in Troop 2 has this as their primary and will pay their dues only in Troop 2, even though they are an Asst. Den Leader in Pack 2-they will be a multiple in Pack 2). **Wherever a Scout or Scouter is a member, other than their primary, they will be designated as a MULTIPLE in that position and they do not pay again for that position, having paid in their primary.**

H) Units with the same Chartering Organization

-IH and COR must be the same for all units (make sure to check for changes)

-The COR's registration fee is only paid by one unit and is a multiple in the other(s), check to see which Unit is paying the fee.

I) If you make any changes on the Recharter Application printout, for whatever reason, you must initial next to those changes to indicate you made the change and that they have the approval of the unit leadership and chartering org, as applicable.

-Regardless of how close to recharter you are, you must register any & ALL new youth/participants and adults for the remainder of the year when they come in, and their dues will be prorated accordingly. Recharter only registers individuals beginning 1 Jan. Youth/participants and adults who join a unit toward the end of the year must be registered for those last months. While they may not show up on your internet rechartering roster, as their recent application(s) may not have been processed before you log-on, you still need to include them on your recharter paperwork and payments. This is National Policy and critically important for many reasons, two of the most vital being liability insurance during scouting activities and Youth Protection.

-There will always be a lag in Boy's Life subscriptions, back issues will arrive after recharter

-Supported browsers for Internet Rechartering now include Chrome, Firefox, and Internet Explorer 9, 10, & 11. See page 6 for additional details.

-Ensure you use a 4-digit format for unit numbers i.e. Crew 12 would be Crew 0012, Pack 413 would be Pack 0413, and Troop 2010 would stay Troop 2010. Use zeroes prior to unit number to make it a 4-digit number, only if unit's number is less than a 4-digit number to start with.

-If you must use a dial-up connection for on-line recharter, you may experience freeze up during the process. If this makes it an unworkable problem then you will need to find another unit leader with a connection other than dial-up to complete the process or contact the DE to arrange the use of a council computer, at council.

CHARTER PRESENTATION CEREMONY

The following ceremony may be used at a meeting of a service club or as part of the regular religious service of a chartered organization's religious group. Unit leaders should work with their Unit Commissioner to coordinate this ceremony with their chartering organization at a time and place that works for all parties. It is best to have the full membership of the organization present as an annual reminder of their support for Scouting and to strengthen the bond between the unit and organization. Units do not have to follow this script precisely, it is provided as a guide. The main objective is to conduct an event that involves the Scouts, unit leaders, Unit Commissioner, leaders of the chartering organization, and the organization's membership to celebrate their support for Scouting in their community.

Opening Statement

I am pleased to be with you to recognize the great relationship that exists between the Boy Scouts of America and _____ (name of organization). The Boy Scouts of America exists primarily to serve chartered organizations and their needs as they reach out to serve youth of their respective organizations and youth in the nearby community.

In recognition of this great relationship, I would like to call forward at this time the chair and members of the unit committee.

Charge to the Unit Committee

You have assumed the responsibility of being the board of directors for Boy Scout Pack/Troop/Crew/Post _____ (number) at _____ (organization). The chair of the committee presides over the monthly meetings of the unit committee and assumes the direction of the unit should the unit leader or assistants are unable to serve in their leadership capacity. As members of the committee, you have assumed the role of providing the unit with outdoor opportunities, providing advancement opportunities, providing the unit with information on events and activities conducted by the district and council, providing transportation if the need exists for unit activities, and providing financial stability in support of approved money-raising projects for unit activities; and guaranteeing continuity of the unit through the years.

On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability? If so, answer 'We do.' (Committee members respond)
Congratulations! Here are your registration cards." (Present cards to each person)

Charge to the Unit Leader and/or Assistants

(Call forward the unit leader and assistants before the combined assembly)

You have accepted a major role on behalf of this chartered organization by assuming leadership of young people who will enjoy the Scouting program. You have accepted the responsibility of providing weekly programs, monthly activities, and participation in council and district events for your unit members. The time you devote to these young people will only be rewarded in the satisfaction you get from seeing them grow into great American citizens who will live by the Scout Oath and Law. Do you accept the mantle of this great responsibility? If so, answer 'We do.'
Congratulations!

Please accept these registration cards as a token of your commission in Scouting.

