

# RECHARTERING YOUR SCOUTING UNIT

Fall 2018

ACCESS CODE LABEL

All Scouting units – packs, troops, crews, ships, and posts – must annually renew the memberships of its members in a process called “rechartering”. With few exceptions, all current unit charters expire on December 31, 2018. Unless your unit’s initial charter started after July of this year or your unit is chartered to the LDS Church (see item #15 below), the dates in this document apply to your unit.

This document is intended to provide you with the necessary information to get you started. It replaces the sheaf of papers that traditionally have been provided at unit rechartering time. Because we require the use of an Internet-based tool to prepare your unit’s rechartering paperwork, any other documentation will be provided online through the [www.shac.org/recharter](http://www.shac.org/recharter) website. If you need additional information, please contact your district’s commissioner team.

## **BECAUSE OF CHANGES TO THE RECHARTERING PROCESS AND TOOLS THIS YEAR, PLEASE READ THE ENTIRE DOCUMENT EVEN IF YOU ARE EXPERIENCED AT UNIT RECHARTERING.**

1. If your current charter expires December 31, 2018, you will be renewing for 2019. If your current charter expires at a later date, you will not recharter at this time.
2. ALL RECHARTERS ARE DUE IN THE COUNCIL OFFICE NO LATER THAN DECEMBER 15, 2018. Turn in your paperwork at your district’s turn-in events or at the registration desk at the council service center. Because December 15 is a Saturday year, the council service center will be open from 8:00AM until to receive last minute turn-ins. We encourage you to start now as soon as possible because the majority of all BSA units’ charters expire in December. The online system will be overloaded as December 15 approaches. There is no prize for being last! Start early!
3. ALL RECHARTERS MUST BE PREPARED USING “INTERNET RECHARTERING”. This is a web-based tool that allows you to add and remove members to your unit’s roster, change adult leader positions, calculate fees, and print the final roster for turn-in. Packs, troops, crews, and ships should access Internet Rechartering using [My.Scouting.org](http://My.Scouting.org). Exploring posts should access the similar tools via the [lfl.participation.org](http://lfl.participation.org) website.
4. You can access Internet Rechartering starting on November 1. Your unit’s access code for Internet Rechartering this year is attached at the upper right-hand corner of the page. Remember that you are a “First Time User” the first time you log in each year even if you processed your unit’s recharter last year or if you have last year’s access code and password. (If you use last year’s access code and password, you will get an error message telling you to contact your council.) When logging in as a first-time user, use the access code, the unit type (pack, troop, etc.) and the unit number to identify yourself. You will then enter your contact information and create a password. Use the access code and the password when logging in as a “Returning User”.
5. While you wait for Internet Rechartering to become available, gather the information that you will need to do the recharter. Are all your unit’s youth and adult members listed on the unit roster? (Use [my.scouting](http://my.scouting.org) Member Manager to find out.) Contact all your unit’s members to find out if they will renew their memberships for the coming year. If any member does not plan to continue, ask why and make a note of the reason. (Internet Rechartering will ask you why each dropping youth member is not renewing.) While you are at it, be sure all members understand the BSA and unit fees to be collected and the date by which they are due. Finally, check that top unit leader training requirements are met (item #6) and Youth Protection Training is current (item #7).
6. Sam Houston Area Council requires the “top unit leader” named on the recharter roster to be “trained for the position”. This entails completing “position-specific training” as well as Youth Protection Training. Most position-specific training can now be completed online EXCEPT “Introduction to Outdoor Leadership Skills” (IOLS) for Scoutmasters. The “top unit leader” is the Cubmaster, Scoutmaster, Venturing Crew Advisor, Skipper, or Advisor. See [www.shac.org/training](http://www.shac.org/training) for required courses. Internet Rechartering does NOT check this requirement, so you will need to be careful to check it.
7. **NEW THIS YEAR.** Only Youth Protection Training (YPT) taken on or after February 1, 2018, will count as “current” for rechartering. All YPT (course Y01) taken prior to that date expired on September 30, 2018, without regard to the

date taken. All Venturing YPT (course Y02) and Exploring YPT (course Y03) also expired on September 30 and were replaced by the new course. There is now only one YPT course (Y01) for all programs and it must be completed on or after February 1, 2018. As in the past, all adults, including Venturing youth aged 18 and over (“Venturing Participants”) must complete YPT.

8. The registration for youth and adult members is \$33/year (\$2.75/month).
9. Internet Rechartering will calculate the Accident Insurance Fee (\$1/registration) collected by the council. The separate powder blue “Accident Insurance Information” form is no longer used to calculate the fee.
10. Internet Rechartering will allow payment of BSA fees and the Accident Insurance Fee by credit card. (Note: BSA charges a convenience fee for credit card payment.) Units electing this option will still print out the recharter roster, get signatures, and turn it in. Units NOT electing to pay online will pay by cash, check, or unit account when turning in the signed printed roster.
11. Internet Rechartering will allow either the institution head (IH/EO) or the chartered organization representative (CR) to sign the recharter roster with an electronic signature. The unit then prints the recharter roster for turn in.
12. The unit “Key 3” – top unit leader, committee chair, chartered organization representative – can print a current roster at any time using the Member Manager function of the My.Scouting tools (my.scouting.org). The Key 3 may also use Training Manager to print the YPT Aging Report which will show the completion and expiration dates for adults. The Key 3 may designate up to 3 additional individuals to be able use the tools if they so choose. Contact your district’s commissioner team if you need help getting started with My.Scouting tools. Changes in applications processed by the registrar on any given day will not be visible in My.Scouting until the next business day.
13. **WHEN PRINTING THE RECHARTER ROSTER FROM INTERNET RECHARTERING, PLEASE TURN IN ALL PAGES THAT WERE PRINTED.** The printout will include lists that the registration staff needs to process your paperwork quickly and accurately!
14. **CHANGES TO INTERNET RECHARTERING.** BSA national has announced that there will be minor changes to Internet Rechartering that will be easy to understand. While we have not seen the changes, we expect to include the following.
  - a. Specifying gender for youth in all programs of Cub Scouting because girls can now join those programs.
  - b. Support for the new Lion program in Cub Scouting. This includes allowing kindergarten-aged youth to be included and the Lion Guide adult position.
  - c. Enforcement of current Y01 Youth Protection Training for all positions for which YPT is a membership requirement. A member who does not meet the YPT requirement will generate an ERROR in Stage 3. You will not be able to complete the recharter until either (1) the member provides proof of YPT completion or (2) the member is deleted.
15. **NEW THIS YEAR.** Earlier this year, the LDS Church has announced that it will end its 106-year relationship with BSA on December 31, 2019. The Church will terminate all packs and troops that it charters on that date as it transitions to a new program for its boys and young men. Current units will continue to participate fully in Scouting until that date. BSA has announced that it will extend the expiration date of all units chartered by the LDS Church to December 31, 2019. Therefore, LDS units will not recharter. LDS units should submit membership applications to make changes to their membership or to update adult positions.