



BOY SCOUTS
OF AMERICA®

CHATTAHOOCHEE COUNCIL

Unit Charter Renewal Handbook 2019

Prepared. For Life.

Table of Contents

LETTER FROM THE COMMISSIONER	1
GETTING READY	2
SIX STEPS TO RECHARTER	3
RECHARTER TURN-IN	4
WHAT TO BRING TO RECHARTER TURN-IN	5
BOYS' LIFE	5
ADULT POSITIONS.....	6
ADULT POSITION CODES	7
YOUTH PROTECTION TRAINING	8
COMMON PROBLEMS	8
ERRORS.....	9
GLOSSARY	9

Letter from the Commissioner

Dear Unit Leader,

Each year all units must complete the annual charter process commonly known as rechartering. This process renews the charter agreement with your sponsoring organization and registers the adult and youth membership with the BSA for the next Scouting year. This is a very important process that must be completed in a timely manner. A completed charter is required for your unit to provide the BSA Scouting program. Additionally, the charter provides the members of your unit with insurance and liability coverage.

Each year we continue to make improvements to the recharter process based on your feedback. This year the charter packages are completely electronic. The unit leader, committee chairman and charter organization representative were sent an email with the electronic charter package. The electronic charter package contains the same information you would have received in a printed package. The electronic charter package allows us to provide the charter package to your unit much earlier and saves an immense amount of time and cost preparing and distributing paper charters. If you misplace the email, you can find all the charter information on the rechartering web site: <http://www.chattahoochee-bsa.org/Commissioners>

This year all unit charters expire on 12/31/2018. December is a busy month for everyone. On Monday October 1, 2018 the Key Three of every unit with a valid email in my.scouting will receive an email from Elizabeth Tice with your 2019 Recharter Access Code. To avoid a last-minute rush please plan to complete and submit your charter at your October, November or December Roundtables. All charters must be submitted no later than Saturday, December 8th. This is necessary to allow enough time for your charter to be processed prior to its expiration on December 31st. Units that do not submit their charter by Saturday, December 8th risk having their charter expire, which in some cases requires that the unit complete new unit paperwork – all of this is additional work that we all want to avoid.

If you have any charter or Scouting questions you can contact your unit commissioner.

Yours in Scouting,

Jennifer Abbey
Council Commissioner

Getting Ready

Before you begin Online Rechartering

- 1) Identify your Unit or District Commissioner.
- 2) Become aware of Due Dates.
- 3) Review your roster.
 - a. Verify members who are reregistering with your unit.
 - b. Confirm that you have at least 5 youth who are **primaried** with your unit.
 - c. Identify members who are multiples, where they are primaried, and which unit is paying the fee.
 - d. Identify Charter Organization Representative and confirm that they match between units under the same Charter Organization.
- 4) Confirm that all registered leaders have up-to-date Youth Protection Training for the entirety of 2019.
- 5) Identify your Unit Commissioner. They can be an invaluable resource when questions arise during the rechartering process.
- 6) Internet Rechartering starts fresh at the start of every charter year. Locate your new online registration Access Code and [log in here](#) as a **“First Time User.”**

Six Steps to Recharter

- 1) Annual Charter Agreement
 - a. The Annual Agreement must be signed by the Institutional Head (Executive Officer) on the Charter Organization Line and
 - b. Signed by the Charter Organization Representative (COR)
- 2) Unit Charter Renewal Report Package
 - a. Signed by the IH (Executive Officer)
 - b. Signed by the Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, or Skipper)
- 3) Completed Adult Applications for every new adult leader
 - a. Signed by the IH or COR
 - b. Signed by the applicant
 - c. Include Social Security Number, DOB, Three References, and Two Statements initialed.
 - d. Completed Background Check Authorization form
 - e. Copy of Youth Protection Training (YPT) certificate
 - f. Use the new 2018 Youth and Adult Applications
- 4) Completed Youth Application for every new youth

Note: All Troop crossovers from Cub Scouts need to complete a new youth application.
Venturing Participants 18 or older need to have a completed adult application, Completed Background Check Authorization form, and YPT certificate.

 - a. Signed by the Unit Leader
 - b. Signed by parent/guardian
- 5) Completed 2018 Journey to Excellence (JTE) award application
 - a. Signed by Unit Leader
 - b. Signed by Unit Commissioner
- 6) Payment of Registration and Boys' Life fees for adults and youth
- 7) **DO NOT PAY ONLINE.** Submit payment to the Council Office.

Charter Turn-in Locations

First Chance Charter Turn In: October Roundtables
Second Chance Charter Turn In: November Roundtables
Third Chance Charter Turn In: December Roundtables

*Last Chance Charter Turn In:
Saturday, December 8, 2018

What to Bring to Recharter Turn-In

- 1) The printed Unit Charter Renewal Report Package with the Institutional Head and Unit Leader signatures. **“Draft” printouts will not be accepted.**
- 2) Properly completed adult applications. Completed Background Check Authorization form and Youth Protection Training Certificates for each new Adult Leader.
- 3) Properly completed youth applications for every new youth signed by a unit leader and parent.
- 4) Annual Charter Agreement signed by the Executive Officer and the Charter Organization Representative.
- 5) If you have leaders that are not completed the new Youth Protection Training, please submit a copy of their new Youth Protection Certificate with your Recharter paperwork.
- 6) Optional Boys’ Life fees for adults and youth. (\$12.96 per person)
- 7) Completed 2018 Journey to Excellence award application signed by Unit leader and Unit Commissioner
- 8) Registration fees for youth and adults (\$33 per person)
- 9) Annual Unit Liability Insurance Fee (\$40)
 - a. This fee is submitted with the unit’s application and helps defray the expenses of the general liability insurance program.
- 10) Submit your payment. Do not pay online.

