

**National BSA Service Desk 972-580-2267**



**NCAC Recharter Questions?**

**EMAIL: [recharter@ncacbsa.org](mailto:recharter@ncacbsa.org)**

**National Capital Area Council**

**Boy Scouts of America**

9190 Rockville Pike | Bethesda, MD 20814

301-530-9360 | [www.BoyScouts-NCAC.org/Recharter](http://www.BoyScouts-NCAC.org/Recharter)

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# 2015 - 2016 Charter Renewal Handbook

Tips for Renewing Your Unit's BSA Membership



Council Number

Member ID



**BOY SCOUTS OF AMERICA®**  
NATIONAL CAPITAL AREA COUNCIL

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## ***What is the Charter?***

In the BSA, a charter authorizes an organization to operate BSA Scouting units. It certifies the agreement between a chartered organization – an organization that agrees to utilize Scouting as a part of its service to youth– and the Boy Scouts of America, setting expectations for the quality of program to be delivered. Issuing a charter is one of the oldest traditions in Scouting.

## ***Why is a Charter Renewed Annually?***

Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the Council annually to renew its charter. The requirement to renew a charter:

- Fosters a formal, timely plan for regular dialogue between charter organization and BSA, and
- Assures membership is current so Scouts can participate in Scouting activities and advance in rank.

## ***What will I find in this handbook?***

This *Charter Renewal Handbook* is a compilation of information *regarding* Internet Rechartering, its associated tutorial and help. Renewal processors should take the *Internet Rechartering Tutorial* and review the *End-User Procedures* (help) to better understand Internet Rechartering. This handbook is a resource that provides answers to frequently asked questions. Additional resources are available to help you with issues not covered in this book.

## ***Who Can I Contact with Specific Questions?***

First, contact your district's commissioner staff, but if you need additional help, please email: [recharter@ncacbsa.org](mailto:recharter@ncacbsa.org).

Best wishes to all for a successful charter renewal season.

**Garry W. Lewis**

***Council Commissioner***

# UNIT CHARTER RENEWAL OVERVIEW

During charter renewal the intent is to reregister units on time with no, or minimal, losses in membership and adequate leadership. The commissioner and unit committee must conduct a thorough membership inventory of currently registered youth and adults. Contact all inactive members and attempt to reactivate them. Every effort should be made to recruit additional youth and adults so that the unit can reregister with no loss in membership. Also, be sure to register any youth who are participating but are not yet registered.

Using the information collected during the membership inventory, the unit's renewal processor (RP) will renew the charter online (Internet Rechartering). Renewal processors will visit the Council's website, complete the steps through the submittal process, and print a revised charter renewal application to bring to the unit's charter renewal meeting for review, discussion, and approval. The charter renewal application and applications for new youth and adults are checked during this meeting. All forms and fees are then handed to the unit commissioner or delivered at the district's turn-in event at least 30 days before the charter renewal date.

Adhering to the process will ensure units and members remain active. If a unit is separated from Scouting, it CANNOT legally operate in any capacity. An expired unit has no status with BSA, and as such, no BSA insurance to cover members or the chartered organization. Youth and adults cannot earn awards or recognition. Scout advancements or achievements - including Eagle Scout Rank - stops. An expected outcome of following the charter renewal process is that all unit charter renewal applications will post before charters and membership expires

## **What is different this year?**

The Council has established a new partnership with BSA's National Council. This new partnership means charter renewal applications will post in 72 hours. Unlike previous years, units/members will realize the benefits of submitting complete, accurate charter renewal applications on-time.

# RECHARTER DATES AND TIME PERIOD

Units have access to the online Unit Charter Renewal System (UCRS) for 120 days starting 90 days **before** and ending 30 days **after** the charter renewal date. Your unit’s charter renewal date depends on your district. If you’re not sure which district you are in, contact your unit commissioner or district executive.

