



BOY SCOUTS OF AMERICA®  
BUCKEYE COUNCIL

**Charter Renewal ID #:**

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

# **Charter Renewal Handbook 2018**

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

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

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

District	Communities Served	District Commissioner	District Professional
<b>Killbuck</b>	Wayne and Holmes Counties, including the following areas: Applecreek, Berlin, Dalton, Fredericksburg, Glenmont, Holmsville, Kidron, Killbuck, Moreland, Marshallville, Millersburg, Nashville, Orrville, Shreve, Smithville and Wooster.	Lauren Playl autumn1@embarqmail.com 330.317.1038	Brooke Johnson brooke.johnson@scouting.org 330.362.2233
<b>Sandy Beaver</b>	The Sandy Beaver District serves Columbiana County and Eastern Stark County, including the following communities: Alliance, Calcutta, Chester, Columbiana, Damascus, East Liverpool, East Palestine, Franklin Square, Georgetown, Glenmoor, Hanoverton, Harrisburg, Homeworth, Leetonia, Limaville, Lisbon, Marlboro, Minerva, New Garden, New Waterford, Newell WV, Paris, Robertsville, Rogers, Salem, Salineville, Washingtonville and Wellsville.	N/A	Chris Hyde christopher.hyde@scouting.org 330.904.2823



## ***Council Commissioner Letter***

November 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, January 11<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 and can earn ***your unit free rank advancement for one year!***

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

**November** – 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.

**November 9** – 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.

**January 11** – 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. Electronic Authorization:** New last year, electronic authorization continues to be available for the chartered organization representative. If the unit chooses this option, there will be no more signatures to obtain on the physical rechartering paperwork.
- 3. Online Payment Option:** Also continuing from last year, units can elect to pay online by credit card. Note: Paying by credit card will only be available through the online option. Fees paid at the Council Service Center will **ONLY** be accepted by Cash/Check or debit from the Unit's account held at the office.
- 4. Accident and Sickness Insurance Fee Now Included in online calculation of fees due:** No need for a separate calculation to be done. The online system will tell you the exact fees that are due.
- 5. Incentive for "On Time" Renewal:** Completed recharterers will have an early due date similar to last year to be considered "on time" of 1/11/19. All units who submit an Error Free packet to their commissioner or professional by that date will receive free rank advancement for their entire unit for 1 year! (Rank Badges Only)
- 6. 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 Youth and Adult applications and information as needed to process the charter.
  - Completed Youth Protection Training by all adult leaders.
  - **Implication:**
    - Packets should be received and/or turned into Commissioners or District Professional on or before the turn in dates, Roundtables, or at a scheduled appointment. 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.

# 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.
- If you do not know who your Unit Commissioner is, contact the District Commissioner listed on page 2.

## 2. Attend the Charter Renewal training at Nov 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.
- Go to the tutorial on the web to ensure you know how to navigate within the software.  
<https://scoutnet.scouting.org/ucrs/help/tutorial/main.html> Do this as soon as possible.
- Read the Internet 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 Dec 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\*
  - Charter Organization Representative\*
  - Committee Chair \*
  - Unit Leader: Cubmaster, Scoutmaster, Team Coach, Crew Advisor\*
  - Committee Members
- Develop plan to ensure all registered leaders have current Youth Protection Training up to date in my.scouting. NOTE: The online recharter system will not let leaders be renewed whose YPT records are expired. **Submitting a certificate with the charter will not correct the issue this year, as the system requires each leaders record to be current before moving to the next step.**
- Set up a meeting in the first week of December to get the Executive Officer or Chartered Organization Representative 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 Dec 1st

- 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 and get advancement credit as earned.
  - Lapsed youth should be contacted to determine why they are not active and their plans for 2019.
- Identify and confirm all 2019 leadership roles are filled.
- Ensure all Adult and Youth contact information is correct, especially email.
- Determine adult and youth that are in multiple units and ensure primary position is known to avoid double payment.
- Begin collecting dues. Set the unit due date for no later than 12/31/18 to ensure you have time to complete the charter by the Council due date on Jan 11<sup>th</sup>

## 5. Update Online Charter with New Unit data (Start on 11/9/18)

- On the front page of this packet there will be a sticker with an access code. You will need the code to do Online Charter Renewal.
- Go to: [www.buckeyecouncil.org](http://www.buckeyecouncil.org) and click the Internet Rechartering link or login into my.scouting and select internet rechartering.
- Login to the system as a **new user**, even if your were the Recharter Processor last year. Use the access code that is on the Unit Roster.

