**White Paper**

**Colonial Virginia Council**

**Recharter Roadmap**

Colonial Virginia Council’s (CVC) current ability to optimally work the recharter process and achieve a high level of on-time recharter completions is problematic and is in need of improvement. The system lacks a unified direction, result oriented actions to achieve on-time completion, and a trained & informed volunteer base to work these efforts.

The roadmap provides a description of how CVC will secure long-term stability to the recharter process and achieve on-time charter completion of all units and staff. This effort must have the complete support of the CVC professional staff, executive board, volunteer leadership at the council & district level, and most importantly the units and their leaders. Ultimately, the integrity of the recharter process must meet the intended design of the Boy Scouts of America (BSA), where district and council volunteers, guided by the professional staff, organize and administer the process annually.

Current Manpower & Resources:

District level volunteer support is a weak area in the volunteer chain to work CVC recharter. Many district committees lack any key members, let alone a membership chair, that are able to coordinate any meaningful recharter actions. Out of five districts in the council, only one has a robust enough organization that might be able to coordinate recharter business. Additionally, the overall council commissioning staff is not manned to a level that will ensure an evenly distributed approach to unit engagement and to process initial recharter efforts at the unit level.

There are more than adequate products, documents, and materials to assist units with the recharter process and additional resources are available that leverage current technologies and capabilities.

Recharter Responsibilities:

Council Committee/Executive Board, Membership Chair – Provide guidance and support to the districts and professional staff, ensuring the health & growth of membership.

District Committees, Membership Chair – Assist units in rechartering on time and avoid being dropped. Help to retain youth—more youth and adults reregistered at unit charter renewal. Provide guidance and support to the district’s commissioner staff to conduct and complete the recharter process.

Commissioners – Provide direct contact guidance and assistance to units to ensure on-time charter renewal and avoid unit drops. Conduct charter package reviews and quality control to ensure accurate and on-time completion.

Units & Charter Organizations – Conduct unit inventory in time to ensure accurate on time completion of the charter renewal process with their Unit Commissioner or designated representative no later than the designated submission date.

**Milestones and Objectives**

YEAR 1

Objective: Revise and update current recharter products/materials. Develop new ones that will aid organization, conduct, and the tracking of the recharter process.

Objective: As necessary and requested, provide recharter training to districts and units. This will require the need to train the trainer, in order to meet potential demand.

Objective: Develop and utilize all available technologies to ensure the widest possible dissemination of information to units and volunteers.

Objective: Establish consequential actions that apply to any & all units who fail to recharter on time.

Objective: Recruit, inform, and train Commissioners at the district and council level on what their roles and responsibilities are during the charter renewal process.

Objective: District Commissioners establish specific locations for units to go for assistance and to submit their recharter packages on the date established by council.

Objective: 100% of council units turn in accurate and completed charter renewal packages no later than 31 December.

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Milestone 1, 26 September 2016: Educate, inform, and direct District Commissioners on actions to conduct the recharter process in their assigned areas.

Milestone 2, 28 September 2016: Complete production of the initial documents and materials needed to start the recharter process and build the recharter packages.

Milestone 3, 3 October 2016: Complete recharter package build for unit distribution. Upload documents and information to the council website and post key information to council and all available Facebook pages. Open a unified council virtual help desk, in the form of an e-mail account, where volunteers can send questions about recharter and related topics.

Milestone 4, 4 October 2016: Begin distribution of recharter packages to all units. Commence recharter training, available as necessary.

Milestone 5, 15 October 2016: Complete delivery of all packages to units.

Milestone 6, 1 November 2016: Complete training of all Commissioners for their role in the recharter process. Track all units’ status and provide analysis of recharter progress. DCs create a contact roster of each unit’s volunteer responsible for completing recharter.

Milestone 7, 3 December 2016: Units turn in packages to their Unit Commissioner or designated representative no later than this date. Within each district, DCs will establish convenient and centralized locations for units to turn in packages. Under no circumstance will charter renewal packages be accepted at the Scout Shop at any time during the chartering period.

Milestone 8, 4 December 2016: Collect and collate data on recharter turn in to determine what units need additional attention and who needs to work those efforts.

Milestone 9, 31 December 2016: Identify which units have not turned in their charter renewal package for processing and begin an intensive guidance and assistance campaign to ensure their immediate action toward recharter completion.

Milestone 10, 2 January 2017: Begin earnest work to clean up all completed and turned in recharter packages that have identified problems that prevent their further processing, working through the commissioning staff wherever and whenever possible.

Milestone 11, 1 February 2017: A unit who has not turned in their package will be barred from any unit business at the Scout Shop, preventing advancement reports and participation in any BSA, council, or district activities/events.

After Milestone 11 is reached, the Council Commissioner will assess the situation and status of any remaining units and determine how best to proceed, with the goal of getting all remaining units to recharter as soon as possible. This may include, but not limited to, direct involvement of the Commissioning staff and bringing to bare other actions and resources to bring about rapid resolution of the remaining issues preventing completion.

