

2021 Charter Renewal Handbook

Tips for Renewing Your Unit's
BSA Membership



Georgia-Carolina Council, Boy Scouts of America

UNIT CHARTER RENEWAL OVERVIEW

Since 1910, annually, chartered organizations renew their charters. In this process, the unit Key 3 (committee chair (CC), chartered organization representative (COR), and unit leader (UL)) confirm and record their members and leaders for the coming year and pay national membership fees. At the same time, the institutional head (IH) of the chartered organization recommits to offering the Scouting program to youth for the new charter year.

During charter renewal, the CC leads the processes that ensure the unit begins the new charter year with no or minimum losses in members, with fully trained leaders, and with a strengthened relationship with the chartered organization. These processes include: forming the charter renewal team, setting timelines, inventorying members, updating leader training, confirming leader positions, collecting fees, entering data into Internet Rechartering, reviewing and approving the charter renewal application, submitting materials on time, and printing new membership cards. When listed, these processes seem daunting. In fact, the committee accomplishes these processes routinely throughout the year and merely validates them during charter renewal. The unit commissioner will assist the CC and the committee throughout the renewal process.

Note: Explorer Posts and Clubs do not have Charters or Chartered Organizations and do not have Chartered Organization Representatives. Instead they have Memorandums of Agreement and Participating Organizations. However, the renewal process for these units is basically the same as for traditional Scouting units.

CHARTER RENEWAL DATES AND TIME PERIOD

Units turn in charter renewal packets the month prior to the unit charter expiration month. District's charter renewal timelines are established to ensure packets are reviewed, corrected, and finalized prior to delivery to the District Executive (DE) for turn-in to the Executive Assistant. Access to the Unit Charter Renewal System (UCRS) or Internet Rechartering starts 90 days before and ends 30 days after the unit's charter expiration date. In practical terms, units must accomplish the precursor activities before updating the charter using Internet Rechartering. Contact your UC to coordinate the date for the unit's charter review meeting.

UCRS or Internet Rechartering access will open on 11/1/2020 for all units. Unit rosters will be loaded into Internet Rechartering at that time. Once the unit begins to access Internet Rechartering, they should be careful with accepting BeAScout on-line applications to avoid cases when the member is only registered for the expiring year and not the new charter year. Download a copy of the online application before accepting it and be prepared to provide the copy of the application after Charter renewal if the member is not on the new roster. Alternatively, use paper applications and prepare to submit a copy with the charter renewal package and retain a copy until the member appears on the new Charter year roster.

Units turn in charter renewal packages in December 2020.

CHARTER RENEWAL ROLES AND RESPONSIBILITIES

The unit's roles and tasks for charter renewal can be divided into four phases:

1. Activities and planning accomplished before Internet Rechartering
 - a. 120 – 90 days before charter expiration
2. Entering data during Internet Rechartering
 - a. 90 – 60 days before charter expiration
3. Finalizing and approving the charter renewal packet
 - a. 60 – 30 days before charter expiration – UC & DC review
 - b. 30 – 0 days before charter expiration – Executive Assistant process and post new charters and membership rosters
4. Reviewing and presenting new charters
 - a. The CC and UL review the membership cards and charter certificate for accuracy

Phase 1- Be Prepared: Updating Members, Leaders & Training

Identify Charter Renewal Team and Timelines

To prepare for charter renewal, the CC and committee focus on key tasks for the next Scouting year. The CC normally appoints committee members to inventory members, verify training, and collect applications and fees. In addition, the CC selects one individual to serve as the renewal processor (RP) to update records using the UCRS.

The charter renewal team develops a plan for your unit. Include the following key dates in the unit's annual program plan:

- Membership inventory completion date
- Scouts and adult leaders' fees due date
- Training, especially YPT, completion date
- Application completion date
- Charter renewal meeting date (to review and sign the CRA) and
- Charter renewal packet turn-in date.

Membership Inventory

Conducting a thorough inventory of youth and adult members is key to successful charter renewal. Compare the unit's local roster to the member roster contained in Member Manager. Contact all inactive members and attempt to reactivate them. Make every effort to recruit additional youth and adults so that the unit reregisters with no loss in membership. Also, be sure to register any youth who are participating but are not yet registered.

A committee member should contact every family to:

- Verify members reregistering with the unit.
- Verify birthdate, grade, telephone number, mailing address, and Boys' Life subscription.
- Verify email address. An accurate email address allows each family to receive important information from Council and the twice-yearly nationwide Voice of Scouting survey.
- Confirm fees and payment due date.
- Note the reason for members who are not reregistering and extend an invitation to continue in Scouting. The reason for dropping from Scouting will subsequently be recorded in the UCRS.

Commissioner Support for Membership Inventory

Unit commissioners can help with the membership inventory. Give your UC the latest version of your unit roster. Ask your UC to help place a youth in another unit if a change will continue or enhance the Scout's experience.

The Georgia-Carolina Council Scout Executive must approve charter applications for units with 100 or more youth, units with a loss of 50% of youth from the previous year, units with no change in youth, and units with less than 5 youth. If your unit is one of these types, your Commissioner will coordinate with the DE to seek Scout Executive approval.

Submit Applications Now

Complete and submit applications immediately. Do not hold youth or adult applications for submission with the charter renewal package. Scouts cannot advance or receive Boys' Life if they are not registered members of Boy Scouts of America. Submitting applications immediately will reduce your workload (you won't have to enter all the data). Holding the application will not place the individual on your charter or in your unit until next year.

A complete application is required for all new youth and adult leaders added to a unit's roster during Phase 2 Internet Rechartering. If applications previously submitted to Council have not processed, when updating the roster in Internet Rechartering, submit the application again with the charter renewal packet. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application.

PLEASE NOTE: Be careful if you allow On-line BeAScout applications in the 30 days before your charter expires. Retain a copy of the on-line registration or use paper applications.

Here's why. As the Executive Assistant updates charter renewals, they cannot automatically process an application for multiple charter years (your current year before expiration and the new charter year). The Executive Assistant needs a paper application or a paper copy of the on-line application to manually add the registration in both charter years.

For all on-line BeAScout applications completed earlier, ensure they are approved in Application Manager.

Identify Unit Leaders

The COR approves adult leaders. Unit leaders may recommend direct contact leaders for appointment while the CC identifies committee members. Ideally, leaders are identified early so they can take position-specific training prior to appointment.

Fill leadership vacancies as soon as possible. A unit will not be able to renew its charter without the minimum required leaders.

Packs must have: Chartered Organization Rep (CR may be dual registered as CC or MC); Committee Chair (CC); two Committee Members (MC) or one MC and one Pack Trainer (PT); Cubmaster (CM); and one Den Leader (DL). Normally, a Pack should have a registered DL for each Den in the Pack. List a Tiger/Lion adult partner (AP/LP) for each Tiger/Lion in the pack. An AP/LP does not pay a fee or complete an Adult Application if they are the parent of a Tiger/Lion. Note, an AP/LP registering in a pack adult leader position must complete an Adult Application, the Additional Disclosures & Background Check Authorization, and take Youth Protection Training.

