All units are required to recharter online each year.

**WHY RECHARTER ON TIME**
- Keeps Scouts and Leaders insured
- Allows the Scouts to continue advancing
- Allows the Units to meet
- Allows outdoor activities
- Maintains historical continuity of Unit tenure
- 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 date a unit can be "dropped" from BSA membership, as well as all its members. Units that are dropped cease to exist and CANNOT legally operate in any capacity - including any meetings, 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 and cannot attain awards or recognitions. Advancements or achievements of any kind, and tenure in rank and for leadership requirements for scouts is stopped, which includes unit tenure.

**GETTING STARTED**

1. **Appoint a Recharter Person:** The unit designates a registered adult member who has knowledge of scouting terminology, the day to day operations of the unit and is proficient with a computer and the internet. This person will need to be made a Unit Delegate in the my.scouting system for this process.

2. **Obtain a current council unit roster to ensure all members that should be registered are registered from Member Manager on my.scouting (if any are missing and an application was previously submitted contact your DE. If missing and no application has been submitted – submit it now).**

3. **Verify all adults and any Scout that will attain the age of 18 years by 31 December this year have Youth Protection Training (YPT) and the leader positions from Training Report on my.scouting.**

4. **Review the Recharter Instructions and obtain your Recharter packet.**

**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 BSA. This information must never be shared outside of the BSA 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.
You cannot change the date the charter renewal packet is due or the time 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. The charter renewal process is MUCH easier if your paperwork is current at the council office. 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.

THE PROCESS

Log on to cvcboyscouts.org – click the Internet Rechartering link. When logging on select First Time User (Each year you start as a First Time User).

On the next screen enter the Access Codes provided on your packet (this is a 4 digit code so add 0s in front of your unit number if needed ex: P34 will use 0034).

Agree to the Confidentiality Statement; Enter your information; Create a password as instructed and click Register.

Follow the NEXT STAGE prompts: (you may stop at any point and return later as needed)

LOAD ROSTER from COUNCIL ONLY – print and compare to your unit’s roster (should match if followed Getting Started #2)

UPDATE ROSTER

- **DO NOT** change a name &/or DOB if that information is incorrect note it on the final version
- **Name entries**
  - Do not put spaces between prefixes (Decarlo not De Carlo)
  - Do not enter apostrophes (O’brian not O’Brien)
  - Do not use hyphens (John Smith-Payne not John Smith-Payne)
- **Do not enter bogus data to bypass prompt. Contact Colonial Virginia Council Registrar instead**

a. Update Chartered Organization information. You can change names and contact information only.
b. Select members for renewal. Uncheck anyone not renewing or duplicate records. Click the Next box to proceed.
c. You may “Promote” members that under the same Chartering Organization (ex: from the pack to the troop or youth to adult). If promoting a youth to an adult they must complete the Adult Leader application and YPT for you to register them (consider them “new members”).
d. **DO NOT USE THE TRANSFER FEATURE.**
e. Update existing member data as needed.
  - Note that Adult YPT status is indicated. If YPT status has changed in ScoutNet, it is also updated when the Update unit roster button is used.
f. 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.
g. Each time you reenter the Recharter program, click to Reload Council Roster to obtain the most current version.

CHECK YOUR ROSTER
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 member has recently completed training, which will clear the error. Errors may also be resolved if the adult provides their YPT certificate.

If you get the Congratulations for completing the validation, just click ‘Next Stage’ and proceed.

UPDATE FEES
Check your roster by clicking the Summary box

If the member is to be enrolled in both units (Multiple) the member must designate which unit is primary as this one must pay the Recharter fee and the other unit will mark them as a multiple. You must coordinate this action with the other unit.

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.

This is where you include the Fee for Boy’s Life, if applicable. One (1) subscription per household counts toward 100% even if the Scouts are in different units.

APPROVE ROSTER
You are asked to confirm that non-renewed youth and their parents have been contacted. You will not be able to proceed until you have entered a reason for each youth that is not returning. Please make an effort to obtain the correct reason – do not use Unknown.

Print and review your roster and fees - Make sure that the members identified as “Multiple” are correct. If changes are required, click ‘Home’ link to navigate back through the stages.

