

Washington Crossing Council, BSA

Unit Charter Renewal

Instructions and guidance for units with charters expiring December 31, 2020

10/9/2020

Contents

- Introduction 2
- Deadline and Schedule 2
 - Be Prepared 3
 - Confirm Unit Key 3 Leaders 3
 - Confirm Chartered Organization and Executive Officer 3
 - Select and Prepare Unit Processor 3
 - Review Roster 3
 - Submit BSA Member Applications for New Youth and Adults 4
 - Register Changes in Leader Positions 4
 - Complete Youth Protection Training (YPT) 5
 - Update PA Clearances 5
 - Training Policy 5
 - Plan for Payment 5
 - Schedule Review and Signatures 6
- Internet Rechartering 6
 - Access Code 6
 - System Requirements 6
 - Registration and First Access 7
 - Stage 1: Load Roster 7
 - Stage 2: Update Roster 7
 - Stage 3: Check Roster 7
 - Stage 4: Summary 7
 - Stage 5: Submit Roster 7
 - Approve Roster 7
 - Payment 7
- Annual Unit Charter Agreement 8
- Journey to Excellence 8
- Additional Disclosure Form 8
- Submitting the Unit Charter Renewal 9
- Notification of Charter Renewal Status 9
- Printing Charter Certificate and Membership Cards 9
- Questions? Need Assistance? Contacts? 9

Introduction

The purpose of this document is to provide instructions and guidance on how to renew a charter to continue to operate a Scouting unit in calendar year 2021. The charters for all units in Washington Crossing Council expire on December 31, 2020.

Your unit commissioner and district commissioner can help you during this process. Information is also available on the council website at: <https://bsawcc.org/resources/internet-rechartering/>

Deadline and Schedule

The deadline is December 7, 2020 for all charter renewal paperwork and payment to be received at the Washington Crossing Council office in Doylestown.

There is no grace period. If complete and correct charter renewal paperwork is not received by the deadline, your renewal may not be processed before its current charter expires. In that case, your unit will cease to exist after December 31. An expired unit cannot meet or hold activities, and the youth cannot earn advancements. The youth and adults would no longer be registered BSA members so they would not have insurance coverage for liability and accident & sickness.

The most common reason for late charter renewals is starting too late. The following schedule is suggested to ensure that your unit can submit all required paperwork no later than the deadline. The steps should be completed before Thanksgiving, as it usually becomes more difficult to get people to complete tasks in December. The steps are described later in this document.

Complete by date	Charter renewal step
10/17	Confirm Unit Key3 leaders
10/17	Confirm Chartered Organization and Executive Officer
10/17	Select unit processor
10/24	Plan funding for payment
10/24	Review youth and adult rosters
10/24	Review Youth Protection Training and PA clearances status
10/26	Schedule dates for reviews and signatures
10/26	Complete Youth Protection Training and PA clearances
11/2-11/9	Submit applications immediately for new youth and adult leaders
11/1 – 11/14	Internet Rechartering system: Stages 1-4
11/16	Review draft charter renewal
11/20	Updates based on review
11/20	Complete Stage 5: submit online and print charter renewal application
11/23	Obtain signatures
11/26	Thanksgiving
11/30 – 12/6	Gather paperwork; contingency week
12/7 DEADLINE	Submit all paperwork and payment to council office in Doylestown, PA

Be Prepared

This section covers steps that should be completed before using the Internet Rechartering System.

Confirm Unit Key 3 Leaders

Check who is currently registered as the chartered organization representative, committee chair, and unit leader at <https://my.scouting.org/> > Menu > *unit number* > Member Manager > Adult

If there have been any changes, the new leader must submit a [BSA Adult Application form](#) immediately. The CR must approve all adult applications that occur during the charter year.

The chartered organization representative (CR) MUST be the same for all units from that chartered organization.

Confirm Chartered Organization and Executive Officer

Is your current chartered organization willing and able to charter your unit for the next calendar year?

Has the executive officer (institution head) of the chartered organization changed? Check who is currently registered with BSA in Executive Officer position at <https://my.scouting.org/> > Menu > *unit number* > Member Manager > Adult.

