



BOY SCOUTS  
OF AMERICA®

CHATTAHOOCHEE COUNCIL

## **2020 Unit Recharter Handbook**

Prepared. For Life.

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# **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 again the charter packages are completely electronic. The electronic charter package contains the same information you would have received in a printed package. It also 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.

On Wednesday, October 2, 2019, the Key Three of every unit with a valid email in [My.Scouting.org](http://My.Scouting.org) received an email from Priscilla Cruz with the electronic charter package and the 2020 Recharter Access Code. If you misplace the email, you can find all the charter information on the [Chattahoochee Council webpage](#).

This year all unit charters expire on December 31, 2019. December is a busy month for everyone. 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 7<sup>th</sup>. This is necessary to allow enough time for your charter to be processed prior to its expiration on December 31<sup>st</sup>. Units that do not submit their charter by Saturday, December 7<sup>th</sup> 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,

Lora Taft  
Council Commissioner

## **Getting Ready**

Before you begin Online Rechartering

- 1) Identify your Unit or Recharter Commissioner. They can be an invaluable resource when questions arise during the rechartering process
- 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 Representatives 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 (YPT) for the entirety of 2020. Refer to the section below for questions regarding YPT.
- 5) 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." It has been found that Google Chrome is the most compatible browser to use in accessing the Internet Rechartering system.

## **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](http://My.Scouting.org).

Training can be done individually online through [My.Scouting.org](http://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.

## **Six Steps to Recharter**

- 1) Printed **Unit Charter Renewal Report Package** (not summary E-Z format)
  - a. Signed by the IH (Executive Officer) and
  - b. Signed by the Unit Leader (Cubmaster, Scoutmaster, or Crew Advisor)
- 2) **Annual Unit Charter Agreement**
  - a. Signed by the Institutional Head (Executive Officer) on the chartered organization line and
  - b. Signed by the Charter Organization Representative (CR) on the appropriate line
- 3) **Adult Applications** for every new adult leader
  - a. Signed by the IH or CR
  - b. Signed by the applicant
  - c. Include Social Security Number, DOB, Three References, and Two Statements initialed
  - d. Copy of Youth Protection Training (YPT) certificate (if renewed for recharter)
  - e. Completed Additional Disclosures & Background Check Authorization Form (applies to all new and returning adult leadership positions)
  - f. Use the new 2019 Youth and Adult Applications
- 4) **Youth Application** for every new youth (to include any crossovers/transfers)

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 Criminal Background Check Authorization form, and YPT certificate.

  - a. Signed by the Unit Leader and
  - b. Signed by parent/guardian
- 5) **2019 Journey to Excellence (JTE) award application**
  - a. Signed by Unit Leader and
  - b. Signed by Unit Commissioner
- 6) **Payment** of Registration and Boys' Life fees for adults and youth. Refer to the section below for questions regarding Boys' Life.

**\*DO NOT PAY ONLINE.** Submit payment to the Council Office.

## **Boys' Life (Scout 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 primaried, if they have multiple registrations.

## Recharter Turn-in Locations

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

\*Last Chance Charter Turn In on Saturday, December 7, 2019  
from 10AM to 12PM at the following locations:

- George and Jo Jeter Service Center
- Auburn (location TBD)
- Pine Mountain (location TBD)

Email [priscilla.cruz@scouting.org](mailto:priscilla.cruz@scouting.org) to schedule an appointment  
at one of the last chance turn in locations.

## What to Bring to Recharter Turn-In

- 1) The printed Unit Charter Renewal Report Package with the Institutional Head and Unit Leader signatures. **Summary E-Z format will not be accepted.**
- 2) Annual Unit Charter Agreement signed by the Executive Officer and the Charter Organization Representative.
- 3) Properly completed adult applications.
  - a. A copy of the Youth Protection Training Certificate must be submitted with each new adult leader application and your Recharter paperwork.
  - b. All adult leaders, both new and returning, must have a completed Additional Disclosures & Background Check Authorization Form.
- 4) Properly completed youth applications for every new youth, signed by a Unit Leader and parent / guardian.
- 5) Completed 2019 Journey to Excellence award application signed by Unit Leader and Unit Commissioner.
- 6) Optional Boys' Life fees for adults and youth (\$12.96 per person per year).
- 7) Registration Fees for youth and adults (new registration fee release late October 2019).
- 8) 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.
- 9) Form of payment: check, cash, or credit card to the Council Office. **Do NOT pay online.**

## Adult Positions

Each unit is required to have:

- Five youth who are “primaried” with that unit
- One Executive Officer (Institutional Head (IH))
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC)
  - o New Member Coordinators (NM) also count towards the Committee Member requirement.
- One Unit Leader
  - o Cubmaster (CM)
  - o Scoutmaster (SM)
  - o Crew Advisor (NL)
  - o Post Advisor (EA)
- A Pack must also have at least one Den Leader (DL)
- If a Pack has Tiger Cubs, there must be a Tiger Cub Adult Partner (AP) for each Tiger Cub.
- 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 within 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 (CC) 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

<b>POSITION DESCRIPTION</b>	<b>POSITION CODE</b>	<b>Cub Scouts</b>	<b>Boy Scouts</b>	<b>Venturing/ Ships</b>
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	√		
New Member Coordinator	NM	√	√	√
Pack Trainer	PT	√		
Scoutmaster	SM		√	
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	√		



## **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, [District Commissioner](#), [District Executive](#), or the Council Office.
2. Not selecting "First Time User" when performing the initial log-in 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 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.