Charter Renewal Date 12/31/2015	Charter Renewal date 1/31/2016	Charter Renewal Date 2/29/2016
Access to UCRS 10/1/2015 –01/31/2016	Access to UCRS 11/1/2015 – 02/29/2016	Access to UCRS 12/1/2015 – 3/31/2016
Goose Creek	Appalachian Trail	Bull Run
Mattaponi	Aquia	Chain Bridge
Occoquan	Catoctin Mountain	Colonial
Old Dominion	Potomac	George Mason
Patriot	Prince George’s	Powhatan
Piedmont	Seneca	Sully
Washington, D.C.	White Oak	
Western Shore	Zekiah	
U.S. Virgin Islands		

## Youth Protection Training – an absolute must!

Registered leaders take Youth Protection Training (YPT) every two years. If a volunteer’s YPT is not current at charter renewal, or if it expires any time during the charter renewal process, the volunteer cannot be registered. Units should not wait until it is time to renew the unit’s charter to make sure all YPT is current. Urge leaders to renew their YPT before it expires. Unit Key 3s must review their unit’s YPT status. Have all adults with expired YPT or YPT that will expire during charter renewal go to <https://my.scouting.org> and take the training before starting the charter renewal process!



## Privacy Policy

Charter renewal involves confidential and/or private information and 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 committee chair and withdraw from viewing or working with these documents.

## **Incomplete Applications/Submissions**

If a unit has even **one** missing or incomplete application during charter renewal, it delays registration for **all** the adult and youth members in the unit. Incomplete adult/youth applications account for eight out of ten defective charter renewal applications.

REMINDER: New Adult Applications must be accompanied by a Youth Protection Training Certificate and a signed Disclosure/Authorization Form.

## **Submittal Method – Review with your Commissioner!**

Please submit all charter renewal packages via your district's commissioner staff in accordance with the schedule established by your district. The commissioner staff will verify that your charter is complete and check for potential issues that may generate defective notices and delay processing. **PLEASE DO NOT BRING CHARTER RENEWAL PACKAGES DIRECTLY TO THE COUNCIL OFFICE!**

## **Uploading Charter Renewal Data Using Third-Party Software**

If a unit uploads data using a third-party Unit Management Software file, Internet Rechartering automatically checks that the file is compatible. The most important preparation for using third party software is to ensure unit information is accurate and current before uploading to Internet Rechartering. Archive Scouts and adults who will not reregister. Check that names are entered in your software using the same rules as described below in Step 2. Compare them to the names in the online rosters available in Member Manager and Internet Advancement. Some third party software will allow you to print a draft charter renewal application for review. Remember – you cannot submit this draft as a charter renewal application. You must upload your unit's roster and complete the process using Internet Rechartering.

**ALWAYS HAVE YOUR UNIT COMMISSIONER REVIEW YOUR CHARTER RENEWAL PACKAGE AND DO NOT TURN IN YOUR CHARTER RENEWAL PACKAGE TO THE SCOUT SERVICE CENTER**

# Section I: Get a head start!

## **VERIFY MEMBERSHIP AND TRAINING RECORDS BEFORE STARTING THE CHARTER RENEWAL PROCESS**

To help unit leaders manage membership and training, tools are available at <https://my.scouting.org>. The portal works best with the latest version of Chrome and Firefox. It also works with the latest version of Safari and Internet Explorer (v11). Older versions of IE are no longer supported. Each 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 (chartered organization representative, committee chair, and unit leader) plus three other registered leaders may use the new site to update:

- Member profiles, and
- Training records to include YPT.

Download and printed a unit membership roster and training report then review and update member profiles and training records prior to beginning the charter renewal process.

Call the Member Care Contact Center at 972-580-2489 or send an email to [myscouting@scouting.org](mailto:myscouting@scouting.org) if you have questions about accessing the tools.

## **ONLINE APPLICATIONS – AVAILABLE BEFORE UNIT CHARTERS EXPIRE**

Submitting applications online can eliminates paperwork, improve record accuracy, and eliminate registration delays. If new members are registered before your unit begins the charter renewal process, it will speed up the process!

Volunteers can find and join Scouting units online at:

<https://BeAScout.scouting.org> Information to help new members join is found here:

[http://www.scouting.org/scoutsorce/Membership/Youth\\_Recruitment.aspx](http://www.scouting.org/scoutsorce/Membership/Youth_Recruitment.aspx).

Please note:

1. Each unit (except LDS units) must have at least five paid youth members.
2. A completed application is required for all new youth and adult leaders added to a unit's roster during charter renewal, even if applications were previously submitted to Council. (**Note:** A copy of an application will suffice, provided the Social Security number is visible on the adult application.)
3. A Scout who has reached the age of 18 cannot be registered in a troop as a youth.
4. Venturers 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. Venturers who are already in a unit and they turn 18 on or after March 1, 2015, it will be necessary to register as an adult (VP).