- Enter the 4 digit unit number.
- The software will walk you through step by step. In the interest of saving paper, we will not rewrite the steps here. If you have questions during this process, you can always exit the program and come back later. Log in as a "Returning User" in order to keep the system moving smoothly.
- The system will ask whether to UPLOAD data from approved unit management software like Packmaster and ScoutTrack or DOWNLOAD info from Scoutnet. The answer to the question can make a huge difference in the amount of work that you will need to do. Here are key factors to consider;
  - If the printed unit roster is missing a lot of youth that are in your unit software, BUT you do not have proof that all adults on the printed roster have current youth protection training. then DOWNLOAD the roster.
  - If the printed Unit Roster has more accurate data for the individuals than those that are in your unit software, then DOWNLOAD.
  - If printed Unit Roster has the complete names for individuals in the unit instead of nicknames that are in your unit software, DOWNLOAD. If you upload your unit software, the system will think you have different individuals and it will force you to make unnecessary changes.
  - If the printed unit roster is missing a lot of youth that are in your unit software, AND you have proof that ALL adults on the printed roster have current youth protection training and your unit software has the exact matching names as printed unit roster for all current members then UPLOAD the roster. This is the ONLY time it might be advantageous to upload.
- When you think you are complete, print out a draft copy to review with the Committee Chair and Unit Leader. The key points you are looking for are:
  - Correct adults in key leadership positions
  - All youth that are part of the unit are on the roster and those not returning are removed.
- Sign back into my.scouting, go to Internet Rechartering, and log in as a **returning user**.
- Make the changes that were requested by Committee Chair and Unit Leader. When you have completed the process – "SUBMIT" the charter. This locks in the names and roles.
- Print out 2 copies of the final Charter Renewal. This will allow you to keep a copy in case something happens to original. These are the copies that the Executive Officer and Unit Leader must sign. The sheet that lists the Charter Organization name will have places for two signatures.
- Save the charter as a .pdf adobe file. Select a name and save this file just in case the hard copies gets lost, you will not have to go back into the system to reprint it again.
- You may log out of the system as you are done for this year. No more changes can be made in the online system without major work. (If you need to make additional changes the entire process will need to be reset and started from scratch. Please contact your District Professional to determine the best next steps)

## 6. Prepare Payment to Buckeye Council

- Fill out the charter Worksheet in the packet, which is the last page in the instruction booklet. (Pink sheet)
- 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 or select the online payment option. Ensure all required signatures are on the check.

## 7. 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.
  - Unit Leader – Cubmaster/Scoutmaster/Crew Advisor also on the front page

- NOTE: If selecting electronic authorization – follow the instructions with the renewal system to have the Chartered Organization Representative log in and authorize. This eliminates the need for physical signature on the renewal paperwork.
- 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.

#### 8. Prepare the packet

- Charter Renewal Printout with signatures
- Charter Renewal Worksheet with check for proper amount attached or receipt of online payment.
- 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

#### 9. 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 Jan 11<sup>th</sup> are LATE. This means no free rank advancement.

## *Frequently Asked Questions*

### • **How does electronic authorization work?**

*Before final submittal of the unit renewal, the renewal processor will give the chartered organization representative (or institutional head) the opportunity to review and approve the renewal on behalf of the chartered organization. If this is done, the approval will appear on the Unit Renewal Application and for the council in Internet Rechartering Administration. Instructions will be provided in an online FAQ linked to Internet Rechartering.*

### • **What is the difference between the buttons First Time User and Returning User?**

***First-Time User** takes the user through the Renewal Processor registration process. This is the choice users should make if they haven't previously registered themselves as the Internet Rechartering Renewal Processor for this unit.*

***Returning User** takes the user to the Log In page. This is the choice users should make if they have already registered themselves as the Renewal Processor for this unit and already have a password.*

### • **I am the Renewal Processor for another unit. Should I choose First-Time User or Returning User?**

*You should choose First Time User for every unit for which they are the Renewal Processor. That is because they are both registering themselves and the unit for Internet Rechartering. For example, Bob is the Renewal Processor for a pack and a troop. Registering for the pack does not register the troop in any way. Bob will still have to go through the First-Time User link to register the unit and himself as the Renewal Processor.*

### • **I was the Renewal Processor last year. Should I choose First-Time User or Returning User?**

Every year each Renewal Processor and each unit will have to reregister to use Internet Rechartering. So even last year's Renewal Processor will have to go through the First-Time User link and reregister.

- **I think I have entered everything correctly to log in, but Internet Rechartering is telling me that these three pieces of information do not match a valid unit. Why?**

Make sure that the unit is using its actual unit numbers. Some units will refer to themselves as "Unit 71," while the council has them registered as Unit 9071. Be sure the Renewal Processor is using the full four-digit unit number that appears on the copy of the unit roster. The correct 4 digit unit number can be found on the label on the cover of this guide along with your access code.

- **I lost my access code/password. What can I do?** Contact your District Professional

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

Only the Chartered Organization Representative (COR) or the Executive Officer can hold more than one position in a unit. Registration fee and insurance is paid one time in this situation.