Troops/Crews/Ships must have: Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK); Committee Chair (CC); Chartered Organization Representative (CR may be dual registered as CC or MC); and two Committee Members (MC).

Explorer Posts must have: Post Advisor (EA); Committee Chair (PCC); and two Committee Members (PMC). Explorer Clubs must have: One Club Sponsor (ES) and one or more Associate Sponsors (AS).

Adult Position Changes

Adults changing position during the current charter year must submit an Adult Application verifying approval by the COR. Submit applications to change adult positions without delay. If a currently registered adult will only assume the position in the new charter year, do not submit an application to change position. The Institutional Head's approval of the CRA is sufficient.

Every paper-form adult application must include the signed application, signed disclosure form and YPT certificate. On-line BeAScout adult applications can be used for adults new to Scouting up to 30 days before expiration, but currently cannot be used for position changes.

Trained Leaders

Every Scout deserves a trained leader. All registered adults are expected to complete position-specific training. Scouting University provides position-specific training via the BSA Learn Center available at <https://my.scouting.org>. In-person position-specific training and outdoor training is offered frequently by your district and near-by districts.

As units select leaders for the new Scouting year, it is a good time to verify the training of all adults and encourage those in new positions to commit to completing training.

Youth Protection Training – an absolute must!

All registered adults take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer **cannot** be registered. Successful districts and units separate YPT updates from charter renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as May and ask all adults to retake YPT if theirs expires within the next 12 months. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s must review their unit's YPT status.

My.Scouting Tools & Resources

As noted above, tools are available at <https://my.scouting.org> to help leaders manage membership and training. The portal works best with the latest version of Chrome and Firefox. It also works with the latest version of Safari, Edge, or Internet Explorer (v11). Older versions of IE are no longer supported. Each My.Scouting tool has a help manual. Select the question mark in the lower right corner of the screen within the tool to access the manual.

The unit Key 3 (COR, CC, and UL) plus three other registered leaders may use My.Scouting tools to update:

- Member profiles
- Training records to include YPT

The UC can coach the unit on using My.Scouting tools. If you need help designating your "plus 3" or if you have questions about using the tools, please contact your UC.

Privacy Policy

Charter renewal involves confidential and/or private information and requires accepting the responsibility for maintaining the privacy and confidentiality of that information.

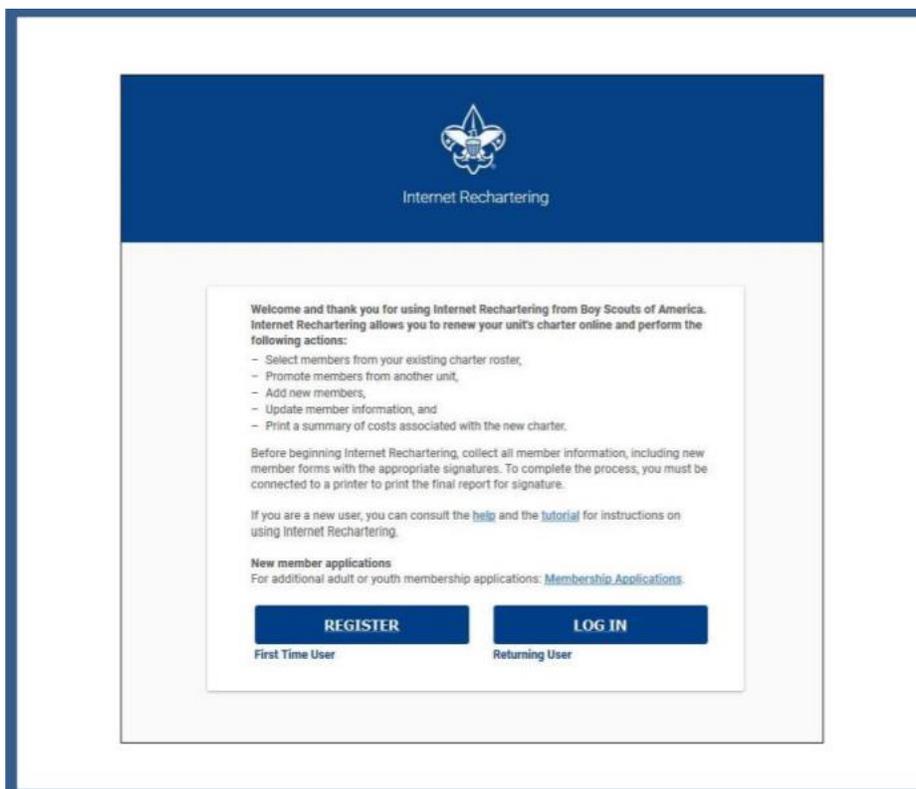
Private and/or confidential information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit's CC and withdraw from viewing or working with these documents.

DISTRICT RECHARTER POCs

District	Recharter POC	Email	Phone
Creek River	Rebecca Stiles	Rebecca.Stiles@scouting.org	815.630.8846
Kiokee River	Ron Bane	Ron.Bane@scouting.org	706.834.9536
Yamasee	Mike Shook	Michael.Shook@scouting.org	706.691.7839
Council	Regina Jeffries	Regina.Jeffries@scouting.org	N/A

Phase 2 - Do Your Best: During Internet Rechartering

Your RP can access Internet Rechartering or the UCRS on the Charter Renewal Support page at gacacouncil.org/Membership. The page also contains additional resources to aid charter renewal.



Read this handbook and review the resources on this page before proceeding. Collect the following from the unit charter renewal team

1. Updated Membership Inventory, including:
 - a. Reregistering youth, updated personal data, Boys' Life subscription, multiple registration (if applicable including unit in which paid)
 - b. New youth with application
 - c. Youth NOT reregistering and reason
 - d. Reregistering adults updated personal data, Boys' Life subscription, multiple registration (if applicable including unit in which paid) and leadership position
 - e. New adults with application including disclosure form and YPT certificate and leadership position.

Note that youth and adults promoted from a unit with the same chartered organization are considered new to your unit and require an application.

2. Updated leadership positions
3. Training Report listing expired YPT or YPT which will expire before the new charter is posted (e.g. 0 - 30 days after expiration date). Note that YPT certificates and applications not posted must be assembled at Phase 3 and submitted with the charter renewal packet.

The UCRS supports the following browsers: Chrome, Firefox, and Internet Explorer 9, 10, and 11. If using IE10, change browser settings to Compatibility Mode. To do so, go to the tool bar at the top of the page, select "Tools", then choose "Compatibility View Settings" from the list. To begin Internet Rechartering, the RP, clicks on



The RP and other members of the charter renewal team are highly encouraged to view the Charter Renewal Tutorial.