Charge to the Chartered Organization Representative

(Call the Chartered Organization Representative forward)

You have been appointed by your chartered organization to represent it as a voice in the local council of the Boy Scouts of America. You become an automatic voting member of the _____ (council) and represent your organization at the annual council meeting, which selects leadership for the council for each ensuing year. In addition, you have the responsibility of coordinating the various Scouting units that exist in your chartered organization, making sure that they work one with the other to coordinate a natural graduation program from the Cub Scout pack to Boy Scout troop to Venturing crew or Explorer post. We hope you will also provide assistance to the district whenever and wherever your time could be made available, in addition to your responsibilities to your local organization and the local council. Will you accept this responsibility? If so, answer, "I will."
(Present registration card)

Junior Leaders (if Troop)

(Call forth all youth leaders)

You have been selected as the youth leaders in this unit. You will be expected to be an example and you will be asked to provide leadership, program ideas, and initiative to all members of the unit who fall under your influence. You are, above all, expected to abide by the Scout Oath and Law and set a leadership pattern for all to follow. Will you accept these responsibilities? If so, answer, "We will."
(Present registration cards)

Charge to Members of Pack

Will all members of the pack please stand? As members of the Scout unit, will you do your best to attend meetings regularly, assist your leaders, take the opportunity to pursue advancement and demonstrate your willingness at all times to abide by the Scout Oath and Law? If so, answer, "We will." (Present cards)

Charge to Parents

Will all parents stand? As parents you are expected to attend all parent meetings of the unit, assist with needed transportation, provide leadership support when needed, and be willing helpers in time of need in order to provide the unit with an outstanding program, quality leadership, and good parental support. If you are willing to do your best to support the leadership of the chartered organization and provide what assistance you can give to the program, please answer "We Will."

Charge to the Organization

Will all members of _____ (name of chartered organization) please stand? You have heard the unit committee, the unit leadership, the Chartered Organization Representative, the junior leaders (if troop), members of the unit, and parents all pledge their support to the Scouting program in this chartered organization. May we ask you to cooperate and work with the Scout leadership chosen by your chartered organization and provide, whenever called upon, assistance and help to make this program a vibrant living part of the youth outreach of your organization/congregation? If so, answer "We Will."

Charge the Head of the Organization

You have heard the pledge of commitment of all these members of your organization and the unit in supporting the BSA Scouting program as a major youth program for your organization. With the acknowledgment of this support, I am pleased to present to you the charter signifying your right to use the Scouting program for the year ahead in a way that conforms to both the rules and regulations of your chartered organization and those of Scouting. On behalf of the National Council of the Boy Scouts of America, I present your charter and pledge the cooperation of the local district, council, area, and region to help make the program a vibrant living part of your organization and community.

I would also like at this time to introduce the volunteers (if present) from our district who will provide support for you. May I introduce (the district committee chair, your commissioner and/or district commissioner, and any other visiting Scouters) who will help you carry out an effective program of Scouting for the year ahead.

Thank you for the opportunity to present the charter and thank you for accepting Scouting as a program of action for your organization.

FAQs FREQUENTLY ASKED QUESTIONS

1. Q - Where can I get a copy of our current BSA Unit Roster?

A - The Committee Chair or Unit Leader can print a current roster from Internet Advancements (Best), My.Scouting, or pdf copy from DE. For My.Scouting: go to Member Manager – Click the Green Check Mark to select all members of unit – Click Blue Down Arrow – Export Type select Member List – Click Submit. Roster will open in an Excel Spreadsheet

2. Q - I have not received my membership card?

A - Membership cards are mailed out to the Unit leaders after the recharter has been processed by the council office. You can also print your own card by using My.Scouting tools under My Dashboard - My Profile, then under profile information click on the ID card icon and follow the prompts. Note: you will only receive a membership card for your primary position (the position that you paid for).

3. Q - I forgot my login for Rechartering?

A - The council only has the unit access code since you created the password, please make sure it is something you can remember. You can also use the “forgot password” option.

4. Q - Is my Recharter access code the same as last year?

A - No, the access code changes every year.

5. Q - How do I change my Charter Executive Officer?

A - Have the new Executive Officer complete an adult application and submit it to Council. It will take about a week to update, after which click ‘Update Roster’ and the new Executive Officer should be added, if not, you can add them on Step 4 “Add New Members” of Internet Rechartering. Remember to remove the old Executive Officer from the Unit Roster. [see pg 7 Stage 2 Step 4]

6. Q - How do we change our Chartering Organization?

A - Contact your District Executive or Unit Commissioner.

7. Q - Can a youth/participant be registered in two units at the same time?

A - Yes, a youth/participant can be registered in multiple units at no additional cost.

8. Q - Why is my Charter not posted?

A - There can be several reasons for this: contact your District Executive (DE) for more details.

- Applications are missing and/or information on applications is missing, i.e. required signatures
- Fees have not been paid
- Charter was not submitted correctly online
- The Council begins posting charters January 1

9. Q - I submitted my Recharter online to Council and forgot to add someone, what can I do?

A - 1. If the recharter package has not been turned in to the Unit Commissioner, fill in the person’s required information on the charter renewal overflow page/sheet, and as applicable submit an application and proof of YPT completion along with any extra fees.
2. If the package has already been submitted, turn in an application and proof of YPT completion to the council office, indicate it is for recharter, and pay any applicable fees.

