

WASHINGTON CROSSING COUNCIL, BSA 2019 RECHARTER INFORMATION

Enclosed in this recharter packet are the following:

- Statement from Council Commissioner
- Internet Recharter Instructions with Access Codes
- Unit Verification Worksheet
- Youth Protection Training (YPT) Updates
- PA-15 Clearance Transmittal Sheet (PA Units only)
- Charter Homework Sheet
- Unit FOS Contact Form
- Journey to Excellence Scorecard
- Journey to Excellence Emblem Order Form
- Order of the Arrow Guide to Unit Elections (Troops, Crew and Ship only)
- New Adult Application (#1017)
- Council Accident & Sickness Insurance Booklet

Anyone not listed on the charter needs to be REGISTERED IMMEDIATELY. An application is required for ALL NEW adults and youth. New adult applications must be completed in its entirety with signatures, disclosure statement and **completed youth protection training certificate**. Please note that the Adult Application has been revised. Be sure to use the application that has **#1017 on the lower right corner on the front page**.

New applicants will have a Criminal Background Check completed as per BSA national policy.

Membership applications for all unregistered youth included with the 2018 Charter Renewal turned in prior to 12/31/18 will be used to register those youths for the remainder of the 2018 charter year at the normal pro-rated fees and charged to the Unit Account if payment is not included with the charter fees.

Internet Rechartering is the council's method for this year's renewal process. It can be accessed through your my.scouting account under Legacy Web Tools or through the Council Website – Volunteer Resources - Internet Rechartering Tab.

The **NEW 2019 Unit ID** can be found on Instruction page. Attempts to process the Charter Renewal using last year's ID will be unsuccessful. Should your *Unit's Charter Processor* run into difficulty, please contact your Unit Commissioner, District Commissioner, District Executive or the Council Registrar. For technical questions, please contact Member Care Services (National Office) at 1-972-580-2489.

The registration fee for **2019 is \$33 for youth and adults**, BOYS LIFE is \$12 per year and Unit Accident Insurance is \$2 for youth, adult leaders tiger partners and lion parents.

Youth Protection compliance is required for all adults. The course must have been completed **after February 1, 2018**. The unit will get an error message if training is not current for the registered program and will not be allowed to process the charter with those adults.

The \$2.00 fee for Unit Accident Insurance will be included in the unit fee calculation. Units that achieved their 2018 FOS goal will not have to pay this fee.

A Unit is 100% BOYS LIFE when at least one subscription goes to the home of each youth member.

For PA Units only, to be in compliance with PA-15, all adult volunteers are required to submit the required clearances. *The Council's preferred method for collecting clearances is the Emailme Form portal using the following link:*

<https://www.emailmeform.com/builder/form/hmM0aCr175J>

Clearances not submitted via this portal, should be collected during the renewal process and included with the recharter packet. Please be sure all clearances are valid for 5 years from the date of issue. Clearances prior to 2014 must be updated. Volunteers will not be registered for 2019 without current clearances on file.

Venturing participants who are 18 but under 21 are required to complete adult applications along with the disclosure sheet (if they have not done so before) and be current with Youth Protection to continue their registration in 2019.

Council Accident and Sickness Plan booklets are included with the Charter Renewal Packets.

Key points to assist in the processing of Charters:

- All Charter Renewals require signatures from the Executive Officer (EO), and the Unit Leader (ex. Cubmaster, Scoutmaster, Venture Advisor).
- The EO is a non-paying position but MUST be the same for all units from that Chartered Organization.
- The CR (Charter Organization Rep) MUST be the same for all units from that Chartered Organization.
- Payment of all fees is required when you turn in your charter. This includes the \$40 unit liability insurance fee, registrations, Boys Life and unit accident insurance.
- Checks are payable to WCC BSA. Credit and debit cards cannot be accepted for payment made directly to the Council.
- The Unit Accident Insurance fee of \$2.00 is applicable to all registered leaders, youth members, tiger and lion partners. There is no insurance fee for Executive Officers unless they hold another position in the unit (ex COR, Committee Member). Leaders registered as a "multiple" in another unit are only required to pay the fee through their primary unit's registration.
- ***All Adult Leaders (new and returning) must have completed Youth Protection Training after February 1, 2018 or they will not be registered.***
- If you are not sure whom has turned in clearances or if clearances need to be updated, please contact the Council Registrar (annamarie.pepper@scouting.org).
- Please include meeting day and time on the renewal worksheet so our files can be current.
- Please use blue or black ink, do not use red ink or pencil.

District Executives will be making visits to all the Executive Officers and will get the Annual Charter Agreement signatures. Unit Leaders do not sign this agreement.

In summary, a completed Unit Charter Renewal packet will include the following:

- Unit Charter Renewal Full Report Package with signatures of Unit Leader and Executive Officer. Draft copies will not be accepted.
- Youth and Adult applications for anyone who is NEW to the unit, completed with signatures.
- Transmittal Sheet along with PA-15 required clearances for all adult volunteers not previously submitted to the Council (PA Units only).
- Unit Verification Worksheet
- FOS Contact Form
- JTE Scorecard
- JTE Order Form and payment (if applicable).
- A check for the expected fees, payable to WCC, BSA of the Internet Rechartering Unit Renewal Application plus \$2.00 insurance fee for each registered youth, adult and tiger adult partner. **We cannot accept credit or debit cards for recharter fees paid at the Council Office, Roundtable, Recharter Night or mail.** If there is a shortage, the Unit Account will be used to make up the difference. Overpayments will be credited to the Unit Account after the charter is finalized.

Completed charters are to be turned in by December 10, 2018.