Click the Save button and then the Next button to proceed to Submit Roster

SUBMIT YOUR ROSTER - DO NOT use the Renewal Report EZ
Once satisfied all is ready, submit your Charter and complete the on-line process

Click the Submit to Council box, print the Recharter Application, final printout. The process is NOT COMPLETE, only the on-line part, the charter renewal page MUST be printed and signed.

CVC does not use the "on-line approval". Select "I (we) Do Not Agree" then Next then verify the skip in the confirmation popup box.
PRINT RENEWAL APPLICATION which opens a PDF that prints as a document with signature lines for the Executive Officer (EO) or Institutional Head (IH), Council Representative, and Unit Leader; obtain those required signatures & attach other required BSA forms.

The Charter Renewal Application must be signed by the EO/IH or COR and the Unit Leader or Committee Chairman. The council representative will sign after it is turned in.

**Person doing the Recharter must fully complete the last page.**

**SUBMIT renewal package to the Unit Commissioner or Designated Representative.**

**FEES:**
- Annual Unit Liability Insurance Fee $40
- Youth/participants and adults annual registration $33
- Boys’ Life (optional) $12

Lion Parents (LP) and Tiger Cub Adult Partners (AP) do not pay a registration fee unless they have a leader position.

There is no charge for the EO/IH position.

Adults or youth members who have paid their primary registration fee elsewhere in the council are considered multiple and do not pay an extra registration fee.

Units have the option to pay their recharter fees 3 ways: credit card, pay direct to council, and no-fee E-Check. If paying by credit, units are charged a 3% “Convenience Fee” (to offset the cost of credit card processing) in addition to their total fees. 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. When paying online any over/under payment must be handled through National.

**Charter Package Contents, required items to ensure successful acceptance & turn in:**
- All completed new adult and youth applications
- Signed renewal application (all pages) signed by the Executive Officer and Unit Leader or Committee Chairman.
- Signed annual charter agreement
- Monies & Fees due
- Unit Youth Protection Training document or certificates
- Complete Journey to Excellence Scorecard

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.
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, 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 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.

3. 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.

5. Q - How do we change our Chartering Organization?
A - Contact your District Executive or Unit Commissioner.

6. 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.

7. 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.

8. 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.

9. Q - When should a youth 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 has been totally inactive for at least six months or longer
   • The youth’s parents explicitly ask for him to be removed

10. Q - What is the charter fee 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.
11. 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)

12. 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.

13. Q - Does the Executive Officer (Institutional Head) of a unit need to take YPT?
A - We believe everyone should take youth protection training, however, the executive officer is not a registered leader so, he/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.
MEMBERSHIP INVENTORY

This should be done in September (Troop/Crew/Ship/Post) or October (Pack) to prepare for Recharter.

Print the current council roster

Sign into my.scouting.org

Member Manager

Print the current unit roster your unit maintains

Compare the council to your unit’s roster:

If members are missing –

- verify that the application was turned in, contact your DE or the Registrar for assistance locating the application
- If an application has not been turned in – turn it in now!

If members are listed that no longer are in the unit –

- They are registered until the end of the calendar and will fall off after the recharter process

Next, contact the existing members to verify –

- Will they continue with the unit the following year – if not -what reason? Transfer to another unit, moving, too old, lost interest…..
- If an older youth, when do they turn 18 (will need YPT at 18)
- If adult, will they continue in a leadership position – which one
UNIT
CHARTER RENEWAL CHECKLIST

Unit Type ____________ Boy : Girl : Family; 4 Digit Unit Number ______
Unit’s District __________________ ; Assigned Unit Commissioner

