**COLONIAL VIRGINIA COUNCIL**



2017 EXPLORING RECHARTER GUIDE

POST RECHARTING MADE EASY

# Introduction

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

**Council Direct Contact Leader Training Policy**

Our council posts are required to have all direct contact leaders fully trained in accordance with the BSA training guidelines for the leader’s assigned position at the time of rechartering. Leaders’ trained status will be checked during the recharter process to ensure that those leaders on the unit roster at the time of recharter are fully trained and up to date on their training requirements. Leaders failing to meet the training requirements for their position may be re-assigned to a non-direct contact leader position (i.e., committee member) or dropped from the unit roster.

Direct Contact Leader Positions are the Post Advisors and Associates.

**Council Non-Direct Contact Leader Training Policy**

Our council highly recommends that all non-direct contact leaders be fully trained. Training helps to ensure a strong Scouting program.

Non-Direct Contact Leader Positions are:

Committee Chair & Committee Members

**Council Youth Protection Training Policy**

The CVC Executive Committee established that all registered leaders and applicable youth participant members (18 to 21) are current in Youth Protection through December 31st of the following year.

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| **Recharter Year** | **Recharter Due** | **Training Completion Must Be In Year** |
| 2016 | Dec 2015 | 2015 |
| 2017 | Dec 2016 | 2016 |
| 2018 | Dec 2017 | 2017 |

# Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal is available through MyParticipation.org. This is only available to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, or associate advisor.

**What are the benefits of Explorer Renewal?**

* 1. More accurate participant data.
  2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

**What do users need to use MyParticipation and Online Explorer Renewal?**

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. **The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.**

**What can I NOT do in the Online Post Renewal system?**

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post/Club expiration date. These changes may only be made by the Learning for Life Office.

Online Explorer Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report allows for name changes and includes a reminder that one person’s record may not be changed with another person’s information.

**What are the steps in the Online Post Renewal process?**

***The first committee participant/Advisor/Sponsor to log in to the online system (MyParticipation.org) is automatically designated as the “renewal processor”, or the RP. The system resets each year. So the first person that logged in last year will not be recognized as the RP the following year***. The RP follows the intuitive process on the secure internet site to create a renewal file.

**Step by Step Process**

1. The Post or Club eligible for renewal designates an adult participant as the RP.
2. The RP gathers all the information and **signed** forms needed for renewal:
   1. Participant number (from Exploring card or from the LFL office)
   2. Applications for *NEW* youth and adults
   3. Applications for adults changing positions
   4. Form 28-573 (Criminal Background Check Waiver), if applicable
   5. Exploring Memorandum of Understanding
3. With the renewal information at hand, the RP logs into their MyParticipation.org account, clicks on the “My Tools” tab, and clicks the Online Explorer Renewal menu link.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
   1. **Load Post/Club Information:** Use the Post/Club information.
   2. **Update the Roster:**  update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add *NEW* youth and adult participants, update participant data, and update participant positions.

*Change the name of your new Executive Officer, if applicable, during this step!*

* 1. **Check the Roster:**  Validate that the data to be submitted conforms to LFL rules.
  2. **Update Participant Fees:**  Update fees (e.g., assign multiple status if applicable).

*Multiple Status means a youth/adult is registered in more than one Post and/or Club.*

1. After double-checking the information, the RP submits the file and **prints** the Renewal Report package.
2. The RP sends the **signed** paperwork and fees to the Colonial Virginia Council office for processing.

**QUESTIONS?**

Contact the Member Care Contact Center

972-580-2489

[MyParticipation@learningforlife.org](mailto:MyParticipation@learningforlife.org)

**YOUTH PROTECTION RESOURCES**

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|  | Learning for Life places great importance on creating secure environment for our youth participants. To accomplish this objective, Learning for Life offers parents, educators, and youth the following Youth protection resources. Printed materials and DVDs may be obtained through your local Learning for Life office and at www.learningforlife.org. |  |

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| *Super Safe* Interactive Game CD: Designed for students in the third through sixth grades, the interactive game teaches students how to deal with Internet safety and bullies, and how to prevent sexual abuse. The CD is found in the Discoverers and Challengers guidebooks.  *How to Protect Your Children From Child Abuse: A Parent’s Guide*, Bin #99756: Tips to help parents talk with their children about recognizing, avoiding, and reporting child abuse.  *Facts Every Teen Should Know About Sexual Abuse*, Bin #99249: A brochure that educates Exploring-age youth about the signs of abuse and prevention and reporting methods.  *Safety Seekers*: Youth protection activity book.   * English, Bin #4630512 * Spanish, Bin #4630513 |  | *Safety First Guidelines*: A leader’s guide to  Keeping youth safe in learning for Life activities. exploring.learningforlife.org/safety-first/  *Youth Protection Training for Explorer leaders* is an online training module found at [www.myparticipation.org](http://www.myparticipation.org).  *Youth Protection Training for curriculum* based programs is a PowerPoint presentation designed to train Learning for Life curriculum based leaders on youth protection and can be found at learningforlife.org/YPT.pdf.  Ride Along Safely is a supplemental training for Explroing programs with a ride along program. The online training module can be found at [www.myparticipation.org](http://www.myparticipation.org). |