- **Why does the Charter Organization Representative have to be the same for all units in the same Charter Organization?**

In the case of a chartering organization holding the charter for more than one unit, for example (a church could potentially charter a pack, team, troop and crew), the charter organization representative (COR) must be the same for all units held by that chartering organization. This is a National BSA standard that is designed to ensure the Scouting programs at a single Charter Organization work together to promote Scouting and to have the best possible program for the youth.

- **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 as two different memberships and the member needs to pay for both. All other, unpaid memberships are called "multiple" memberships.

- **How do I indicate a member holds multiple positions?**

There is only one individual that can be in 2 different "official" roles in a unit. That person is the chartered organization Rep. . If the COR holds two positions in one unit, Internet Rechartering dynamically takes care of this scenario. The Fee Summary will only charge that adult one time. All other individuals can only be in one role in a unit. They may have multiple jobs in the unit, but can only be registered as one primary.



- 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 the member 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 18 (or 21 for Venturing) 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 (SA, VA, or NA [Venturing associate advisor]). 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 happens if I discover I don't have some information I need to complete the recharter?**  
*You may continue to enter the information you do have. You may close out and it will save the information you have entered. Make notes of what you need, then go get it. When you have more information, you can go back to the appropriate pages and enter the new information. You may stop and start as often as you need, as long as you log in as a returning user.*
- What if I have made so many errors during the rechartering process can I start over?**  
*Yes as long as you have not submitted to Council. Contact your District Professional. They will work with council staff to have the system reset so you can start fresh. This does not change the deadline of Jan 11<sup>th</sup>.*
- What happens if there is a change after I have submitted and printed out the recharter form?**  
*No more changes can be made in the online system without major work. (If you need to make additional changes in the online system the entire process will need to be reset and started from scratch. Please contact your District Professional to determine the best next steps)  
Small minor changes only can be made manually on the printed recharter form. Examples include, misspelled name or address or wrong telephone number. Non top Unit leadership roles and positions may be changed if the Executive Officer initials next to the change when they are signing the charter. Top unit leader roles will need an application. New Youth applications should just be added to the packet and paid for using the Charter Worksheet. Ensure any changes that impact membership fees are reflected in the charter Worksheet and paid for. Write the name(s) of any new member(s) in the appropriate "new member" (adult or youth) list printed out by Internet Rechartering.*
- If it is necessary to add a new youth/adult after Internet Rechartering has been "submitted to Council", how is the information added and how are fees handled?**  
*For a new youth/adult, an application must be obtained. Write the individuals name on the charter in the new youth or new adult sections and include appropriate fees. Note that, if you have turned in the signed charter, submit the applications and fees to the council service center as you normally do.*

- **Are we allowed to make changes via Internet Rechartering throughout the year as new youth/adults are added or removed?**

*No, the Internet Rechartering process is just for the annual renewal. Submission of the new youth and adult applications to the council service center will keep the charter information current. New printouts may be obtained via Internet Advancement by unit leaders whenever they log on. It may also be requested thru your Commissioner staff to your District Professional.*

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

*There are a couple of likely explanations: The member was entered after the Internet Rechartering data was downloaded from Council records to Internet Rechartering for this unit.*

*--OR--*

*The member was never entered into Council records.*

*Either way, the Renewal Processor should enter the member as a new participant. An adult application will need to be submitted for the member along with the recharter paperwork.*

- **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.*
- **Chartered Organization Representative. (COR)**  
*Must be the SAME for all units sponsored by one charter organization. The chartered organization representative is the only position that can be a multiple within a charter; they can be a committee chairman or member of committee only.*
- **Committee Chairman**
- **2 Members of Committee** *(ScoutParent Coordinator position can be the second member of committee)*
- **Unit Leader:** *Cubmaster, Scoutmaster, Varsity Coach, or Crew Advisor*

*Cub Scout Packs must also have:*

- **At least one Den Leader**
- **There must be an, over 18 year old, Adult Partner for each Lion Cub and each Tiger Cub.** *If this person is not living at the same address or is not the parent of the Scout they must complete an adult application. If the adult partner wants to be a leader they must complete an adult application.*

- **How do I indicate that one of the Lion/Tiger parents is also the Lion/Tiger Den Leader?**

*For the adult in question, choose Lion/Tiger Adult for the primary role, then Lion/Tiger Den Leader as the secondary role*

- **Is the Executive Officer required to take YPT, submit a BSA application, or pay a fee?**

*No.*

- **Is the COR required to take YPT, submit a BSA application, or pay a fee?**

*Yes, to all three of these. However, the COR must only pay the fee once. If the Chartered Organization has more than one unit, the COR is listed as a multiple on the other charters. Also, the COR only submits one application, not one for each of the units at the Chartered Organization.*