If the executive officer has changed, then print his/her name on the printed copy of the Charter Renewal. Unit Processors cannot change the Executive Officer during recharter. The Executive Officer is a non-paying position but MUST be the same for all units from that Chartered Organization.

Select and Prepare Unit Processor

The person who will serve as the processor for the unit's charter renewal is selected by the unit's committee chair in consultation with the chartered organization representative and the unit leader (Cubmaster, Scoutmaster, Advisor, or Skipper). Please forward the name of your Unit's Processor to your Unit Commissioner or District Commissioner.

Only the unit processor will have access to the Internet Rechartering system. Do not share the account and password to access the system. **To ensure continuity, only one person should be the unit processor.**

The unit processor should review the tutorial for the latest version of the Internet Rechartering system. <https://bit.ly/3iWtcoa>. They should also be familiar with the registration process and guidelines.

The unit processor should register for and login to the Internet Rechartering system as soon as they receive the unit's access code to confirm that they have access to the system.

Review Roster

Review your roster so you know what changes and additions need to be made on your roster for the charter renewal application and which BSA member applications need to be collected.

The unit's current roster of registered youth and adult members can be accessed at <https://my.scouting.org/> > Menu > *unit number* > Member Manager

Ask unit members to verify or provide updates to their addresses, phone numbers, email addresses, and whether a Boys' Life subscription is requested.

Before beginning Internet Rechartering, confirm the status for the upcoming year for every Scout and Scouter currently registered. Will they be continuing as members? Make sure no member is lost without a reason and invite them to return if possible.

If any current youth or adult members are missing from your roster, please register them immediately as described below.

Submit BSA Member Applications for New Youth and Adults

Anyone not listed on the unit's roster needs to be registered IMMEDIATELY. DO NOT WAIT to add them in Internet Rechartering or to turn in applications to council with the charter renewal paperwork.

Why immediately? For adults, immediate registration ensures that background checks and youth protection training have been completed for the safety of the youth. It also ensures that adult leaders (and their chartered organization and unit key 3) are covered by the liability insurance. For both new adult leaders and youth members, it ensures that they are covered by the accident and illness insurance.

By submitting those applications before the Unit Processor loads the roster to begin the charter renewal, they will not have to add them manually to the Internet Rechartering system.

An application is required for ALL NEW adults and youth. New adult applications must be completed in their entirety with signatures (including CR approval), disclosure statement, and completed youth protection training certificate. Adults volunteering in Pennsylvania must also submit their PA clearances as described at <https://bsawcc.org/resources/pa-background-checks/>. New adult applicants will have a Criminal Background Check completed as per BSA national policy.

Use the latest version of the [BSA Adult Application](#) (02/2020 is on the lower right corner of the cover page) or can be found at <https://filestore.scouting.org/filestore/pdf/524-501.pdf> and BSA Youth Application with 1218 in the lower right corner or can be found at <https://filestore.scouting.org/filestore/pdf/524-406.pdf>. Online registrations should not be done during the charter renewal timeframe.

Please use blue or black ink, do not use red ink or pencil.

Membership applications for new unregistered youth that are included with the charter renewal application and turned in prior to December 31 will be used to register those youth for the remainder of the current charter year at the normal pro-rated fees and charged to the Unit Account if payment is not included with the charter fees.

Register Changes in Leader Positions

If a currently registered adult leader has already changed positions, submit a [BSA Adult Application](#) to council immediately. Do not wait to change their position in Internet Rechartering. There is no cost to change positions for an adult with a current unexpired BSA membership. By submitting applications immediately, the unit will not need to chase these down later in the process. The CR must sign any new adult applications turned in prior to charter renewal.

If a registered adult leader will be serving in a new position in the unit at the start of the new charter year (January 1), then the position can be updated in the Internet Rechartering system.

Complete Youth Protection Training (YPT)

Youth Protection Training (YPT) is required for all adult leaders and is valid for two years. Mandatory Youth Protection Training can be taken online at <https://my.scouting.org/>.

