Charter Renewal
For Unit Leaders
2019-2020
Objectives for Charter Renewal

- Properly renew youth and adults for the new charter year so that youth benefit from Scouting
  - Inventory Membership
    - Identify renewing and dropping members (and reason)
    - Identify the new program or unit “fit” for dropping members
  - Choose Leadership for new charter year
    - Identify and approve new positions
  - Validate adult training
    - Ensure youth have trained leaders, esp. YPT
  - Confirm Charter Organization sponsorship for new year
  - Pay renewal and insurance fees for new year
- Complete renewal on time – avoid impact on youth
- Update BSA official records
Responsibilities for Charter Renewal

Objectives for Charter Renewal

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Committee Chair & Unit Renewal Team

Recharter Processor

Commissioner

Advise and Support
Charter Renewal Timelines

• **Immediately**
  - Submit youth and adult applications as soon as completed

• **September – Prepare** (Oct for Jan districts)
  - CC identify Renewal Team & set suspenses
  - CC and RP complete training and tutorial
  - Conduct membership inventory
  - Request adults update my.scouting profile
  - Request adults validate and update training esp. YPT
  - CC receive access codes
  - Identify Renewal Processor (RP) to Commissioner
Charter Renewal Timelines

- **October – Unit Recharter Activity**
  - RP logs in to Internet Rechartering website
  - Charter renewal team provides RP with members (& reasons for drops), Boys' Life subscriptions, leadership positions, primary (paid) position/unit and other (multiple, unpaid) positions/unit
  - Charter renewal team obtains applications and YPT certificates, as needed, and fees
  - RP clicks “Update Unit Roster” to pull in new data
  - Key 3 (and UC) review draft
  - RP clicks “Submit to Council” and print final
  - Meet with Chartering Organization head for signatures on final, unless approved online
Charter Renewal Timelines

• November – District/Council Recharter Activity
  – CC assembles Charter Renewal Application package with envelope and check and submits to Unit Commissioner
  – Unit Commissioner reviews package and assists with changes
  – District Commissioners review package and submit to DE
  – DE scans to Council registrar in Texas

• December – Council/Registrar Activity
  – Registrar processes application
  – Deficiencies corrected
  – Registrar posts and sends new Roster to Unit Leader

• January – Unit/ Commissioner Activity
  – Print and present Charter and membership cards
Resources


Tips for Renewing Your Unit's BSA Membership

myNCAC.org/recharter

My.Scouting Tools

Internet Rechartering Tutorial & Helps

NEW! YPT Certificate Sent By Email
National 05/11/2018
Effective now, when completing the 4 modules of the Youth Protection Training course on the BSA Learn Center, the system will automatically email a PDF attachment of the Youth Protection Certificate to the email associated to your account. Include the completion date and the expiration date. No more guessing how to access and print your certificate.
Stay tuned!

2019-2020 INFORMATION

myScouting

Prepared. For Life.
For Membership Inventory, use Member Manager to export BSA roster & compare unit records

Click All Members

Choose All (Youth and Adults)

Export Member List (Name and BSA ID)
Identify drops

- **Contact Member: Confirm drop reason**

- **Determine if a youth dropping your unit might stay in the Scouting if they were introduced to another unit**
Requests adults update info

- Update profile – email, phone, address
- Validate training – retake YPT, update completed training
- Confirm positions
- Confirm primary (paid) and multiple registrations
- Subscribe to Boys’ Life if desired
Confirm Leadership for new year

- Charter Renewal Handbook specified required leaders for each unit type
- Internet Recharter checks required leaders
- Submit applications now if leadership begins this year. Update Unit Roster to pull in data
Collect fees

- **Member Renewal**
  - $33.00 per member
  - (Tiger/Lion Partners no fee) $30.25 former Jan units

- **Boys’ Life**
  - $12.00 per subscription
  - $11.00 former Jan units

- **Supplemental Council Insurance**
  - $7.00 per registered adults and youth
  - (Tiger/Lion Partners do not pay)

- **Unit Charter Renewal**
  - $40.00 per unit

- **Note:** Use Transmittal Envelope to calculate fees. Page 2 of Renewal may calculate 12 months for Jan units.
The portal to Internet Rechartering is the “Recharter Now” link
Direct URL link: myNCAC.org/recharter
Everyone registers as a **new user** each year
Note the ‘Frequently Asked Questions’ link on most pages as well as a link to a presentation with instructions.
Inside, the first page shows the 5 stages of Internet Rechartering (Begin)
Stage 1 – The first choice is whether to download the existing Local Council information [recommended] from the National Database (my.Scouting) or upload from a third party software. Last year no NCAC unit successfully uploaded third party software.
Use Stage 2’s six steps to update adult and youth information

Later in Stage 4, you can change Boys’ Life and identify multiples who paid in another unit
Stage 2, Step 2 begins with a list of all members currently in my.Scouting, with a default checkmark for renewals. Uncheck for a non-renewal.
“Update Unit Roster” each time you return to work on the roster to pick up recent registrations and training
Stage 2, Step 3 lets you promote a member from another unit if you have their unit access code. Or, you can manually enter the information.
Promoting a member does not take them out of the other unit. That must be done manually by the Renewal Processor of the previous unit.

