



BOY SCOUTS OF AMERICA®  
BUCKEYE COUNCIL

*Real-World Career Experiences*  
**Exploring**®

**Charter Renewal ID #:**

**This is your unique ID and Access Code for use in the Internet Rechartering System**

# **Charter Renewal Handbook for Exploring Units 2018**

The purpose of this booklet is to provide information and resources to assist in the on-time renewal of Buckeye Council Exploring units.

**[www.buckeyecouncil.org/units/recharter](http://www.buckeyecouncil.org/units/recharter)**

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## *Key Contacts and Where to Go for Help*

<b>District</b>	<b>Communities Served</b>	<b>District Commissioner</b>	<b>District Professional</b>
<b>Hetuck</b>	The Hetuck District serves the following areas of Stark County: Belden Village, Beach City, Brewster, Canal Fulton, Canton, Canton South, East Canton, Hartville, Jackson, Louisville, Massillon, Navarre, North Canton, North Industry, Perry, Uniontown and Wilmot.	Greg Reichwein dyngar@att.net 330.697.3582	Sarah Biltz sarah.biltz@scouting.org 330.473.9872  Taylor Dowling taylor.dowling@scouting.org 330.933.9692



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## ***Council Commissioner Letter***

December 2018

Dear Scouters,

Thank you for your leadership and guidance of Scouting in the Buckeye Council, I appreciate and value your time, efforts, and involvement. Annually each Chartered Organization renews its charter with the Boy Scouts of America which assures that the Chartered Organization is using Scouting's programs – whether Pack, Troop, Team, Crew, Ship, or Post – to serve youth and that the unit roster is up to date. This annual renewal is called "RECHARTERING".

Your District Commissioner and District Executive are here to help you with this process. Their contact information is listed on the previous page, for reference.

Charters should be submitted online and the paperwork printed, signed and full fee payment attached, all of which is then submitted to your Unit Commissioner or District Executive by **Friday, February 15<sup>th</sup>**. Once this is complete, the registrar can renew your unit's charter in a timely manner. Furthermore your unit's on time renewal assists in your qualifying for Journey to Excellence status.

Here is a summary of the timeline for completing the charter renewal process:

**December** – Charter Renewal packets will be distributed at the district Roundtable. Units should begin collecting registration and Boys' Life fees from parents and leaders. The Committee Chair has the responsibility of managing the rechartering process for the unit and may assign other committee members to help oversee.

**December 14** – The online charter renewal system becomes available. For first time users, an online tutorial is available. The tutorial is available now at [www.buckeyecouncil.org](http://www.buckeyecouncil.org) by clicking on the "Internet Rechartering" link on the home page.

**February 15** – Deadline for units to turn in the charter renewal paperwork and fee payments to a unit commissioner or district Scouting professional.

Again, thank you for volunteering your time to serve youth in our area. The Buckeye Council has programs of the highest quality because of our dedicated leaders and volunteers. You make a difference!

Sincerely,

John Fehrenbach, Council Commissioner

cell: 330.705.5120

email: [jfehrenbach@neo.rr.com](mailto:jfehrenbach@neo.rr.com)

# 2018 Charter Renewal Changes and Highlights

1. **Youth Protection Validation:** Youth Protection Training must be up to date within the online recharter system for all adults in order for them to be selected and renewed. Leaders who are not current within the system records will not be able to be renewed. **Before starting the online recharter process, units must ensure all leaders YPT records are up to date.** Log in to my.scouting and view a YPT trained leader report to see which leaders have expired.

In 2017 a newly updated version of Youth Protection Training was rolled out with the requirement that all currently registered leaders complete the new course by 10/1/18. Any leaders on the unit charter who are not up to date with the new version of YPT before the unit processor begin the recharter process will not be eligible to be renewed.