## Section II- Be Prepared

Familiarize yourself with the charter renewal process by visiting the information page on the Council Website: [www.ncacbsa.org/recharter](http://www.ncacbsa.org/recharter).

Identify renewal processors (RP) early so that they can become familiar with the charter renewal process and attend training.

Conduct charter renewal training for the unit committee and develop 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,
- Charter renewal meeting date (to review and sign the charter renewal application) and
- Charter renewal packet turn-in date.

Complete the Internet Rechartering Tutorial found at the following site: <https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>

Submit youth or adult applications as soon as possible, so the unit roster will list all unit members.

Conduct a membership inventory. Contact every family to:

- Verify members reregistering with the unit.
- Verify birth date, grade, telephone number and 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.

Review the functions and assignments of the chartered organization, unit committee members and unit leaders

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

Packs must have: Charter 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 (TL, DL or WL). There must be an Adult Partner (AP) registered with each Tiger. APs do not pay a fee or complete an Adult Application if they are the parent of a Tiger. Note, an AP assuming another adult leader position must complete an Adult Application.

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

Ensure Youth Protection Training (YPT) is and remains current.

Contact the executive officer (also known as institutional head) to make an appointment to sign documents. Your unit's chartered organization representative can help arrange the appointment.

If you need assistance contact your unit or district commissioner.

## Section III - Do Your Best

To use Internet Rechartering requires IE 9 or earlier version of IE. If using IE10, change browser settings to Compatibility Mode. Go to the Tools bar at the top of the page, select "Tools", and then choose "Compatibility View Settings" from the list. Visit the following link at:

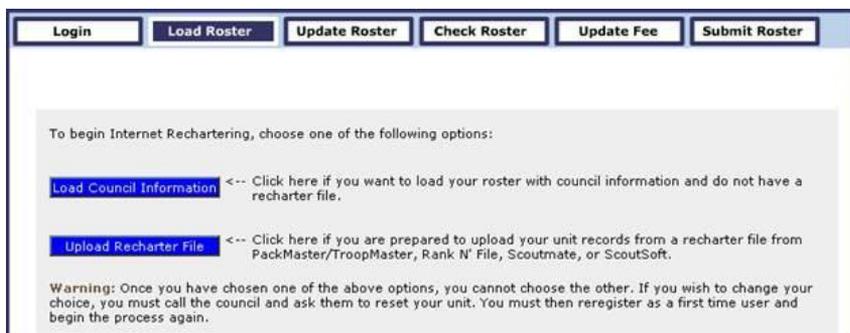
[http://www.ncacbsa.org/members/group\\_content\\_view.asp?group=121217&id=279392](http://www.ncacbsa.org/members/group_content_view.asp?group=121217&id=279392) and click on *Recharter Now*.

- Click NEW USER.
- 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).
- Agree to confidentiality.
- Enter your contact information, and create a password.
- Read about the 5 Stages of Internet Rechartering, then click *Begin*.

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

### Recharter Step 1 – Load Your Roster

Click the box to Load Council Information or Upload Recharter File from third party software (see below). Once you chose one of these options, you cannot change your mind. If you upload a file, it will be compared to Council records and you must resolve discrepancies (such as verifying that Tom Jones is the same person as Thomas Jones).



The screenshot shows a web interface for Internet Rechartering. At the top, there is a navigation bar with buttons for Login, Load Roster, Update Roster, Check Roster, Update Fee, and Submit Roster. Below this, a message states: "To begin Internet Rechartering, choose one of the following options:". There are two main options, each with a blue button and a description:

- Load Council Information**: <-- Click here if you want to load your roster with council information and do not have a recharter file.
- Upload Recharter File**: <-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

A warning message at the bottom reads: "Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again."

## Recharter Step 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* in the left corner of the screen, then print from the new window.
- Select adult members for renewal.
- “Promote” adult members from another unit sponsored by the same chartered organization into your unit. This includes “promoting” youth who have turned 18 to adult status. New adults *must complete an Adult Application forms!* This step saves you from entering all of their personal information.
- 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! Computer chaos results.
- 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 fee in only one unit.
- Units with the same chartered organization **MUST** have the same executive officer/institutional head name and signature.
- Boys’ Life

100% **Boys’ Life** is strongly encouraged for all Cub & Boy Scouts.