Note: Commissioners normally suggest NOT using the Promote function.
Stage 2, Step 4 is the addition of new members, beginning with adults
Do NOT check: Transfer from another unit
Parents as Tiger or Lion Partners

An adult Tiger or Lion partner is not a registered position (but they are assigned a BSA ID)

A previous or current Tiger or Lion partner registering in a committee or leader/assistant leader position must fill out an adult application, disclosure, and YPT

– If you write in the Tiger or Lion Parent BSA ID on the new adult application, all training is transferred to the new adult profile
Tiger/Lion partners registering

Although an adult Tiger/Lion partner is not in a registered position, they will be listed on the rechartering roster as a Tiger or Lion partner.

It **may** be possible to add a registered position for a Tiger partner in the ‘Update Roster’ stage without having to enter them here –

But they will still have to complete an adult application.

If the partner logs into my.Scouting with their current BSA ID number to take YPT, they will retain the number and their training record.
This part of Stage 2, Step 4 lets you add new Scouts
Page 3 starts the process of adding parent/guardian information. Is the parent or guardian an adult member of the unit?
If yes, choose the member
If no, enter the information manually
18-year-old Venturers and Scouts
BSA

A new Venturing youth registrant 18 or older must submit an adult application (signed application, disclosure, and YPT certificate.)

Check: Venturing Participant

A Scout BSA with an Eagle extension must submit an adult application

Use Participant position code
Stage 2, Step 5 lets you see, review, and update personal information. Later (Stage 4) you can change Boys’ Life or mark multiple (paid in another unit).
Stage 2, Step 6 begins by letting you update unit positions. Note on the right a list of required and filled positions.
Change a position using pull down lists. Select the first blank to remove a position.
Check Roster -

... provides two kinds of information –

Warnings that should be reviewed to see if there is a problem

Errors that must be corrected before rechartering can be completed
The Summary Stage lets you review the final roster or return easily to a previous stage.
Pause! Before you begin Stage 4, Summary, print and review with the unit Key 3 to approve the roster.
UNIT CHARTER RENEWAL REPORT PACKAGE

National Capital Area Council: Troop XXXX

New Adult Members
(The application form(s) and Youth Protection certificate(s) for new adult member(s) must be submitted with Renewal Package)

Name and Person ID
First Middle Lastname

New Youth Members
(The application form(s) for new youth member(s) must be submitted with the Unit Charter Renewal Package)

Name and Person ID

Page 1 of the Draft will show you the adults and youth for whom a registration form is required
Summary, Step 1, lets you update fees for multiple registrations and Boy’s Life
A “multiple” registration is a person (adult or scout) who's primary (i.e., paid) registration is in another unit.

Payment of the registration fee (and $7 council insurance fee) is required only once for each registered person.
Check the fees shown carefully.

The system defaults to “Member paid in this unit” even if that wasn’t the case at the last rechartering.
IH or CR can approve electronically OR select NEXT skip this screen and sign printed report. Do not insert Renewal Processor initials.
Select payment type. Credit card adds a service fee. E-check may delay renewal processing until the check clears. Cash if writing a check. All former Jan units select Cash.
The “Submit to Council” link is on this page – But Don’t Do It Yet. This is your last chance to print and review.
A registration form is required …

Include a complete paper application for each person shown on page 1, even if a paper or on-line application was previously submitted but has not been processed.

Normally, if you “Update Unit Roster” in Internet Rechartering before clicking “Submit to Council,” the new registration will be listed and removed from page 1. Then, another paper application is not needed.
Print the complete application

- Get signatures
- Submit the report to your Commissioner for review
- The District Executive will scan the report after Commissioner Review
Required Signatures

On page 2 of the printout –

- the institution head – not the COR
  (The COR can approve an electronic submission)
- the unit leader

On the transmittal envelope
- the Committee Chair and the Unit Commissioner
Fees

For each adult/youth paid registration in the unit, $33 (Lion/Tiger partners do not pay this). $30.25 for former Jan units

For each registered adult/youth, $7 NCAC insurance.

Boys’ Life - $12 per subscription. $11 for former Jan units

$40 unit charter fee
Use the Charter Renewal Transmittal Envelope

Get Committee Chair and Commissioner to review and sign
Assemble Charter Renewal Package

- NCAC Transmittal Envelope
- First page indicating attached applications
- Second page with all signatures. Commissioner or DE signs for Council
- Last page with Processor information
- Applications (Youth, Adults: signed app, disclosure, YPT)
- YPT certificates
- Check: Payable to NCAC
- Signed Charter Agreement
Meet with your Unit Commissioner by the date given by the District to submit your completed rechartering package (with all signatures).

The Unit Commissioner will review the document with you, and submit it to the District for final review and turn-in.
Your Goals

Increase Membership & Reduce the Rechartering paperwork:

- Identify youth and adults on your roster who are not properly registered
- Submit completed adult & youth applications prior to completing Internet Rechartering
- Complete the new YPT
- Don’t get stuck/delay, call your UC

Identify specific time/place to obtain signatures and a check

Submit to UC well before designated District turn-in date
Remember ..

The key to an easy rechartering is completing your membership inventory and getting any registration forms processed before you begin to use Internet Rechartering
Questions?