10. Q - Why do you need my Social Security number?

A - All adults/participants must supply their Social Security number for a national background check. It is BSA policy.

11. Q - I am changing my position do I need to fill out a new application?

A - At recharter time only, you do not need to fill out an application to change positions within a Unit. At other times during the year, you will need to fill out an application.

12. Q - When should a youth/participant be removed from a unit's roster during charter renewal?

A -

- Transfers out of the unit, to another unit
- Moves out of the area
- Youth/participant has been totally inactive for at least six months or longer
- The youth's parents explicitly ask for him to be removed
- The youth/participant is not able to properly behave himself in a manner that ensures the health & safety of everyone involved and his continued involvement puts the Aims of Scouting within the unit at risk

13. Q - What are the charter fees used for?

A - The Unit Charter fee is now known as the Unit Liability Insurance Fee. Every Scout unit -- packs, troops, crews, ships, and posts — must pay the fee each year, and every penny of this fee goes into the general liability insurance program, providing coverage for claims alleging negligent actions that result in either personal injury or property damage.

14. Q - Are Lion/Tiger Cub Adult Partners considered adult members/leaders of the unit?

A - No, Lion/Tiger Cub Adult Partners are not registered adult leaders. However, they may be registered in any adult leader position in addition to being a Lion/Tiger Cub Adult Partner. They are highly encouraged, but not required, to complete Youth Protection Training (Y01)

15. Q - What do I do if I completely and totally mess up during the on-line rechartering process?

A - Everything is fixable! The Council registrar can reset the system so that leaders can start from scratch, as if no one was ever in the system. Contact the council office at 757-595-3356 and ask to speak to the registrar.

16. Q - Does the executive officer (Institutional Head) of a unit need to take Youth Protection training?

A - We believe everyone should take youth protection training, however, the executive officer is not a registered leader so, he or she is not required to complete Youth Protection training, although it is strongly recommended. If the executive officer is a registered member of the BSA, then he or she must complete Youth Protection training.

UNIT CHARTER RENEWAL CHECKLIST

Pack ✕ Troop ✕ Crew ✕ Ship # _____

Complete Checklist before Submitting

- 1. Conduct final review of Recharter Application, then submit on-line (pg 9)

NOTE: There can only be a single COR & Institutional Head (IH) per CO, COR only pays once (pg 12)

- 2. Print Charter Renewal Application (DO NOT use EZ print), include all pages (pg 9)
 - 3. Unit Leader & Executive Officer (EO)/IH or COR required to sign Recharter Application: #2 above (pg 12)
 - 4. Printout & attach signed Charter Agreement, signed by IH & COR (req) (pg 14)
 - 5. Attach ____# Youth Applications for new youth who were added to on-line roster (pg 13)
 - 6. Youth Apps, #5 above, must include youth's grade & DOB
 - 7. Youth Apps, #5 above, signed by parent/guardian & Unit Ldr, Lion/Tiger parent must include their DOB
 - 8. Attach ____# Adult Applications for new leaders/participants who were added to on-line roster (pg 13)
 - 9. Adult Apps, #8 above, complete and signed in two places (Disclosure & Application page) by applicant
 - 10. Adult Apps, #8 above, signed by COR/IH; ensure it includes applicant's SSN & DOB
 - 11. Venture Crews & Ships: Participants 18 & older use Adult Application, include YPT cert for each (pg 24)
 - 12. Attach YPT report &/or certificates for all registering adults & Venture/Ship Participants 18 & older (pg 24)
 - 13. Have a minimum of 5 paid youth (pg 13)
 - 14. Have required # & Type of leaders (See CVC Recharter Guide for Specifics) (pg 12)
 - 15. Verify no leader is listed in more than one position (One exception COR) (pg 12)
 - 16. Update contact information for each Scout & Leader (Email, Phone, & Address)
 - 17. Attach/Clip cash or check - **Do not complete check until final review by your Commissioner** (pg 14)
- NOTE: Council does not prefer payment by Credit/Debit Card; see your commissioner for detailed instructions
- 18. Attach 2018 Journey to Excellence Scorecard: BRONZE : SILVER : GOLD (pg 28)
 - Ensure all items are placed inside envelope (issued with recharter materials)

- 100% Boy's Life Y or N (pg 12)

Submit entire package to your Unit Commissioner, District Commissioner, or Designated Representative. DO NOT attempt to turn in to Scout Shop it will be refused.

Person Responsible for Completing Charter Renewal

Name: _____

E-Mail: _____

Phone: _____