The training status and expiration dates for registered adults can be viewed at <https://my.scouting.org/> > Menu > *unit number* > Training Manager.

All adult leaders (new and returning) must have completed Youth Protection Training after February 28, 2019 or they will not be registered for the new charter year. **If their YPT will expire on or before February 28, 2021 they must re-take YPT before the unit's charter renewal application can be processed.** This is to ensure that all leaders still have valid YPT if the unit's charter renewal is delayed.

If training is not current, the Unit Processor will get an error message in the Internet Rechartering system and will not be allowed to process the charter renewal with those adults.

Update PA Clearances

For adult leaders volunteering in Pennsylvania, the required background checks (clearances) are valid for five years.

If PA clearances for an adult leader are dated before February 28, 2016 they must be updated and submitted to council before the unit's charter renewal application can be completed.

PA clearances can be updated and submitted online as described at <https://bsawcc.org/resources/pa-background-checks/>.

Training Policy

Washington Crossing Council has instituted a mandatory training policy. This policy aims to better serve youth and adults involved in the Scouting Program at all levels, as it helps volunteers get to know the people, the program, and the job quickly and efficiently. Specific details of this policy are described at <https://bsawcc.org/resources/training/training-committee/>

Plan for Payment

The unit needs to know how it will pay for the fees due for the renewal of its charter. Any required fundraising and unit member dues need to be collected. Full payment for the charter renewal fees is due by the deadline date with the rest of paperwork submitted to council.

The National Registration fees for youth will be \$66 for the 2021 charter year. In addition, there will be a New Member Joining Fee of \$25 for any youth that has never been registered in the scouting program. The Council has implemented a service fee (to replace the traditional FOS presentations) of \$60 per youth. The National Adult registration fees will be \$42. The annual charter renewal fee will be \$75. Unit Accident & Sickness Insurance is included in the Council Service Fee for youth members. Adult leaders, tiger partners and lion partners will be required to pay the \$5 fee.

There is no discount from national or the local council for families with multiple youth or adult members.

The Washington Crossing Council is committed to ensuring that no boy or girl will lose the opportunity to be a Scout based on finances. The Council will actively work with families and units to help develop

funding strategies for those in need. The Council has also developed a Local Council Service Fee Financial Assistance Application for any family that is in need. Forms must be filled out by the parent/guardian and submitted directly to the Council Office for review. After a decision has been made, the parent/guardian and unit leader will be notified. Forms can be obtained on the Council's Website or upon request from the Council Office.

Schedule Review and Signatures

Schedule a review of the unit's final draft of its charter renewal application with your unit commissioner or district commissioner *before* it is completed and submitted online. They can help you to identify and proactively correct many common errors and issues.

A meeting with the chartered organization's Executive Officer should also be scheduled for when you will need to review the completed charter renewal application with them and obtain their required signature.

Internet Rechartering

The Internet Rechartering system enables one selected registered leader in the unit (called the unit processor) to update the unit's member information and prepare the unit's charter renewal application online. The system can be accessed by the unit processor via any of the following methods:

- Direct link: <https://scoutnet.scouting.org/ucrs/UI/Home/default.aspx>
- Council website: <https://bsawcc.org/resources/internet-rechartering/> > Internet Rechartering Portal
- Unit processor's my.scouting.org account: <https://my.scouting.org/> > Menu > BSA Web Links > Internet Rechartering

The updated version of the Internet Rechartering system <https://bit.ly/3iWtcoa> is available for use by units with charters expiring on December 31.

If the unit runs into difficulty, please contact your unit commissioner, district commissioner, Council Registrar, or Field Director. BSA Member Care (the National Help Desk) is no longer available to volunteers.

Access Code

The unit processor will need the unit's access code to register for and login to Internet Rechartering. Access Codes will be emailed to the Committee Chairman and either the Cubmaster, Scoutmaster, Crew Advisor or Skipper on record.

Last year's access code will not work.

System Requirements

Internet Explorer 10 and 11, Firefox, and Chrome are compatible browsers. Mac and iPad are not compatible. Disable your "popup blocker" to allow all processes.

