# Recharter 2017
### Recharter Day is November 19th, 2016

## Highlights For 2017

- **Internet Re-chartering** is available on **my.scouting.org** and can be found under **Legacy Web Tools**.
- **PA Mandated Background Checks** – all registered adults need them. For more information, see cccbsa.org/PABackgroundChecks.
- **BSA Training Updates** – New training programs are being rolled out via **my.scouting.org**. Once logged in (using the same username and password for the 'legacy site', myscouting.org, click on **Home**, then **My Dashboard** to get to **My Training**, BSA's new training center. Go to www.scouting.org/Training to learn more.

My.Scouting™ Tools is best experienced using the latest version of Google Chrome or Mozilla Firefox. The site also works with the latest version of Safari and Internet Explorer (v11).

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### BE "ON TIME - ERROR FREE" – and earn **$10 off of Summer Camp**!
This is an "ON TIME" incentive for you to submit (by 11/19) and correct any charter errors (by 12/10). See flyer in your packet for more info.
The most frequent errors are missing funds, missing training,
youth member and adult leader applications.

Questions or roadblocks?  **Email us at recharter@cccbsa.org and you will get an answer. THANK YOU** in advance for double-checking your work and working ahead of deadlines!

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## Internet Re-chartering

Internet Re-chartering is found via **my.scouting.org**: Log in with your my.scouting username and password, click on **Home**, then select **Legacy Web Tools,** then **Internet Rechartering.**

This web-based system provided by the BSA National Council helps you update your unit's roster to correct errors for existing members, add new members, and remove members who are no longer in your unit. **IR will become available on November 1st, 2016.** The supported browsers for the IR application *now include Chrome, Firefox, and Internet Explorer 9, 10, and 11.*

## Internet Re-chartering Access Code
The access code required to use internet rechartering is on a label on the front of your recharter packet. The access code changes every year - do not use last year's code because it will attempt (and fail) to access last year's information. **REMEMBER: YOU ARE A "FIRST TIME USER" WHEN YOU BEGIN YOUR FIRST SESSION FOR EACH UNIT EVERY YEAR!**

## Recharter Help
Our district commissioner teams are your first point of contact if you need help. If we don't already know the answer to your question, we will help find it. OR, use our recharter hotline email! Email us at recharter@cccbsa.org and one of our re-charter team members will respond quickly.

**Questions? Email us at recharter@cccbsa.org for a quick response.**

# RECHARTER FAQs

**What is a unit?** A unit is a Pack, Troop, Crew, Ship or Post. Units in our area operate under the **Chester County Council (CCCBSA)**, the local operating arm of the Boy Scouts of America (BSA). The council assigns each unit to a **district**, a geographic part of our council. A unit always has a **unit leader** who is responsible for seeing that a program is delivered to the youth members. The Unit Leader has a title like **Advisor, Cubmaster, Scoutmaster or Skipper.** A unit has at least three adults who serve as the **unit committee** that supports the Unit Leader.

**What is recharter?** BSA issues a charter through the local council to a Chartered Organization, like the Church or other organization that owns your unit. This charter authorizes the organization to run a BSA program to serve youth in its community. For example, a Cub Scout Pack uses Cub Scouting to serve boys in the first through fifth grades. BSA requires that the charter be renewed annually to continue using the program. We call that annual renewal "recharter".

**What else happens during recharter?** In addition to renewing the unit charter, recharter time is when all youth and adult members (leaders) renew their membership in BSA. Your unit should also complete the application for the Journey to Excellence Award.

**What is the process?**

**OCTOBER**

- If you have any unregistered youth or leaders, please **submit their applications** to the council before loading the roster. This will save you time and typing.
- Your committee chair appoints a **recharter processor.** The processor should review the online **tutorial** or **help** links that are located on the home page of IA.
- **Inventory your members, review your leader training records, collect clearances or waivers, and fees.** Collect BSA registration fee, Boys Life subscription fee, and council insurance fee from each member that will be continuing membership. The unit's treasurer or another leader may do the actual collection, but you must know who is renewing and any changes to their personal data (address, phone #, etc.) and, for adults, Scouting position. Involve the Unit Leader and Committee in determining the status of those who do not respond about renewing. Get complete, new applications, including all required parts and signatures, for any new youth or adult members.
- **All adult leaders need to have taken or renewed Youth Protection Training (YPT) during 2016.** This course is available online at **my.scouting.org –** Login, click on **Home**, go to **My Dashboard**, then **My Training**. **Each UNIT LEADER who has direct contact with youth and your CC also must have completed position specific BSA training.**

**NOVEMBER 1st – Online Recharter Process Opens**

**Stage 1 - Load the roster.** The paper roster in your re-charter packet is for reference only. Click on 'Load Council Information' in order to import a current roster from BSA's registration system after you first access the system. Internet Recharter will record any changes you make, such as corrections, added or deleted members. At the end of the Internet process, you will print out the paper roster – **NOT the draft version without signature lines** - to use for gaining signatures.

**Stage 2 - Update the roster.** Using your updated member and leader rosters, correct the data on the BSA rosters. Identify which members are renewing, and which are not. Just follow the prompts.

**Stage 3 - Check Updates.** The BSA software will check for errors. Just follow the prompts to fix errors.

**Stage 4 - Final Review.** A chance to double check your work.

**Stage 5 - Submit.** This sends your information to our database and creates a PDF file as your re-charter roster (with signature page.) You can make no changes online after this point, but can make manual corrections on the printed out roster created when you choose "submit".