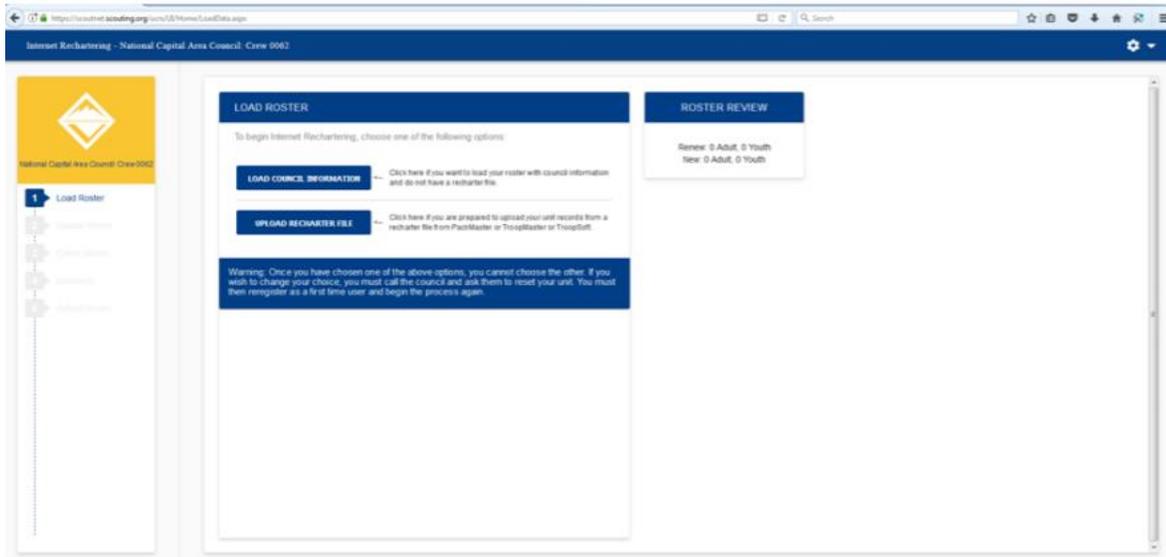
When ready to enter data:

- Click NEW USER (You are considered a New User each year.)
- Note that if you return to UCRS and have forgotten your password, click on Returning User and Forgot Password?
- Enter the 9-digit access code contained in the charter renewal letter mailed to the unit, and the 4-digit unit number (add leading zeros if necessary).
- Note you cannot use last year's access code.
- Agree to confidentiality.
- Enter your contact information and create a password.
- Read about the 5 Stages of Internet Rechartering. The 5 UCRS Stages are:
 1. Loading the roster
 2. Updating the roster
 3. Checking the roster
 4. Summary (a final review and last chance to make changes)
 5. Final submission
- Click Begin

If you have trouble with the software loading, click on Frequently Asked Questions in the blue bar at the top right.

Recharter Stage 1 – Load Your Roster

Click the box to Load Council Information. Once you chose this option, you cannot change your mind.



Recharter Stage 2 – Review and Update Your Roster

There are several steps involved in updating your roster:

- Update information on the chartered organization.
 - You may now print a copy of the roster; click Review Roster on the right of the screen, then print from the new window.
- Select adult members for renewal.
- If your chartered organization sponsors another unit, **“Promote”** adult members from the other sponsored unit into your unit. This includes “promoting” youth who have turned 18 to adult status. **New adults must complete Adult Application forms!** This step saves you from entering all their personal information.
- Do not use the “transfer” function for youth or adults during Internet Rechartering. You are not transferring the member for the current year. Internet Rechartering registers the member for the new charter year.
- Add new adult members. Enter the information found on their paper or online application.
- Add new youth members, using the same method as the adults.
- Update existing member data, such as phone numbers and emails.
- Update the adult’s unit leadership positions.
- When entering names - for data entry consistency – follow these rules:
 - Use full legal names, not nicknames
 - NO spaces between prefixes (DeCarlo not De Carlo)

▪ NO apostrophes (Obrien not O'Brien) ▪ NO hyphens (John Smith Payne not John Smith-Payne) • Do not type over an ex-member's info to add a new member!

• You cannot change a Scout's rank using Internet Rechartering.

• Registration in multiple units is allowed, e.g., an adult may serve in both a pack and a troop, or a youth in a troop and crew.

▪ "Multiples" pay the registration and Council insurance fees in only one unit.

• Units with the same chartered organization MUST have the same Executive officer/institutional head name and signature and the same chartered organizational representative.

• Boys' Life

• 100% 'Boys' Life is strongly encouraged for all Cub & Scouts BSA.

• One (1) subscription per family counts toward 100%, even if the Scouts are in different units.

• For Webelos II:

▪ For Webelos who have crossed over or will cross over to a troop before the pack's charter renewal date, the troop should register them promptly and include them in its charter renewal submission. The pack should ensure that Internet Advancement is updated with Arrow of Light where applicable, as soon as earned, before the youth registers in a troop. The troop cannot update Cub Scout advancement.

• Webelos who won't cross over and register in a troop until after the pack's charter renewal date should remain on the pack roster for the new year to make sure that there is no gap in the scout's registration and Boys' Life subscription.

• For members who reach 18:

▪ A Scout who has reached the age of 18 cannot be registered in a troop as a youth, unless they joined after 1 February 2019, submit a Unit Youth Participant (UP) adult application, and request a waiver to complete Eagle Scout requirements. Complete YPT and submit an adult application. Use the position code for a Scout BSA Participant.

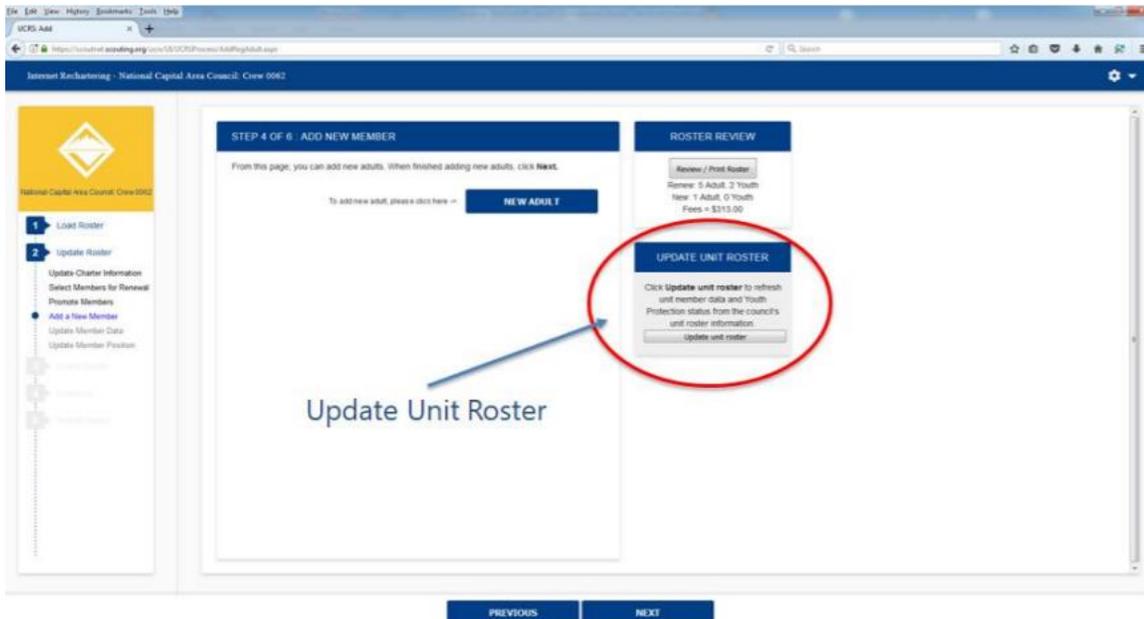
▪ Venturing youth who are 18 years old or older at the time of their first application to a Venturing unit must complete an Adult Application and Youth Protection Training and register as a Venturing Participant (VP). Venturers who are already in a unit and have turned 18 or will turn 18 before the effective date of the renewal, must also complete an adult registration form and YPT and register as a Venturing Participant if they have not previously done so.

