RECHARTERING YOUR SCOUTING UNIT

Fall 2019

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 very few exceptions, all current unit charters expire on December 31, 2019.

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 website. If you need additional information, please contact your district's commissioner team.

PLEASE READ THIS ENTIRE DOCUMENT EVEN IF YOU ARE EXPERIENCED AT UNIT RECHARTERING.

1. If your current charter expires December 31, 2019, you will be renewing for 2020. 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, 2019. 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 Sunday year, **the council service center will be open from 8:00AM until noon on Saturday, December 14,** 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. Exploring posts should access the similar tools via the 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 <u>even if you processed your unit's recharter last year or if you have last year's access code and password</u>. (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 update the recharter roster. Are all your unit's youth and adult members listed on the unit roster? (Use my.scouting.org's Member Manager to find out.) Contact all your unit's members to find out it 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 your unit's deadline for paying them. 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 for required courses. Internet rechartering does NOT check this requirement, so you will need to be careful to check it. **If your unit will replace its "top unit leader" during recharter, be sure that the new leader to be appointed has the required training prior to recharter!**
7. Only Youth Protection Training (YPT) taken on or after February 1, 2018, will count as "current" for rechartering. There is only one YPT course (Y01) for all programs and it must be completed on or after February 1, 2018. All adults, including Venturing youth aged 18 and over ("Venturing Participants"), must complete YPT. To avoid further

delays in the event of errors found during recharter, units should ask their members to retake YPT if the member's YPT will expire prior to March 1, 2020. This will avoid members' YPT from expiring while other errors are corrected.

8. **NEW THIS YEAR** As announced by BSA on September 19, the registration for youth and adult members will INCREASE FROM $33/year to an amount TO BE DETERMINED by October 23. The new rate will be effective for all units expiring on or after December 31, 2019. No guidance was provided as to the amount of the increase.
9. **NEW THIS YEAR** The council accident insurance fee increases to $3/registration (including Lion and Tiger adult partners). It is expected that the increased fee will pay approximately 1/3 of the cost of the council's accident insurance policy. Internet rechartering will calculate the accident insurance fee and include it in the total fee on the recharter roster. (The old, powder blue "Accident Insurance Information" form is no longer used to calculate the fee.)
10. **NEW THIS YEAR** As announced by BSA on September 19, every adult member, including must complete and sign a new background check authorization form. The unit must submit the signed background check authorization forms with the recharter. The unit's recharter will not be processed without the forms. NOTE: Venturing youth ages 18 and up ("Venturing Participants") must meet adult membership requirements.
11. Internet rechartering will allow either the institution head (IH/EO) or the chartered organization representative (CR) to authorize the person using internet rechartering (the "Recharter Processor") to approve the recharter roster. The unit then prints the approved recharter roster for turn in.
12. Internet rechartering will allow payment of BSA fees and the Accident Insurance Fee by credit card and E-check. (Note: BSA charges a convenience fee for credit card payment but not for E-checks.) Units electing this option must still print out the recharter roster, get signatures if online approval was not used, and turn it in. Units NOT electing to pay online will pay by cash, check, or unit account when turning in the signed or approved printed roster.
13. 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.
14. When printing the updated recharter from internet rechartering, **use the "PRINT RENEWAL APPLICATION" button** which will print the entire roster. This will allow you to make manual corrections to the roster in case you discover an error or omission. If you use the "short form" button to print the roster, you will not have a complete roster. Be sure to save a copy (for your records) of the PDF file produced by internet rechartering.
    PLEASE TURN IN ALL PAGES PRINTED BY INTERNET RECHARTERING. The part of the printout after the roster includes lists that expedite the processing of your recharter by the registration staff!
15. **NEW THIS YEAR** BSA has indicated that there will be minor changes to internet rechartering that will be easy to understand and that will not affect navigation through the program. While we have not seen the changes, we have been told to expect the following.
    a. Support for new positions, such as the recently announced Unit Participant position.
    b. Minor changes to Online Approval and Online Payment.
    c. Changes to council accident insurance fees as requested by councils.
16. **NEW THIS YEAR** As announced last year, the 106-year relationship between BSA and the LDS Church will end on December 31, 2019. All units chartered by the LDS Church will NOT recharter and will cease to exist. Scouts and Scouters in LDS units that wish to continue in Scouting must participate in a unit sponsored by another chartered organization.