**THE HOME STRETCH!**

**Print the final roster.** Save and print the PDF file that Internet Re-chartering provides. This file contains your revised roster. **PLEASE DO NOT USE THE SUMMARY aka RENEWAL REPORT E-Z.** After you've saved and/or printed your finished files, log off Internet Recharter.

**Applications for New Members.** If you added new youth or adult members to your unit, the IR roster printout will be preceded by a list of new youth members, if any, and a list of new adult members, if any.

**a) For each new youth member in the list:**
    i. Include a completely filled out youth application
    ii. Be sure the application is signed by the parent as well as the Unit Leader (CM, SM, etc.)

**b) For each new adult leader in the list:**
    i. Include a completely filled out adult application, including the references and answers to the questions. Be sure the application is signed by the chartered organization representative (CR), committee chair (CC), and the new leader.
    ii. Include the completely filled out disclosure/authorization form, signed by the new adult.
    iii. Attach proof of Youth Protection Training.
    iv. Attach the PA mandated background clearances and/or waiver.

**Corrections to Roster.** After you complete IR, if you discover errors in the re-charter printout, you must manually correct the printout and recalculate the BSA National Charter Fee on the signature page of the printout. Corrections to existing information must be made by drawing a fine-point straight line through information to be changed. THE OLD INFORMATION STILL MUST BE READABLE SO THAT IT CAN FOUND AND CHANGED. Print new information as neatly as possible above the lined-out information. DO NOT USE A HIGHLIGHTER TO MARK CHANGES. If you add a new youth or adult member to the roster also be sure to add the new member to the new youth or new adult lists on the page preceding the signature page.

**Calculate insurance, new member fees.** Please note - The IR automatically calculated totals will **NOT include the local council insurance fees.**
Complete the charter worksheet form included in the packet (also available on the council website at cccbsa.org/Rechartering). The insurance fee is $3 per person, including Lion and Tiger Adult Partners for Cub Packs. Some positions pay NO insurance fee. An adult registered leader who is also a Lion or Tiger Adult Partner is charged the $3 ONCE even though he or she appears on the roster twice. **The fee is not charged in the following** cases:
**a.** to the Institution Head unless he or she is also a registered leader, such as chartered organization rep (CR), committee chair, or committee member.
**b.** to any member who is a "multiple registrant" in your unit. That is, he or she pays his or her BSA membership fee in another unit.
**c.** to any member of a unit chartered to the LDS Church. The Church has an agreement with BSA allowing the Church to self-insure members of its units against accidents.
**d. We strongly recommend that you <u>do not fill in the check amount</u> until all calculations have been checked at your designated turn-in meeting.**

**Obtain signatures on re-charter roster.** Before you turn-in your paperwork, you must get two signatures on the first page of the re-charter roster. The person named as the executive officer (or institution head) on the roster must sign the top line for the chartered organization. The person named as the unit leader (Cubmaster, Scoutmaster, etc.) must sign the bottom line as unit leader. The middle line, council representative, will be signed by your district executive.

**Bring the following documents with you on RECHARTER DAY, which is November 19th, 2016:**

- The complete **Internet Recharter,** with signatures.
- Completed adult and/or youth applications, including all required signatures and forms, for each new member added to roster. The first page of the IR printout will list all applications that must be submitted with the charter. **Please return this list with the applications.**
- Completed "Charter Fee Worksheet" form (available on cccbsa.org/Rechartering)
- One or more blank checks (to be filled in by you after your paperwork is checked).
- Journey to Excellence score sheet for 2016.

## *my*.Scouting.org – Training (and more) for Volunteers

**Go to cccbsa.org/youthprotection for more council information about Youth Protection Training**
**Go to cccbsa.org/get-training for more council information about Leader Training**

my.scouting.org is best experienced using the latest version of Google Chrome or Mozilla Firefox. The site also works with the latest version of Safari an Internet Explorer (v11).

**Step 1** – Go to *my*.**scouting.org** and login. If you have difficulties logging in to your account, you can call the Member Care desk at 972-580-2489 or email **myscouting@scouting.org**.

**Step 2** – Once you've logged in to your account, you'll arrive at your *my*.**Scouting** homepage. Training courses can be found by selecting the **Menu** button in the upper left corner, then **My Dashboard** in the menu list. It will default to the **My Training** section which has 4 tab selections:

- **YPT** – displays the **Youth Protection Training** courses available.
- **Training Center** – displays the Scouting programs containing the training courses applicable to the specific program.
- **Requirements** – displays training courses required to become position-trained for your current registered position(s).
- **Completions** – displays training courses that were completed.

**Step 3** – When you have completed a YPT course, please save a copy of your training certificate in case we need to manually update your records. To do so, choose the **Completions** section to find and download the training certificate.

**Step 4** – Come back to *my*.**Scouting** whenever you like to complete other trainings as a leader. From the **My Training** section: select **Training Center** from the top, then select the appropriate tab, and then choose the training you'd like to take. Feel free to return and take or re-take any training you like.

**How to Print Membership Cards**

BSA ID cards can be printed out (or saved as pdf) via the *my*.**Scouting.org** portal by all registered members.

1. Log in to *my*.**Scouting.org**
2. Click on **Menu** (upper left), then select **My Dashboard** from the drop down menu
3. This will default to the training center '**My Training**'
4. Click on **My Training** (or the horizontal lines next to it), and select **My Profile** in the drop down menu
5. In My Profile, you'll see an **image of an ID card** under your gender line. Click on the ID Card image to download and/or print it

**For more information on the Chester County Council's policies regarding youth protection and complying with the laws of the state of PA, go to cccbsa.org/safety.**