▪ Do not submit an adult application before the individual reaches 18; it cannot be processed.

• For security, adult members' Social Security Numbers are not shown.

• When registering new adults, the registrar will enter Social Security Numbers from the registration form (you won't be able to make that entry in the software).

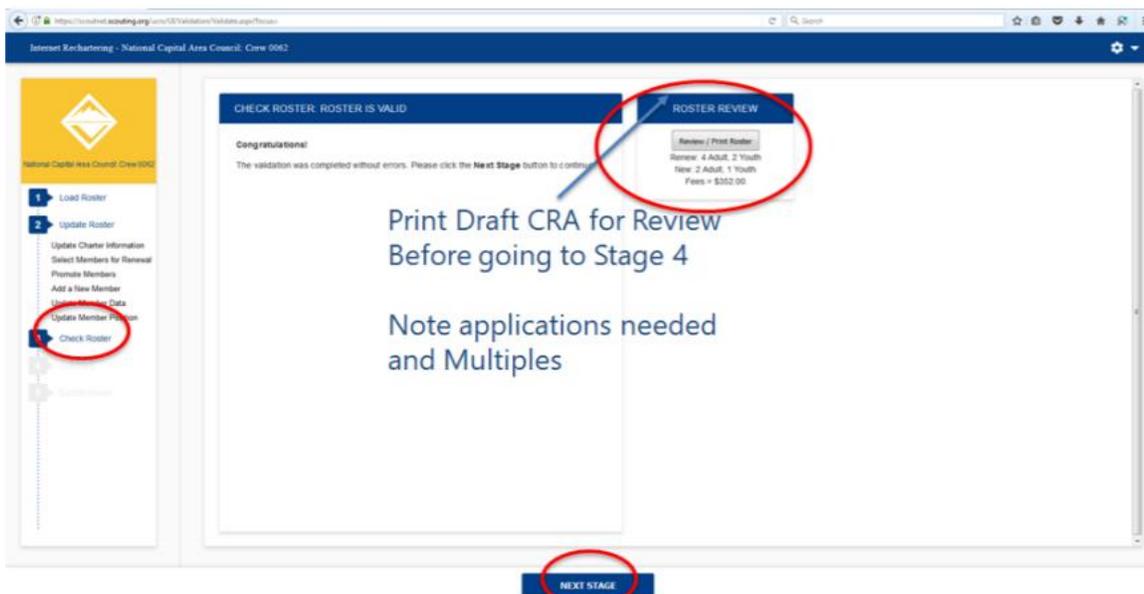
IMPORTANT: Update the Unit Roster frequently. If you submit applications as soon as complete, they can be processed and posted during Internet Rechartering. Click on Update Unit Roster frequently to bring new member data into Internet Rechartering. When rosters are updated in this way, you eliminate the need to attach new applications to your charter renewal package. Update Unit Roster also adds new YPT expiration dates for training recently completed. Update early and often!



Recharter Stage 3 – Check Your Roster

The software will alert you to inconsistencies in your data:

- **“WARNINGS”** will NOT prevent continuance.
- **“ERRORS”** will STOP the process until the entry is corrected.
- **Adults without a valid YPT will cause an ERROR**



Print and review the draft CRA. Identify applications needed and “multiples” (those registered and paid in another unit). **Email the draft CRA to the unit leader, committee chair, and COR for approval.**

UNIT CHARTER RENEWAL REPORT PACKAGE
National Capital Area Council : Crew 0062

New Adult Members
The application form(s) and Youth Protection conditions for new adult member(s) must be submitted with Renewal Package.
*New adults defined as without Person ID or with Person ID but did not hold previous adult position in current or previous year.

Year and Person ID
Last Name

New Youth Members
The application form(s) for new youth member(s) must be submitted with the Unit Charter Renewal Package.
*New youth defined as being without Person ID.

Year and Person ID
Last Name

CHARTER RENEWAL APPLICATION

Unit: Crew 0062
District: Patriot
Unit Status: B

County: Fairfax
Term: 12 months
Expiry Date: 12/31/2018

Charter Org: [Redacted]
Executive Officer: [Redacted]

Boys' Life: B
Term: 12 months
Begin: 01/2018
End: 12/2018

Registration	Qty	Fee
Full Youth	2	\$66.00
Multiple Youth	0	\$0
Full Youth BL	0	\$0.00
Part Adults	2	\$12.00
Multiple Adults	2	\$0
No Fee Adults	2	\$0
Part Adult BL	0	\$0.00

BLUET VERMONT: This is a draft report only and cannot be used for claims retrieval. You must forward this with an address the requirements of the Charter Renewal Application.

MULTIPLE REPORT
Multiple Unit Members

Year and Person ID	Position	Multiple Fee
Year: [Redacted] Person ID: [Redacted]	Counselor Chairman (C)	

DROPPED REPORT
Dropped Unit Members

Position	Year	Person ID	Address	DOB	M/F	Photo
Counselor/Chairman	Year: [Redacted]	Person ID: [Redacted]	Address: [Redacted]	DOB: [Redacted]	M/F: [Redacted]	Photo: [Redacted]
Executive Officer	Year: [Redacted]	Person ID: [Redacted]	Address: [Redacted]	DOB: [Redacted]	M/F: [Redacted]	Photo: [Redacted]

VP AND YOUTH ELIGIBLE FOR VP AS OF RENEWAL EFFECTIVE DATE
(The Adult Application form and Youth Protection conditions must be submitted for New VP)

Testing Participant Register

Position	Year	Person ID	Address	DOB	M/F	Photo
Testing Participant Counselor	Year: [Redacted]	Person ID: [Redacted]	Address: [Redacted]	DOB: [Redacted]	M/F: [Redacted]	Photo: [Redacted]
Testing Participant Scoutmaster	Year: [Redacted]	Person ID: [Redacted]	Address: [Redacted]	DOB: [Redacted]	M/F: [Redacted]	Photo: [Redacted]

VP Photo: 1

NO FEE REPORT
No Fee Adults

Year and Person ID	Position
Year: [Redacted] Person ID: [Redacted]	Executive Officer (C)