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

- For Webelos II:
  - Troops register Webelos crossing over before the pack’s charter renewal date.
  - Packs reregister Webelos crossing over after the pack’s charter renewal date.
- For security, adult member’s social security numbers are not shown.
- When registering new adults, the registrar will enter social security numbers (you won’t be able to make that entry).
- For applications turned in or submitted online but the members are not found on the roster in Internet Rechartering, add the member to the charter and submit a copy of the application with the charter renewal application. Keep the unit copy of each application for record.

### Recharter Step 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.

### Recharter Step 4 – Update Fees

This is where you set the fee at \$0 for “Multiples” – members that have paid in another unit (see Stage 2 above)

This is where you include the fee for Boy’s Life, if appropriate. Note that member fees have increased to \$24.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Corey Gunderson	07/09/1992	\$0.00	\$10.00	\$10.00	Youth
Update	Keira Koslowsky	02/11/1958	\$0.00	\$10.00	\$10.00	Adult
Update	Nathan Lunceford	12/29/1969	\$0.00	\$10.00	\$10.00	Adult
Update	Byron Myles	03/20/1977	\$0.00	\$0.00	\$0.00	Adult
Update	Lauren Vanderburg	07/09/1982	\$0.00	\$10.00	\$10.00	Adult
Update	Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	\$10.00	Adult
Update	Justy Brown	06/04/1987	\$0.00	\$10.00	\$10.00	Youth
Update	Michelle Busby	04/07/1988	\$0.00	\$10.00	\$10.00	Youth

Next

This is also where BSA collects data on non-renewed member. This information is critical to improving our program

**Step 2 of 2: Membership Inventory**

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

**Has each non-renewed member been contacted (includes contacts made with Parent)?**

Yes

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason.

Name	Street Address	Select one reason for each youth member
Test Youth	PO Box 152079	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

### Recharter Step 5 – Submit Your Roster

Click the blue words *Review/Print Roster* and check it for accuracy. This is your opportunity to make changes!

This DRAFT version CANNOT be turned. You will print a final version for turn in during the next step.

**Submit to Council**

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 note 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 this [Review/Print Roster](#) link.

To submit your roster to the council, click here -->

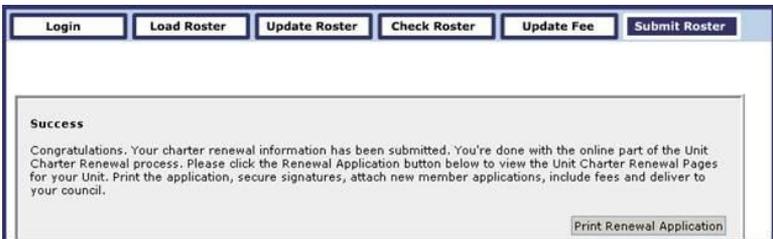
Click *Submit to Council*. Congrats! The electronic part is done. But the paperwork remains...

*Click Print Renewal Application*

You must print the charter renewal application and get it signed by:

- The executive officer/institution head.

- The unit leader (Cubmaster, Scoutmaster, crew advisor, team coach or ship skipper) and
- The district executive.



## Section IV - Do Your Duty

Obtain your copy of the Charter Renewal Application from your printer.

Complete the checklist found on the charter renewal turn in envelope.

Gather all new youth and adult applications for members named on the first page of the charter renewal application! 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 Charter Renewal Application.

Have the treasurer give you a check for registration fees, but before you fill in the amount due, have your unit commissioner review what the unit owes. If your unit has a Unit Account at the Scout Office and want to apply those funds toward your renewal fees, contact Council to verify funds available. Note that there is an **Accident Insurance Fee of \$1.00** per paid member (youth & adult) and Tiger Partners. This fee is in addition to the Registration Fees but it is not shown on the charter renewal application.

Have the unit leader sign the charter renewal and youth applications.

Have the unit committee chair and chartered organization representative sign new adult applications.

Have the executive officer/institutional head sign the Charter Renewal Application.