Registration and First Access

Select Register (First Time User: This Year) and enter the access code. Use four digits for your Unit's Number. If you have used the online system in previous years, you still must log on as a new user.

Create a password and follow the prompts as instructed.

Stage 1: Load Roster

Preferred method is to use the Council's information rather than a third-party software program.

Stage 2: Update Roster

Select members you wish to renew, add new members, edit member information if necessary, and review adult leadership positions.

Stage 3: Check Roster

Internet Rechartering will check roster against BSA rules for membership and advise if there are errors. Make changes as necessary.

Stage 4: Summary

After charter review and all errors resolved, the unit roster has been validated.

Before proceeding to Stage 5 (Submit Roster), review the draft with the unit's assigned Unit Commissioner or District Commissioner to ensure that the charter renewal is complete and correct.

Stage 5: Submit Roster

Approve Roster

You will have the option to sign your Charter electronically, select the approver (Executive Officer or CR), then "I (We) Agree" and select next. If not signing electronically, select "I (We) Do Not Agree" and select next.

Payment

Amount Due

Calculate the amount due using the *Unit Verification Worksheet & Payment Form* available at <https://bsawcc.org/wp-content/uploads/2020/10/2021-Renewal-Worksheet.pdf>

The amount due may be different from what is shown in the Internet Rechartering system. Be sure to include the fees for Unit Accident Insurance (\$5 per Adult Leader, Lion and Tiger partner), as well as the prorated fees for November registration and any New Member Joining Fees. These fees do not require a separate check.

There is no discount for families with more than one registered youth or adult member.

Payment

Payment of all fees is required when you turn in your charter renewal application. This includes the \$75 unit charter fee, BSA National member registration fees, Boys' Life subscription fees, and local council service fees.

The preferred method for payment is using a **unit check made payable to “WCC, BSA”** or using the unit account. Credit/debit cards and Echecks cannot be accepted for payment 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.

There is an option in the Internet Rechartering system to pay online to the National Council. **This is not recommended. Units are asked to skip this step and forward payment to the local council office.** If there is an error in the charter renewal and the unit mistakenly overpays or underpays, processing and refunds (if applicable) could be delayed.

The charter renewal application must be printed out immediately after submitting it. You will not be able to return to print it later.

If online approval was not selected, the Executive Officer and the Unit Leader (Cubmaster, Scoutmaster, Advisor, or Skipper) must sign on the front page of the printed final copy of the Charter Renewal Application.

Annual Unit Charter Agreement

The Unit Processor (or Representative from the Unit) is asked to forward the Annual Unit Charter Agreement for signature to the Executive Officer and Chartered Organization Rep.

Journey to Excellence

As the calendar year comes to a close, it is time to complete your Unit’s JTE (Journey to Excellence) Scorecard. Scorecards and Order Forms are available via links on the local council website at <https://bsawcc.org/resources/internet-rechartering/>. Please contact your Unit Commissioner or District Commissioner if you need assistance completing the Scorecards.

JTE award ribbons will be mailed to the unit leader unless otherwise requested.

Additional Disclosure Form

The BSA is committed first and foremost to keeping youth safe. Part of that commitment includes continually updating our youth protection policies to help ensure we are always on the forefront of youth safety. The BSA is now performing periodic rechecks of criminal backgrounds to support the continued safety of youth in our programs. Leaders have been asked to update the “Additional Disclosure Form” (<https://bsawcc.org/wp-content/uploads/2019/10/Disclosure-Authorization.pdf>).

The National Office extended the deadline for turning in these forms to December 2020. If any of your leaders have not completed a form, please ask them to do so and include with your charter paperwork. If one has already been completed, it is not necessary to send in an update. Units will be notified if any of their leaders still need to complete the Additional Disclosure Form so their file will be complete.

Submitting the Unit Charter Renewal

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

- Unit Charter Renewal Full Report Package with signatures of the 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
- Payment
- Copies of PA required clearances (if applicable)
- Additional Disclosure Form (if applicable)
- JTE Scorecard
- JTE Order Form and payment (if applicable).