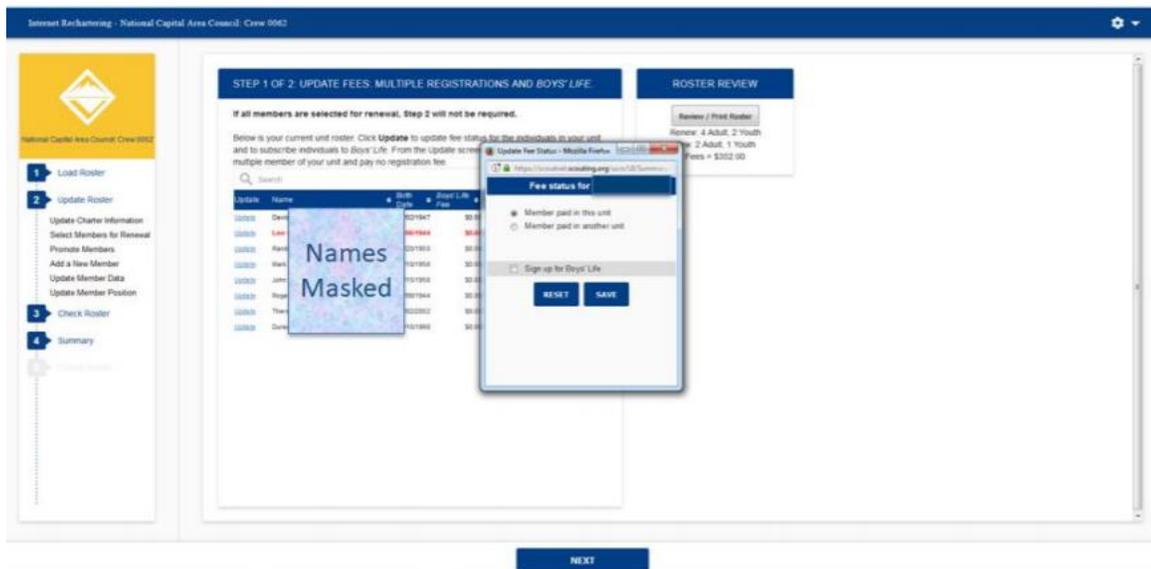
Recharter Stage 4 – Summary & Update Fees

This is where you set the fee at \$0 for “Multiples” – members that have paid in another unit and identify that unit.

This is where you include the fee for Boys’ Life, if appropriate. Note that member fees are \$66.00 and Boys’ Life is \$12.00. For Georgia Units you will owe \$0.96 for each Boys’ Life subscription that you must pay in the office.

Scouts’ - Note that a National liability insurance fee of \$75.00 per unit is not listed here but is listed on page 2 of the final CRA printout. A Council supplemental insurance fee of \$7.00 per person is also listed in the UCRS charter renewal software. Both insurance fees are listed and calculated on the Charter Renewal Transfer Envelope.

NOTE: As of August 1, 2020, there is a one-time joining fee of \$25.00 for all new youth members no matter when they join during the year (no prorating). New members pay the joining fee in addition to the membership fee.



This is also where BSA collects data on non-renewed members. This information is critical to improving our program. Enter the reason that a member is dropping from Scouting.

CAUTION: If a member tried to submit an on-line BeAScout application within 30 days before charter expiration or if a previously entered application has not been approved, the member may be dropped when the Executive Assistant processes the renewal. Once you Submit to Council, the CRA cannot be corrected. Attach a paper application or copy to avoid dropping a member. Check the roster after the registrar processes the renewal and updates Member Manager to ensure no one is dropped.

Phase 3 - Do Your Duty: Finalizing, Approving, & Posting

Obtain your copy of the DRAFT CRA from your RP per Phase 2.

Gather new youth and adult applications for members named on the first page of the draft CRA! Applications are required for all members added to the roster in Stage 2 of Internet Rechartering.

Gather Youth Protection Training certificates from those needing it. See the list on the last page of the printed CRA.

After the CC and the charter renewal team has verified and finalized the membership, leadership, and training data in UCRS and on all applications and YPT certificates, then the RP and Approver (IH or CR) can proceed to Stage 5.

Recharter Stage 5 – Submit Roster

At Stage 5, you may approve the roster electronically, pay electronically, submit the electronic version of the Internet Rechartering Charter Renewal Application, print the complete CRA for signature, and take a user survey.

Internet Rechartering - National Capital Area Council - Crew 0062

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization.

Select Approver: Roger Smith - Executive Officer

Approver's Initials: _____

Draw Approver's Signature: _____

CLEAR SIGNATURE SIGN DOCUMENT

REGISTRATION

Paid Youth	3	\$99.00
Paid Adults	4	\$112.00
Paid Adult SL	1	\$12.00
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$6	7	\$42.00
Total Fee		\$325.00

IMPORTANT CHOICE:

1. IH or CR Approve Electronically. Printed CRA will not show Approver's Signature line (Do Not insert RP's initials.)
2. Click Next to skip this screen. Printed CRA will contain Approver Signature line and permit changes on the printed CRA

NEXT

Payment can be made electronically by credit card or e-check or by cash/check. A 3% administrative fee is added when paying by credit card.

If you do NOT want to use the online approval or payment, select NEXT and you will skip this step.

If you intend to use the online approval, the COR or IH initials must be inserted. Do not insert the renewal processor's (RP) initials.

Internet Rechartering - National Capital Area Council - Crew 0062

PAYMENT

Payment Methods

Credit Card Cash E-Check

3% Administrative Fee No Fee No Fee

Please Select a Payment Method

REGISTRATION

Paid Youth	3	\$99.00
Paid Adults	3	\$99.00
Paid Adult SL	1	\$12.00
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$6	6	\$36.00
Total Fee		\$286.00

Your last opportunity to make changes is at Stage 5 Step 3, BEFORE you Submit to Council.

Internet Rechartering - National Capital Area Council, Crew 0962



National Capital Area Council, Crew 0962

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

- Approve Roster
- Payment
- **Submit Roster**
- User Survey
- Submit Confirmation

SUBMIT ROSTER

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to enter these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click the [Review Print Roster](#) link.

To submit your roster to the council, click below.