**Age-Specific**

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| **Special Needs**  *Play it Safe*, a video introducing the four rules for personal safety. Designed to be viewed when participants are accompanied by a parent or other adult family member. DVD provided with Seekers Teacher’s Guidebook.  **Ages 6 to 9**  *It Happened to Me/A MiMe Paso* DVD, Supply #605676. A video introducing the four rules for personal safety. Designed to be viewed when participants are accompanied by a parent or other adult family member. |  | **Ages 10 to 14**  *A Time to Tell/Hora de Contarlo* DVD, Supply #605674, introduces the “three R’s” of Youth Protection and should be viewed by groups annually.  **Ages 14 to 20**  *Personal Safety Awareness/Concientizacion Sobre la Seguridad Personal* DVD, Supply #605678. Designed to educate young people ages 14 through 20 about peer sexual harassment, acquaintance rape, suicide prevention, and Internet safety and stalking. The Video should be viewed annually by all youth. |



**CRIMINAL BACKGROUND CHECK EXEMPTION**

**FORM #28-573**

Social Security numbers are not required from employees of governmental agencies if criminal background checks have been previously been made as a condition of employment.

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|  | | | | | | | | | | | | | | |
|  | ***(Please print)*** | | | |  | | | | | | | | |  |
|  | Applicant’s Name: | | | |  | | | | | | | | |  |
|  | Address: | |  | | | | | | | | | | |  |
|  | City: |  | | | | | | State: |  | | | Zip: |  |  |
|  | ***I certify that the person listed above has had a criminal background check and is*** | | | | | | | | | | | | |  |
|  | ***qualified to serve as an adult participant in Exploring.*** | | | | | | | | | | | | |  |
|  | Participating Organization Head: | | | | | |  | | | | | | |  |
|  | Participating Organization: | | | | |  | | | | | | | |  |
|  | Signature: | | |  | | | | | | Date: |  | | |  |
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| **This form must accompany the applicant’s Exploring Adult Application** |

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| **2016 Exploring Marks-03.jpg**  **ANNUAL EXPLORING** | | |
| **FEE CALCULATION WORKSHEET** | | |
| **POST #** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity** | **Fee/Person** | **Total** |
|  |  |  |  |
| **Paid Youth ($2.75/month)** |  | **$33.00** |  |
| **Paid Adults ($2.75/month)** |  | **$33.00** |  |
|  |  |  |  |
| ***Subtotal*** |  |  |  |
|  |  |  |  |
| **Post Liability Insurance Fee** |  |  | **$40.00** |
|  |  |  |  |
| **Grand Total** |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Payment Method: Cash | | |  | Or Check # |  |
| Fee Paid by: |  | | | | |
| Received by: |  | | | | |
| Date received: | |  | | | |

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| --- | --- | --- | --- |
| **Post No.** |  | **District** |  |

**ANNUAL MEMORANDUM OF UNDERSTANDING**

|  |  |
| --- | --- |
|  | has read and understands the following conditions for |
| participating in this program operated and maintained by Learning for Life, a District of Columbia nonprofit | |
| corporation (“Learning for Life”), and desires to enter into this agreement regarding participation in this program. | |
| The responsibilities of the organization include: | |

***Explorer Clubs only:***

* Screening and selecting at least two adults, including a sponsor and associate sponsor, to work directly with the Explorer Club participants.

***Explorer Posts only:***

* Screening and selecting at least four adults, including committee chairman, two committee members, and an advisor, who will work directly with the post officers.

***Explorer Clubs and Explorer Posts:***

* Ensuring that all participating adults complete the required Exploring Youth Protection training. The training is available at [www.exploring.org](http://www.exploring.org).
* Providing adequate facilities for the participants to meet on a regular schedule with a time and place reserved.
* Participating in a program planning meeting and Open House.
* Participating in at least one evaluation with Learning for Life representatives each year.

***Note:*** *Adults may serve in multiple posts and clubs.*

Exploring is part of Learning for Life’s education resource program. Learning for Life provides the support service necessary to help the participating organizations succeed in their use of the program.

These services include year-round training techniques and methods for selecting quality leaders; program resources; and primary general liability insurance to cover the participating organization, its board of directors and/or trustees, and its officers and employees in their official and individual capacities against personal liability judgments arising from official Learning for Life activities.

This Annual Memorandum of Understanding shall remain in effect through the registration expiration of the post or club. Either organization may discontinue the program at any time upon written notice to the other organization.

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| --- | --- | --- | --- | --- |
| Date: |  |  | | |
|  | | |  |  |
| Signature of executive officer or designee | | |  | Signature of Exploring representative |
|  | | |  |  |
| (Print name) | | |  | (Print name) |