The above paperwork must be submitted to the local council office after submitting the charter renewal application online in the Internet Rechartering system.

Notification of Charter Renewal Status

After your charter has been processed by the local council registrar, an email will be sent to the unit processor, unit leader, committee chair, and district commissioner notifying them renewal has been posted and if there were any issues.

Printing Charter Certificate and Membership Cards

As per the directive from the National Council, charter certificates and membership cards will no longer be printed by the local council. Units can print these items after your charter has been processed. See <https://www.scouting.org/commissioners/internet-rechartering/> for how to do so.

Questions? Need Assistance? Contacts?

If you have questions or need assistance, please contact (in order of escalation):

1. Unit Commissioner
2. District Commissioner (see below as it pertains to your Unit):
 - Hunterdon Arrowhead District – John Burgess – haddc@comcast.net
 - Mercer Area District – Matt Freedman – madcommissioner@protonmail.com
 - Tamanend District – Dave Brown – seahawkwh@gmail.com
 - Tohickon District – Bill Cameron – bcam9232@gmail.com
3. Council Commissioner – Michael Cunniff – mlcunniff@comcast.net
4. Anna Marie Pepper, Registrar at the Council Office at 215-348-7205 x306 or annamarie.pepper@scouting.org.
5. Andrew Nam, Field Director at the Council Office at 215-348-7205 x310 or andrew.nam@scouting.org.

Glossary

This section defines terms that are used in this document. The reference for most of the definitions is the BSA Language of Scouting webpage at <https://www.scouting.org/resources/los/>.

charter -- In the BSA, charters authorize (1) an organization to operate Scouting units (see “chartered organization”), (2) a local council to incorporate as a BSA local council, (3) operation of an Order of the Arrow lodge, or (4) the Boy Scouts of America to incorporate.

chartered organization – an organization authorized by the local council to operate Scouting units

chartered organization representative - A manager of Scouting in a chartered organization who also represents that organization in the local council and district.

commissioner -- A commissioned volunteer Scouter who works with packs, troops, crews, and ships to help units succeed. In addition to the council commissioner, there are district commissioners, assistant district commissioners, roundtable commissioners, and unit commissioners.

district -- A geographical area of the local council determined by the council executive board to help ensure the growth and success of Scouting units within the district’s territory.

district executive - A professional Scouter who works under the direction of the local council field director and Scout executive and acts as an advisor to the volunteer leaders in the district.

field director – A professional Scouter who works under the direction of the local council Scout executive and directs the work of the district executives. Our field director is Andrew Nam.

Journey to Excellence (JTE) – Scouting’s performance measurement and recognition program for councils, districts, and units

local council - An administrative body and separate corporation chartered by the National Council to be responsible for Scouting in a designated geographic territory. Our BSA local council is Washington Crossing Council.

multiple registration – A person who serves as a registered adult leader in multiple units. Only one of those units needs to pay that person’s registration fees.

recharter – Use “renew a charter” rather than “recharter.” Acceptable only in reference to Internet Rechartering.

registrar – The local council staff member responsible for processing charters and member applications. Our local council registrar is Anna Marie Pepper.

Scout Executive - The chief executive officer of the local council responsible for the administration, financing, marketing, motivation, recruiting, and staffing required for successful council operations. Our local council’s Scout executive is Magne Gundersen.

unit –The entity that conducts Scouting for the chartered organization; it consists of registered youth members and registered adult volunteers. A unit may be a pack, troop, crew, ship, or lab. Its affairs are administered by the unit committee, which is appointed by the chartered organization.

unit account – Financial assets of the unit that are held by the local council to be used for expenses incurred by the unit with the local council such as registration fees and advancement items.

unit charter -- authorizes an organization to operate Scouting units (see “chartered organization”)

unit key 3 – The chartered organization representative, committee chair, and unit leader.

unit leader – The adult volunteer leader of a unit is a Cubmaster, Scoutmaster, Advisor, Skipper, or Lab Manager.

unit processor – The one person in the unit who is appointed by the committee chair to have access to the Internet Rechartering system and who coordinates with others in the unit to renew the charter for the unit.