ROSTER REVIEW

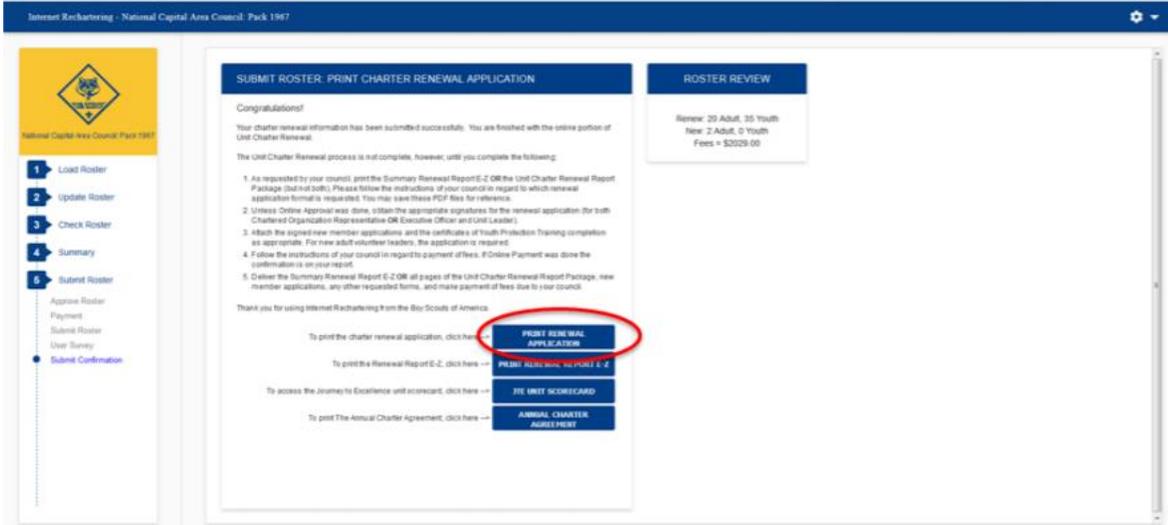
[Review Print Roster](#)

Roster: 4 Adult, 2 Youth
New: 2 Adult, 1 Youth
Fees = \$296.00

[SUBMIT TO COUNCIL](#)

Click Submit to Council. Congrats! The electronic part is done. But the paperwork remains...

Click Print Renewal Application



Print the full Renewal Application. **Do not print the Renewal Report E-Z.**

Unless you paid electronically, have the treasurer provide a check to pay charter renewal fees, but before you fill in the amount due, have your UC review what the unit owes. Unless you approved electronically, get the Renewal Application signed by:

- The Executive officer/institution head of the chartered organization. PLEASE NOTE that the paper Renewal Application should not be signed by the chartered organization representative. The COR can approve the electronic CRA in the new Internet Rechartering software.
- The unit leader (Cubmaster, Scoutmaster, Crew Advisor, Team Coach or Ship Skipper) and
- The DE or Commissioner, as Council Representative.

Have the unit leader sign youth applications.

Have the COR approve and sign new adult applications.

Review and submit everything to your UC who will verify the charter renewal packet is ready for turn in. **Helpful tip: It's best to bring a blank check. UC will calculate/verify fees and then the unit can complete the check.**

Turn in using the Charter Renewal Transmittal Worksheet.

Commissioners conduct a detailed review of all packages to ensure they can be processed expeditiously by the Executive Assistant. The UC needs the complete Renewal Application, not merely the E-Z Report, the Annual Charter Agreement. The UC will contact the CC and RP to resolve issues as required.

After the UC's review, the UC submits the package to the district commissioner or assistant for additional review. The DC submits packages to the DE to give to the Executive Assistant. When the Executive Assistant processes charters for the new charter year, unit and member expiration dates are updated in Organization and Member Manager respectively.

Turn in all charter renewal packets (CRA, Youth and Adult Applications, YPT certificates, the check and the Annual Charter Agreement) to your UC. DO NOT take packages to the Georgia-Carolina Council Service Center, they will be returned to your District Executive to be checked by the District Recharter POC before they will be processed.

CHARTER RENEWAL FEES

Calculate all fees using the GACA Council Charter Renewal Transmittal Worksheet. The fees calculated in UCRS should include all fees to National, Georgia-Carolina Council and the Boys' Life tax (for Georgia Units).

The unit charter fee is \$75.00 per year. All units are required to pay this annual insurance fee.

- Adult Registration: \$42.00
- Adult Insurance: \$7.00
- Traditional Unit Youth Registration: \$66.00
- Explorers Youth Registration: \$42.00
- Youth Insurance: \$7.00
- Boys' Life: Subscription: \$12.00 for South Carolina Units and \$12.96 for Georgia Units
- Transfers: There are no transfers during charter renewal.
- Multiples: \$0
- Make checks payable to GACA Council.
- Keep a copy of all forms you submit.

We strongly encourage all Cub and Scout BSA families subscribe to Boys' Life (soon to be Scouts' Life) magazine as the magazine is an important part of the unit's program. A special ribbon and patch are awarded to units in which 100% of the families subscribe to Boys' Life magazine.

Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal has transitioned to become part of Internet Rechartering. Each post will receive a unique Access Code (valid only for the current renewal) and will determine who from the post will register as a First Time User at <http://scoutnet.scouting.org/ucrs>

What are the benefits of Explorer Renewal?

1. More accurate participant data.
2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use Internet Rechartering for the Online Post Renewal?

Internet Rechartering requires Internet connectivity. This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. The site requires JavaScript to be enabled for your browser.

[FAQs for Council Support of Internet Rechartering for Explorer Post Renewals \(including Club and STEM Lab\)](#)

[Rechartering FAQs](#)

What can I NOT do in the Online Post Renewal system?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post/Club expiration date. These changes may only be made by the Learning for Life Office. Before beginning there is an online PDF presentation and FAQ available to view.

Online Explorer Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report shows any name changes and includes a reminder that one person's record may not be changed to another person's information.

What are the steps in the Online Post Renewal process?

The Post will be provided with the unique Access Code and the person designated by the chair to be the 'renewal processor' will register as First Time User. Thereafter the RP is a Returning user on the secure internet site:

<http://scoutnet.scouting.org/ucrs>

Step by Step Process

1. The Post or Club eligible for renewal designates an adult participant as the RP.
2. The RP gathers all the information and signed forms needed for renewal:
 - a. The Access Code provided by the Council for the use of the Post.
 - b. Applications for NEW youth and adults
 - c. Applications for adults changing positions
 - d. Form 28-573 (Criminal Background Check Waiver), if applicable
 - e. Exploring Annual Memorandum of Understanding
3. With the renewal information at hand, the RP goes to <http://scoutnet.scouting.org/ucrs> and selects First Time User. Enter the Access Code and identify your Post and continue. The RP must agree to the Confidentiality Statement and complete the Registration form that includes entering name, e-mail information and setting the user password.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. Load Post/Club Information: Use the Post/Club information.
 - b. Update the Roster: update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add NEW youth and adult participants, update participant data, and update participant positions. Change the name of your new Executive Officer, if applicable, during this step!
 - c. Check the Roster: Validate that the data to be submitted conforms to LFL rules.
 - d. Update Participant Fees: Update fees (e.g., assign multiple status if applicable).

Multiple Status means a youth/adult is registered in more than one Post and/or Club, based on the next Post registration term.
5. After double-checking the information, the RP submits the file and prints the Renewal Report package as requested by the Council. Two versions are available and only one need be printed. The Post/Club may do Online Approval. Online Payment is available, or RP may select 'Pay Direct to Council' and does the final step to Submit the renewal.
6. The RP sends the signed paperwork and fees, as appropriate, to their DE for processing.