2. **“On Time” Renewal:** Completed recharterers will have an earlier due date this year to be considered “on time” of 2/15/19.
3. **Error Free Packet Turn-in:** Charter packets will only be accepted for turn-in after a review by a Commissioner and/or a Professional for errors and completion of the “Pink Sheet” (last page of this packet). A packet cannot be accepted unless it includes:
  - Proper payment.
  - Unit Charter Renewal Report Package complete with signatures.
  - Required adult applications and information needed to process the charter
  - Youth Applications with parent and unit leader signatures as needed to process.
  - **Implication:**
    - Packets should be received and/or turned into Commissioners or District Professional on or before the turn in dates, Roundtables or in person at the council office. Questions can be answered and a plan developed to get issues fixed prior to turn in.
    - If a packet must be dropped off at Council Office, set an appointment with your District Professional first. Plan on spending 20-30 minutes to review the packet. If no appointment is made, you may not be allowed to turn in the packet to office staff.
    - Units will have fewer follow-up phone calls to fix issues after packets are turned in.
    - Following the plan and involving your Unit Commissioner will save units time and allow precious Friends of Scouting dollars to be spent serving youth rather than tracking down adult applications.

# ***Charter Renewal Instructions***

## **1. Read the Charter Renewal Instruction booklet.**

- Contact your Unit Commissioner as soon as you get the booklet to ask for help.
- Contact the District Commissioner listed on page 2.

## **2. Attend the Charter Renewal training at Dec Roundtable for your district.**

- Usually 2<sup>nd</sup> week of the Month.
- Contact District Commissioner for your district's specific additional info on location and time.
- Read the Rechartering Frequently Asked questions on page 7 in this packet.

## **3. Conduct a Charter Renewal Planning meeting as soon as possible but no later than Nov 1**

- Confirm the individual who is responsible for completing packet.
- Confirm the Unit Leader and Committee Chair will be filling out the Journey to Excellence form.
- Determine unit dues for 2019.
- Confirm unit leader roles for 2019. (See unit roster in packet for current names)
  - Executive Officer of Charter Organization\*
  - Committee Chair \*
  - Unit Leader: Post Advisor, Assistant Post Advisors
  - Committee Members
- Develop plan to ensure all registered leaders have been position trained for their new role.
- Set up a meeting in the first week of December to get the Executive Officer approval of unit leaders and to sign the Charter. All \* leaders above for 2019 should be in attendance including the Unit Commissioner.

## **4. Conduct a Unit Inventory before Jan 1<sup>st</sup>**

- Ensure all youth included on the Council Unit Roster match on the unit maintained roster for 2018 and 2019.
  - If new youth are found, turn in completed and signed youth applications to Council as soon as possible to ensure the youth have insurance.
  - Lapsed youth should be contacted to determine why they are not active and their plans for 2019.
- Identify and confirm all: Advisors
- Ensure all Adult and Youth contact information is correct, especially email.
- Begin collecting dues. Set the unit due date for no later than 1/31/18 to ensure you have time to complete the charter by the Council due date on Feb 15<sup>th</sup>

## **5. Prepare Payment to Buckeye Council**

- Fill out the charter Worksheet in the packet, which is the last page in the instruction booklet. (Pink sheet)
- The Registration information comes from the Internet Charter paperwork.
- The Insurance numbers must be added in next.
- Contact your Unit Treasurer to see if there is enough money in the units' checking account or in the units' UDA account, for the amount on the worksheet. (If not contact the Committee Chair immediately for next steps)
- When you have sufficient money in the account, have the unit treasurer write a check for the amount needed. Ensure all required signatures are on the check.

## **6. Get Signatures**

- At the meeting set up as mentioned in step 3, get the signatures of :
  - Executive Officer of the Charter Organization, on the front page of Charter packet.
    1. If the Executive Officer has changed from the previous year, cross off the incorrect name and legibly print in the name of the new person.

- 2. If the Charter Organization address has changed, cross off the old address and legibly print the new address.
  - Committee Chair will sign the bottom of the Direct Contact Leader Training Validation Report
  - Unit Leader – Cubmaster/Scoutmaster/Crew Advisor also on the front page
- New Adult applications must have 3 signatures; Charter Organization Representative signature, Committee Chair and the adult. The adult must also sign the disclosure/authorization form.

#### 7. Prepare the packet

- Charter Renewal Roster updated by hand and with signatures
- Charter Renewal Worksheet with check for proper amount attached.
- New youth and/or adult applications (if needed) The front page of the Charter Renewal Printout will list, as a minimum, the names of needed adults and youth applications.
- Check for errors to ensure Error Free turn-in

#### 8. Turn it in - There are multiple option to turn it in

- District Turn-in date and location to be announced by district. - Contact your District Executive. The packet will be reviewed for completeness and a discussion on Journey to Excellence achievement will happen at this time. Plan on 20 -30 minutes for the actual review
- District December Roundtable.
- If you cannot attend one of the above mentioned times, contact your Unit Commissioner or District Professional to schedule a mutually acceptable turn-in location and time.