YEAR 2

Objective: As needed, revise and update recharter products/materials. As necessary, develop new ones that will aid organization, conduct, and the tracking of the recharter process.

Objective: As necessary, provide recharter training to districts and units, requires the need to train the trainer to meet demand.

Objective: Update and utilize all available technologies to ensure the widest possible dissemination of information to units and volunteers.

Objective: When available, ensure district and council ‘Membership’ subcommittees and their members are trained and informed as to what their roles & responsibilities are for them to assist in the charter renewal process.

Objective: Recruit, inform, and train Commissioners at the district and council level on what their roles and responsibilities are during the charter renewal process.

Objective: District Commissioners establish specific locations for units to go for assistance and submit their recharter packages on the date established by council.

Objective: 100% of council units turn in accurate and completed charter renewal packages no later than 2 December.

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Milestone 12, 25 September 2017: Educate, inform, and direct District Commissioners on actions to conduct the recharter process in their assigned areas.

Milestone 13, 27 September 2017: Complete production of documents and materials to start the recharter process and build the recharter packages. Upload documents and information to the council website and post key information to council and all available Facebook pages.

Milestone 14, 2 October 2017: Complete recharter package build for unit distribution.

Milestone 15, 3 October 2017: Begin distribution of recharter packages to all units. Commence recharter training, available as necessary.

Milestone 16, 14 October 2017: Complete delivery of all packages to units.

Milestone 17, 1 November 2017: Complete training of all Commissioners for their role in the recharter process. Track all units’ status and provide analysis of recharter progress. DCs create a contact roster of each unit’s volunteer responsible for completing recharter.

Milestone 18, 2 December 2017: Units turn in packages to their Unit Commissioner or designated representative no later than this date. Within each district, DCs will establish convenient and centralized locations for units to turn in packages. Under no circumstance will charter renewal packages be accepted at the Scout Shop at any time during the chartering period.

Milestone 19, 3 December 2017: Collect and collate data to determine what units need additional attention and who needs to work those efforts. Start an intensive guidance and assistance campaign to ensure immediate action toward unit charter completion.

Milestone 20, 1 January 2018: Identify units who have not turned in their charter renewal package. A unit who has not turned in their package will be barred from any unit business at the Scout Shop, preventing advancement reports and participation in any BSA, council, or district activities/events.

Milestone 21, 2 January 2018: Begin earnest work to clean up all completed and turned in recharter packages that have identified problems that prevent further processing, working through the commissioning staff wherever and whenever possible.

After Milestone 20 is reached, the Council Commissioner will assess the situation and status of any remaining units and determine how best to proceed, with the goal of getting all units rechartered as soon as possible. This may include, but not limited to, direct involvement of the Commissioning staff and bringing to bare other actions and resources to bring about rapid resolution of the remaining issues preventing completion.

YEAR 3

Beginning in year three, year two objectives and milestones will carryover (adjusting dates accordingly) while adding the objective of energizing and or revitalizing the council and district committee’s Membership Chair and their subcommittees to cement the revived culture of accurate and on time recharter within the council. The council Membership Committee is to support district charter renewal efforts and the Council Commissioner’s staff in preparation and execution of the recharter process. The districts Membership Committee will work to organize their districts efforts and ensure their members are trained in the charter renewal process, and to support their district’s commissioning staff in unit engagement toward charter renewal.

FOLLOW-ON YEARS

Beyond year three all objectives and milestones should mirror those of year three. Some adjustments and modifications will be necessary over time, especially when council and or the BSA make changes to the registration and chartering process.

What Constitutes a Proper Charter Submission by a Unit

A charter renewal package can only be properly submitted for processing after a Commissioner, or approved representative, reviews it and signs it off following a detailed checklist and assuming no discrepancies or errors are found. The following key areas will be evaluated:

* Properly signed Charter Agreement (Goldenrod)
* Properly signed Charter Renewal Application; signed by IH & Unit Leader
* Properly signed & completed Adult Applications
	+ Crews & Ships: Venturing participants 18 or older must use an Adult Application
* Properly signed & completed Youth Applications
* Unit has at least 5 uniquely paid youth
* Unit registers required number and type of leaders
* Adults 100% Youth Protection trained, not expiring before 31 Dec of the chartering year
* Recharter Fees (matches amount listed on Recharter Application)

SUMMARY

The most significant way to achieve positive results within the council recharter process is through direct engagement with unit leaders. By meeting with leaders to review their status, provide answers to their questions, and guide them in the process, commissioners become the driving force to realize on time and accurate completion. When the entire council volunteer force works together to achieve a rapid and complete recharter effort, the biggest winners are the Scouts by freeing up time, resources, and energy to be better focused on their Scouting program.