ADULT POSITION CODES

Each adult position has a corresponding code used on the adult application. All adult positions may be male or female. The minimum age for each position is noted in the "Age" column.

Code	Position	Age
CR	Chartered organization representative	21
CC	Committee Chairman	21
MC	Committee Member	21
SM	Scoutmaster	21
SA	Assistant Scoutmaster	18
92U	Unit College Scouter Reserve	18
91U	Unit Scouter Reserve	18
NL	Crew Advisor	21
NA	Crew Associate Advisor	21
SK	Ship Skipper	21
MT	Mate	21
CM	Cubmaster	21
CA	Assistant Cubmaster	18
WL	Webelos den leader	21
WA	Assistant Webelos den leader	18
DL	Den leader	21
DA	Assistant den leader	18
TL	Tiger den leader	21
LL	Lion Guide	21
PT	Pack Trainer	21
PC	Parent coordinator	21
P	Youth Participant over 18	18
IH or EO	Institution Head/Executive Officer	21
PCC	Post Committee Chair	21
PMC	Post Committee Member	21
EA	Exploring Post Advisor	21
AA	Exploring Post Associate Advisor	21
ES	Exploring Club Sponsor	21
AS	Exploring Club Associate Sponsor	21
EP	18-20 year-old Exploring Participant	18

Tiger/Lion adult partners (AP/LP) complete the bottom portion of the youth application

BEST PRACTICES FOR COMMISSIONER STAFF

CHECKLIST FOR YOUR COMPLETED CHARTER RENEWAL

- ◆ Annual Charter Agreement (signed by the Executive Officer and COR).
- ◆ Charter Renewal Application (signed by the Executive Officer and unit leader unless approved online by the COR.)
- ◆ For all Adult leaders and Youth listed on the first page (cover page) who need new applications, their applications and fees are enclosed.
- ◆ Unit Recharter Processor information is included on the last page.
- ◆ Transmittal cover sheet signed by the Committee Chair or designee and reviewing Commissioner.
- ◆ Checks are enclosed and made payable to "GACA Council" if renewal was not paid online.

Common Errors when completing the Renewal Process:

- ◆ Applications are not attached for youth or adult leaders listed as **NEW** on the cover sheet. These **are required**.
- ◆ Adult applications **are required** for any youth turned 18 and promoted to Assistant Scoutmaster or Unit Scouter Reserve. Disclosure/Authorization page and YPT certificate are also required.
- ◆ BSA ID number shown on YPT Certificate has not been written on the Adult Application. This could result in another BSA ID number being issued to the individual.
- ◆ Signatures are missing from the applications that have been attached.
- ◆ Questions 1-6 on the right-hand side of the Adult application have not been filled in. ("Yes" answers in question 6 require an explanation.) References are required in question 5. If questions 1 – 4 do not apply, write "None" or "NA."
- ◆ Initials are missing to the left of the applicant's signature. Items below the applicant's signature are not checked.
- ◆ Signatures are missing on page two (2) of the charter. The Executive Officer as listed on the charter papers must sign on the first signature line. The Unit Leader must sign on the third signature line unless e signed. The COR can e-sign the charter papers if submitted online.
- ◆ Page one (cover sheet) is missing. Attach ALL pages even if blank.
- ◆ More than one position has been assigned to an adult leader. The Chartered Org Rep. is the only position that can multiple either as a Committee Member or as the Committee Chair.
- ◆ All units under the same Charter Organization must have the same Charter Organization Representative and Executive Officer. The COR only pays once, they are listed as a "Multiple" on the other unit's charters.

◆ Forgetting to flag Charter Renewal Applications that require the Scout Executive's signature for any of the following reasons.

- o Units with less than 5 paid/primary youth.
- o "Yes" answers to question 6 on any adult application.
- o Units with more than 100 youth.
- o Units with a turn-over of more than 50 percent of their registered youth.
- o Units with no growth.

Turn in Options:

◆ Because of the current coronavirus-pandemic we are experiencing, the District Recharter POC and/or the District Commissioner need to determine what arrangements need to be made for turning in charter renewal packages. This information needs to be communicated with all Unit Renewal Processors and Unit Key 3 personnel.

BEST PRACTICES FOR UNIT RENEWAL PROCESSORS CHECKLIST FOR CHARTER RENEWAL

While Charter Renewal may seem like a formidable task, it really isn't if you break it down into steps like it is outlined below and in the software. Help can be found within the Charter Renewal system or you can contact your District Recharter POC. The key to a successful recharter is to take your time and not try to rush through it.

◆ First, conduct a unit membership inventory by logging in to your My.Scouting account and clicking on "MENU" at the top left-hand side of the screen. If you are one of the unit Key 3 or Key 3 Plus you will see your unit in the pulldown menu. Click on your unit and then in the sub-menu click on "Member Manager." Your unit will show up on the left-hand side of the screen and Roster Detail will show on the right-hand side. Click on "ALL" to pull up a complete list of all properly registered Adults and Youth in your unit. Click on the Green Arrow to highlight all the individuals and then click on the down arrow right next to it to Export a roster report of all the members of your unit. Click the blue box that says "Export to CSV." The exported file will show up at the bottom left-hand side of the screen. Click on it and you will see a spreadsheet showing all the members of your unit. Delete the first 7 lines and then expand the fields so you can sort on the "Position" field. This will separate the adults from the youth and allow you to conduct your membership inventory. This roster is the official membership roster of record for your unit. If you have individuals on your own internal unit roster who do not appear on this roster, they are not registered and are not receiving credit for being in your unit. In the case of youth, they are not earning time in scouting and cannot earn awards or advance in rank. For adults, they are not eligible to work with Scouts. Applications should be submitted right away so they can be registered. Getting these applications submitted will speed up the recharter process for you and lighten your workload.

◆ Identify individuals who will not be returning next year and update the information for those who will recharter.

◆ Verify unit leadership for next year, ensure individuals are properly listed in the correct leadership position.

- ◆ Once you have done this, you are now ready to log in to the recharter system and get started. The Key 3 members of record (as listed in your roster) have received an email with the access code you will need to set up your account.
- ◆ It is highly recommended that you load the roster from ScoutNet as this is the official membership roster of record for your unit. Attempts to upload other third-party software have not been successful in past years.
- ◆ Go through each step to complete your charter renewal application.
- ◆ Once you have done this check for errors and warnings, correct errors.
- ◆ Have the Charter Renewal Application reviewed by someone else and the Unit Commissioner.
- ◆ Collect the registration and Boys' Life fees.
- ◆ Have the Charter Renewal Application signed by the Executive Officer (first line) and unit leader (third line) unless approved online by the COR.
- ◆ Have the Annual Charter Agreement signed by the Executive Officer on the first line and the COR on the third line.
- ◆ For all Adult leaders and Youth listed on the first page (cover page) ensure applications are included along with the proper fees, the Adult Disclosure/Authorization page and YPT Certificate. Write the BSA ID number from the YPT Certificate on the Adult application. This should block another BSA ID number from being issued.
- ◆ Make sure to include your Unit Recharter Processor information on the last page.
- ◆ Complete the transmittal cover sheet and get it signed by the Committee Chair or designee and reviewing Commissioner.
- ◆ Checks are enclosed and made payable to "GACA Council" if renewal was not paid online based on calculations from the transmittal cover sheet. It is best not to fill out the check until the charter renewal application has been checked by the Unit Commissioner or District Commissioner.