Boys’ Life

Boys’ Life is available to all registered youth and adults at a special membership rate when submitted to the national office through the local council, \$1.08 a month. Subscriptions for the upcoming year are done through the recharter process. The unit will indicate which youth have elected to receive a Boys’ Life subscription.

Subscriptions are related to the charter year and the first copy may arrive later than expected, especially if the charter application was filed late.

Adults in registered paid positions receive Scouting Magazine. An adult will only receive Scouting magazine from the unit where they are primary, if they have multiple registrations.

Adult Positions

Each unit is required to have:

- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC)
- One Unit Leader
 - o Cubmaster (CM)
 - o Scoutmaster (SM)
 - o Crew Advisor (NL)
 - o Skipper (SK)
- A Pack must also have at least one Den Leader
- If a Pack has Tiger Cubs, there must be a Tiger Cub Adult Partner (AP) for each Tiger Cub.
- Also, if a Pack has Lions, there must be a Lion Adult Partner (LP) for each Lion.

The Chartered Organization Representative (CR) and the Institutional Head (IH) are the **only** adults allowed to hold two positions in the **same unit**. The CR may only multiple as a Committee Chair (CC) or a Committee Member (MC) or a New Member Coordinator (NM). The Institutional Head (IH) may multiple as a Chartered Organization Representative (CR), who may be a Committee Chair (CC) and/or a Committee Member (MC) or a New Member Coordinator (NM). The Institutional Head may also multiple as any other required position but may not be the Committee Chair in that instance.

Importantly, if your unit shares a Charter Organization with another unit, your Charter Organization Representatives MUST be the same person. If your Charter Organization sponsors more than one unit, then the Charter Organization Representative must be the same across all units.

Adult Position Codes

Each adult position has a corresponding code used on the adult application

POSITION DESCRIPTION	POSITION CODE	Cub Scouts	Boy Scouts	Venturing/ Ships
Assistant Cubmaster	CA	√		
Assistant Den Leader	DA	√		
Assistant Scoutmaster	SA		√	
Assistant Webelos Den Leader	WA	√		
Charter Organization Representative	CR	√	√	√
Committee Chair	CC	√	√	√
Committee Member	MC	√	√	√
Crew Advisor	NL			√
Crew Associate Advisor	NA			√
Cubmaster	CM	√		
Den Leader	DL	√		
Institutional Head	IH	√	√	√
Lion Guide	LG	√		
Lion Adult Partner	LP	√		
Mate	MT			√
New Member Coordinator	NM	√	√	√
Pack Trainer	PT	√		
Scoutmaster	SM		√	
Skipper	SK			√
Tiger Cub Adult Partner	AP	√		
Tiger Cub Den Leader	TL	√		
Unit College Scouter Reserve	92U		√	√
Unit Scouter Reserve	91U		√	√
Venturing Participant (over 18)	VP			√
Webelos Den Leader	WL	√		

Youth Protection Training

Youth safety is our number one priority. We are not able to process a charter with an adult who does not have a current Youth Protection Training Certificate. The Chattahoochee Council asks that every adult have a valid Youth Protection Training certificate for the full charter year.

Training reports can be pulled through the Training Manager on My.Scouting.org.

Training can be done individually online through My.Scouting.org. Please make sure you include a copy of the certificate with the recharter packet. It can also be done at a unit meeting by watching the Youth Protection Training video, and having a unit leader submit their name to the council, certifying that the individual(s) have completed the training.

Common Problems

1. Forgetting about the 9-digit ACCESS CODE for Internet Rechartering that was sent to the Unit's Key-3. If you cannot find it, contact your Unit Commissioner, your District Executive, or the Council Office.
2. Not selecting "First Time User" when performing the initial log-in each recharter year on the Internet Recharter website.
3. Adult Leaders without Youth Protection Training. Adult leaders are required to have up to date training to remain on the Unit Charter.
4. Not proofreading. Before submitting the Charter, print a draft copy and review it. Make sure that all unit members are present and that no one has been accidentally dropped.
5. Missing and incomplete applications. All new members must have completed applications included with the Charter. All required fields must be completed.
6. Multiples. A member who is registered in more than one unit must be listed as such. Members who are registered with more than one unit do not have to pay a registration fee for every unit they are with.
7. Multiple positions. Only the CR and IH can hold multiple positions within a unit.
8. Signatures. Check to make sure that the correct individuals have signed the charter.
9. Missing or incorrect payment.

Errors

In the event that your Charter is accepted by the Council with errors, we will attempt to process the Charter if possible. We will remove any individual whose issue might be preventing the charter from processing and hold them aside with their registration fee. We will attempt to contact the Unit leaders and the individual to correct the issue and add them back to the charter. If we cannot correct the individual's issue within 30 days, we will return the application in the mail and refund any fees to the Unit Account.

Glossary

Charter Organization – The Boy Scouts of America issues Charters to organizations allowing them to create a Unit.

Institutional Head – (IH) The leader of the Charter Organization. Also known as an Executive Officer.

Charter Organization Representative – (CR) The chartered organization representative's primary responsibilities are to help units to be successful and to provide coordination between the chartered organization and Scouting.

Primaried – The Unit where an individual who is “Multiplied” pays his registration fees.

Multiple – An individual who registers with more than one Unit, or in more than one position within a unit.

YPT – Youth Protection Training

Executive Officer – See Institutional Head

JTE – Journey to Excellence. The self-graded metric that allows units to examine how they are operating year after year.

Commissioner – The friend to the unit. These District level volunteers are there for you. They represent the units to council and can provide guidance to the units.

District Executive – These professional scouters help units by providing resources in membership, training, and program.