

WASHINGTON CROSSING COUNCIL, BSA 2020 RECHARTER GUIDELINES

Enclosed in this recharter packet are the following:

- Internet Recharter Instructions with Access Codes
- Unit Verification Worksheet
- Unit FOS Contact Form

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 **#1218 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 2020 Charter Renewal turned in prior to 12/31/19 will be used to register those youths for the remainder of the 2019 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.

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.

Per a notification from the National Office, the registration fee for 2020 will be increasing for youth and adults. The new rate will be available no later than October 23rd. BOYS LIFE is \$12 per year and Unit Accident Insurance is \$5 for youth, adult leaders tiger partners and lion parents.

Units can begin to work on their recharter after October 1st. The process will go forth as usual except for "calculate fees" portion, which will not be functional until November 1st.

Youth Protection compliance is required for all adults. The course must have been completed **after February 28, 2018**. Youth Protection Training is valid for two years. 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 \$5.00 fee for Unit Accident Insurance will be included in the unit fee calculation. Units that achieved their 2019 FOS goal will not have to pay this fee. A copy of the “BSA Council Accident & Sickness Insurance Plan” is available upon request or can be viewed on the Council Website.

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 March 2015 must be updated. Volunteers will not be registered for 2020 without current clearances on file.

- 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).

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.
- ***All Adult Leaders (new and returning) must have completed Youth Protection Training after February 28, 2018 or they will not be registered.***
- 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.
- Please include meeting day and time on the renewal worksheet so our files can be current.
- **JTE (Journey to Excellence)** Scorecards and Order Forms are available on the Council Website at www.bsawcc.org – Volunteer Resources – Internet Rechartering.
- Please use blue or black ink, do not use red ink or pencil.

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

- 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.
- Unit Verification Worksheet
- FOS Contact Form
- JTE Scorecard
- JTE Order Form and payment (if applicable).
- Payment of expected charter fees should be by check payable to WCC, BSA. **We cannot accept credit or debit cards for recharter fees paid at the Council Office, Roundtable, Recharter Night or mail.**
- There is an option to pay the charter fees online (directly to the National Office). We ask units to skip this step and forward payment to the Council Office directly. If there is an error in the charter, processing could be delayed and refunds (if applicable) are through the National Office.
- 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.

New this year: After your unit's charter is processed, an email will be forwarded to the Processor, Unit Leader (CM, SM, NL or SK), Committee Chair, District Commissioner, and District Executive. Units can print out membership cards and charter certificate after the charter has been posted through their my.scouting account.

Completed charters are to be turned in by December 6, 2019.