Common Errors when completing the Renewal Process:

- ◆ Applications are not attached for youth or adult leaders listed as **NEW** on the cover sheet. These **are required**.
- ◆ Adult applications **are required** for any youth who turned 18 and was promoted to Assistant Scoutmaster or Unit Scouter Reserve. Disclosure/Authorization page and YPT certificate are also required.
- ◆ The BSA ID number shown on the YPT Certificate has not been written on the Adult application. This could result in another BSA ID number being issued to the individual. This is especially critical for Lion Adult Partners and Tiger Adult Partners who are registering in valid leadership positions. If they were previously registered as an Adult Partner, they will already have a BSA ID number issued to them which shows up on the membership inventory roster you pulled from My.Scouting. If they are new, use the BSA ID number on their YPT Certificate.

- ◆ Signatures are missing from the applications that have been attached.
- ◆ For Adult applications critical information is missing – SSN, Driver’s license number, state of issue, or date of birth.
- ◆ Questions 1-6 on the right-hand column of application are not filled in on the adult leader application (“Yes” answers in question 6 require an explanation). If questions 1 - 4 do not apply, write “None” or “NA.” References are required for question 5.
- ◆ Initials are missing to the left of the applicant’s signature. Items below the applicant’s signature are not checked.
- ◆ For Youth applications, check for signature of the parent/guardian and unit leader, date of birth, school grade, and program.
- ◆ Signatures are missing on page two (2) of the charter. The Executive Officer as listed on the charter papers must sign on the first signature line. The Unit Leader must sign on the third signature line unless e signed. The COR can e-sign the charter papers if submitted online.
- ◆ Page one (cover sheet) is missing. Attach ALL pages even if blank.
- ◆ More than one position has been assigned to an adult leader. The Chartered Org Rep. is the only position that can multiple either as a Committee Member or as the Committee Chair.
- ◆ All units under the same Charter Organization must have the same Charter Organization Representative and Executive Officer. The COR only pays once, they are listed as a “Multiple” on the other unit’s charters.
- ◆ Forgetting to flag Charter Renewal Applications that require the Scout Executive’s signature for any of the following reasons.
 - o Units with less than 5 paid/primary youth.
 - o “Yes” answers to question 6 on any adult application.
 - o Units with more than 100 youth.
 - o Units with a turnover of more than 50 percent of their registered youth.
 - o Units with no growth.
- ◆ Not **proofreading**. Before hitting the SUBMIT button, print a draft copy and check it over. If you find a typing error or other mistake after submitting, note it on the application so the registrar can fix the mistake.
- ◆ **NOT KNOWING WHEN YOU ARE DONE** – You are not done until you print the CRA, print the Annual Charter Agreement, complete the Journey to Excellence form and obtain the required signatures and then turn-in the paperwork and money to your unit commissioner. Complete the **Charter Renewal Transmittal worksheet** to go with your paperwork.

Turn in Options:

- ◆ Because of the current coronavirus-pandemic we are experiencing, contact your District Recharter POC or District Commissioner to determine what arrangements have been made for turning in your charter renewal package. Appointments may be required.
- ◆ Do NOT **mail** or turn in your Charter Renewal paperwork to the Council Service Center. This will delay processing of your Charter Renewal Application. It will be returned to your District Commissioner to review for errors/missing information before being accepted for processing

GLOSSARY

Chartered Organization Certification - The Executive Officer of the Chartered Organization signs the CRA. This certifies that the organization has approved all registering adults. The CRA may be approved and certified electronically by the Chartered Organization Representative (COR).

During the year, responsibility for approval of adults can also be given to the Chartered Organization Representative.

The Chartered Organization certifies that all registered adults

- Subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise.
- Agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America;
- Are U.S. Citizens (or have declared intention or are otherwise qualified.)

Charter Fee - All units are required to pay an annual charter fee of \$75.00. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer – Is also known as the Institutional Head (IH). There is no cost for this position.

Multiple Registrations - An adult who pays a registration fee in one unit (or a district or a council position) does **not** pay a registration fee in any additional unit. Youth members paid in one unit are **not** required to pay more than once.

(No cost multiple registrations do not exist between Exploring Units or STEM Labs and Traditional Scouting Units. An individual registering in both programs must pay a registration fee in both programs.)

CHARTER RENEWAL TRANSMITTAL WORKSHEET

DISTRICT _____

Scouting Unit and Number

Cub Scout Pack:	Sea Scout Ship:
Scouts BSA Troop:	Explorer Post:
Venturing Crew:	

District Commissioners submit reviewed packages to the DE on or before the 1st of the charter month

Charter Renewal Checklist	Verification <i>(Initial when complete)</i>	
	Unit	Unit Commissioner
1. Charter Renewal Application A. Proper fees Enclosed (*See summary below) B. Executive Officer Signature C. Unit Leader Signature (CM, SM, NL, EA or SK)		
2. New applications complete: Date of birth, address, phone, etc. and signed. Adult application with SSN, disclosure, YPT		
3. Charter Renewal Application: All addresses, telephone numbers correct.		
4. Required positions listed: <input type="checkbox"/> CR <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> MC Packs: <input type="checkbox"/> DL and/or <input type="checkbox"/> WL, if Lions: <input type="checkbox"/> DL, if Tigers: <input type="checkbox"/> DL		
5. Unit leader listed (one required) <input type="checkbox"/> CM <input type="checkbox"/> SM <input type="checkbox"/> NL <input type="checkbox"/> EA <input type="checkbox"/> SK		
6. On Time Unit (To Unit Commissioner no later than 30 days before current charter expires)		
7. 100% <i>Boys' Life</i> Yes No		

Registration	# of Registrants	Total Fees
Youth Registration	\$66 x	\$
Youth Insurance	\$7 x	\$
New Youth Member Fee	\$25 x	\$
Multiple Youth No Fee		\$0
Youth Boys Life	\$12 x _____ for SC \$12.96 x _____ for GA	\$
Adult & Explorer Registration*	\$42 x	\$
Adult Insurance	\$7 x	\$
Multiple Adults No Fee		\$0
Adult Boys Life	\$12 x _____ for SC \$12.96 x _____ for GA	\$
Charter Fee	\$75	\$75
Total Fees		\$

*Not for Lion/Tiger Partners

Signed: _____ (Committee Chair) _____ (Unit Commissioner)

Please Print: _____ (Name) _____ (Telephone #) _____ (Name) _____ (Telephone #)

Georgia-Carolina Council, Boy Scouts of America, 4132 Madeline Dr, Augusta, GA 30909