Charter packets turned in after Feb 15<sup>th</sup> are LATE.

## ***Frequently Asked Questions***

- **Who can hold multiple positions in a unit?**

*Only the Executive Officer can hold more than one position in a unit. Registration fee and insurance is paid one time in this situation.*

- **Does a leader need a new application for each time they change their job responsibility in the unit or when they gain a new job responsibility in another unit?**

*Yes the unit submits a new application immediately when the change is made so that the leader receives communications appropriate to his/her position and so that there is a record that the chartered organization has approved the change. For example: when a change in a unit's top leadership positions occur, the unit should send in a new adult leader application(s) to record those changes immediately to the Buckeye Council. Don't wait until recharter time. However, **at recharter time only**, the position may be changed within a unit using Internet Rechartering without an application .*

*In the case of an adult changing units (or staying in one unit and adding another job responsibility in another unit), an adult leader application is **always** required. This counts as a new application and proof of current youth protection training must be attached to application in addition to the other 2 forms.*

*New applications are also needed for district and council related positions such as: Unit commissioners, District commissioner, or other office holder; Summer Camp Staff.*

- **Does a person pay for primary membership in each unit or just once for being in BSA?**

*A person is only required to pay once for BSA membership as an adult or youth. The unit through which the person pays BSA membership is called the "primary" membership. If an individual is 18-20 years old and is a*

*member of a troop as an adult and a youth in a crew this counts a two different memberships and needs to pay for both. All other, unpaid memberships are called "multiple" memberships.*

- **What if the member is multiple because they are paying in another unit?**

*Select the Update link to the left of his or her name. Select Member paid in another Unit radio button. Click Save.*

- **If a youth or adult has changed positions (or unit), can I simply transfer them or is a new application required?**

*A new application is required. Every unit is a separate organization in Scouts and members must be approved by that chartering unit. Even though a scout is transferring from a pack to a troop with the same chartering organization, a new application is required to get the parents signature and unit leaders.*

*If an individual is 18-20 years old and is a member of a troop as an adult and a youth in a crew this counts a two different memberships and needs to pay for both.*

- **When a youth reaches adult age, can the youth be moved to adult area without having to delete and reenter data?**

*Yes. A signed and completed adult application will be required with proof of Youth Protection training. If a unit has loaded the council information and has a youth member who is 21 for Exploring and cannot be renewed as a youth member, then that member may be "promoted" in the Promote screens. This will save re-entering the data. The roster will then display that person as an adult. Note you must ensure the individual's SSN is listed on the application so that council can enter the info when the charter is being processed.*

*An alternate solution is for the unit to submit the adult application for the new leader prior to charter renewal (the loading of the roster) so that the council can make the change. Then the roster will display that person as an adult without further effort on the unit's part.*

- **What if I have made so many errors during the rechartering process can I start over?**

*Keep pressing forward with the paper copy you have, if you feel it has to many errors contact your district professional for a new copy.*

- **There are some members of my current unit who are not appearing on the Roster for Renewal page. Why not?**

*There are a couple of likely explanations: The member was entered after we printed the renewal paperwork --OR--*

*The member was never entered into Council records.*

*Either way, the Renewal Processor should enter the member as a new participant.*

- **Why isn't the insurance fee included on the rechartering document?**

*Insurance fees are not uniform across the country as each council negotiates their own rates and how they get collected. The Internet Recharter system is a national BSA system and is unable to calculate it for each of 500+ councils in the US.*

- **What positions are required to be filled in a unit?**

*All units must have at least the following positions filled:*

- **Chartered Organization Executive Officer (Institution Head is the previous description of role).**  
*Must be the SAME on all units sponsored by one charter organization.  
Any changes in the Executive Officer should be updated in the recharter file. SSN is not required for the Executive Officer.*
- **Committee Chairman**
- **2 Members of Committee** (ScoutParent Coordinator position can be the second member of committee)
- **Unit Leader: Post Advisor**