Complete Checklist before Submitting Package

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete on-line Recharter Process/Application, select “submit to council”&lt;br&gt;Note: There can only be a single COR &amp; Institutional Head (IH) per CO, COR only pays once</td>
</tr>
<tr>
<td>2</td>
<td>Print Charter Renewal Application (DO NOT use EZ print), full complete printout (No Draft)</td>
</tr>
<tr>
<td>3</td>
<td>Unit Leader &amp; Executive Officer/IH or COR required to sign application: #2 above</td>
</tr>
<tr>
<td>3a</td>
<td>Recharter Application Signature Sheet; Unit Leader &amp; Executive Officer/IH/COR (required)&lt;br&gt;Note: Complete sheet if Renewal Application does not print with signature lines</td>
</tr>
<tr>
<td>4</td>
<td>Print &amp; attach signed Charter Agreement, signed by IH/EO &amp; COR (both required)</td>
</tr>
<tr>
<td>5</td>
<td># Youth Apps match number of new youth (adds) on Recharter Application&lt;br&gt;Note: Must be fully completed, includes youth’s grade &amp; DOB, signed by parent/guardian &amp; Unit Leader, Lion/Tiger parents must include their DOB</td>
</tr>
<tr>
<td>6</td>
<td># Adult Apps match number of new leaders (adds) on Recharter Application&lt;br&gt;Note: Must be fully completed, applicant signs in two places (Disclosure &amp; Application), includes applicant’s SSN &amp; DOB, signed by COR/IH; ‘Venture Participants’ (18+) must use an Adult App</td>
</tr>
<tr>
<td>7</td>
<td>Attach YPT report &amp;/or certificates for all required adults &amp; Venture Participants (18+)&lt;br&gt;Note: Includes adults/leaders &amp; youth, who are or will turn 18 by 31 Dec of current year</td>
</tr>
<tr>
<td>8</td>
<td>Have a minimum of 5 paid youth</td>
</tr>
<tr>
<td>9</td>
<td>Have the required number &amp; type of unit leaders</td>
</tr>
<tr>
<td>10</td>
<td>Verify no leader is assigned to more than one position (COR is the only exception)</td>
</tr>
<tr>
<td>11</td>
<td>As necessary, update contact information for each Scout &amp; Leader (Email, Phone, &amp; Address)</td>
</tr>
<tr>
<td>12</td>
<td>If necessary, complete &amp; attach Overflow Sheet</td>
</tr>
<tr>
<td>13</td>
<td>Attach cash or check - Do not complete check until final review by district/council rep&lt;br&gt;Note: Council does not prefer payment by Credit/Debit Card; see final reviewer for detailed instructions</td>
</tr>
</tbody>
</table>

Below not required to complete recharter, units are highly encouraged to submit Journey to Excellence for recognition

- Confirm 100% Youth Boy’s Life Subscriptions (at least 1/household) achieved - Yes or No
- Attach 2019 Journey to Excellence Scorecard, regardless if award is achieved

ENSURE ALL REQUIRED DOCUMENTS ARE PLACED INSIDE UNIT SUPPLIED ENVELOPE

Person Responsible for Completing Unit’s Charter Renewal
Name: ____________________________
E-Mail: ____________________________
Phone: ____________________________

Submit entire package to your Unit Commissioner, District Commissioner, or Designated District/Council Representative
DO NOT turn in to Scout Shop, it will be refused
CHARTER RENEWAL APPLICATION
SIGNATURE SHEET
(Required: One Signed Sheet per Renewal Application)

Chartered Unit Being Renewed - Type and Number (e.g. Troop 123B):
Unit’s District: ___________________; Unit’s Assigned Commissioner ____________________
Charter Organization: ________________________________________________________________
Address: _________________________________________________________________________
City: ____________________, State: _____, Zip Code: ______________
Phone: ____________________________

Executive Officer Name: ____________________________________________________________
Address: _________________________________________________________________________
City: ____________________, State: _____, Zip Code: ______________
Phone: ____________________________

Required Signature: ________________________________________________________________
Our organization approves this application and all registering adults. I understand the responsibility
for the approval of new adults can be given to our chartered organization representative. (Complete
information on instruction sheet 524-420, 2015 printing.)

OR

Charter Organization Representative Name: ____________________________________________
Address: _________________________________________________________________________
City: ____________________, State: _____, Zip Code: ______________
Phone: ____________________________

Signature (if signing for EO): _______________________________________________________
Validates and approves the registration of all adult leaders on the renewal application

Unit Leader Name (i.e. SM/CM/VA, etc.): ____________________________________________
Address: _________________________________________________________________________
City: ____________________, State: _____, Zip Code: ______________
Phone: ____________________________

Required Signature: ________________________________________________________________
Validates and approves the registration of all youth on the renewal application

Attach Signed Form with Charter Renewal Application
(If signature lines do not print on page 2 of the Renewal Application)