Review and submit everything to your unit commissioner who will verify the charter renewal packet is ready for turn in. Many Districts have special dates and locations for turning in charter renewal packages and will check packages at that time. Helpful tip: It's best to bring a blank check. Commissioners will calculate/verify fees and then the unit can complete the check.

The Journey to Excellence unit goal setting, measurement, review and reward process is now completely separate from the unit charter renewal process – all 2015 Journey to Excellence forms must be completed and submitted to your Unit Commissioner by the end of the charter year.

# CHARTER RENEWAL TIMELINE

## **Right now**

Update member profiles, Youth Protection Training, and key leader training well before the charter renewal process starts using tools found at <https://my.scouting.org>. Your unit Key 3 has and can grant access to three more leaders to help maintain records. Do not wait until charter renewal begins to update records.

## **At Least 120 Days before Unit Renewal Date**

District Commissioner publishes the charter renewal timeline, including training and charter renewal packet turn-in dates.

Unit commissioners visit units to offer help and verify required leaders are trained and YPT is current.

## **At Least 90 Days before Unit Renewal Date**

A member of the district leadership team (district executive and/or designated district committee members) visits heads of chartered organizations to renew the Scouting relationship. The annual charter agreement should be signed by the executive officer/institutional head of the chartered organization during this visit.

Unit committee chair select adults to help with charter renewal. One adult is designated as the renewal processor. The renewal processor is the person who will actually access and enter the unit's data into the Unit Charter Renewal System. Information about charter renewal training is shared.

District Commissioner Team holds charter renewal training. Advise units to bring the charter renewal letter which contains the unit's access code and the Charter Renewal Handbook. The access code is unique to each unit and changes every year.

Unit committee chair, renewal processor attend district charter renewal training.

Unit commissioners track and advise district commissioner of any issues that could prevent timely unit charter renewal.

Council opens the unit's access on the first day of the unit's access window.

Council starts providing weekly “Commissioners Unit Charter Renewal Status Reports” to the DCs. This report provides commissioners with the renewal status of each unit, including the date of first login, the current stage of the process completed and date submitted. Units should all log in and begin the process during the first 10 days the access window is opened.

The UC and unit committee conduct a membership inventory of currently registered youth and adults.

CC announces the charter renewal meeting date. Officials of the chartered organization, the unit committee, unit leaders, and the unit commissioner or other district or council representatives are urged to attend.

### **60 to 45 Days before Renewal Date**

Unit RP accesses the UCRS, completes all steps of the process (except submittal), and prints a Charter Renewal Application to review with Unit Leaders.

Unit commissioner and unit committee chair review the application. If changes are needed, the RP logs back into UCRS and enters the changes. RP then electronically “submits” and prints the Charter Renewal Application. The Application, with required signatures and applications for new youth and adults, are compiled for submission.

The charter renewal packet, including all forms and fees, is given to the UC or taken to the district’s charter renewal turn-in meeting.

### **At least 30 Days before the Renewal Date**

District executive faxes the charter renewal package to the registrar. The registrar creates the new charter certificate and member cards for the unit, and mails to the unit leader. If the charter renewal application is defective the registrar will email a Discrepancy Notice to the DE and DC and requires an expeditious response to ensure the charter will post before it expires.

The registrar will provide a charter renewal status report to the district commissioner for information.

The newest version of MyScoutingTools.org gives unit leaders the ability to print new membership cards on their own printers.

### **The Goal: Within 30 Day of the Charter Renewal Date**

The commissioner makes a formal presentation of the new charter at an appropriate gathering of the chartered organization.

## **I’m the “Unit Renewal Processor” – What’s my job?**

The unit renewal processor (RP) will log into Internet Rechartering and update your unit’s information.

### **Steps to Renew a Unit Charter:**

1. Gathers all the information needed for charter renewal (e.g., current unit roster, new applications, fees, adults positions, etc.).
2. Log into Internet Rechartering via the Council’s Website. Take the Tutorial and review end-user procedures (help).
3. Follows the steps within UCRS.
  - a. **Load your Unit’s information:** — Use the information already in the system OR Upload File, which is a file created in third-party, unit management software (like Troopmaster).
  - b. **Update the Roster** — Update information, select which members to drop from next year’s roster, add adult members, add youth members, update member data, and update member positions.
  - c. **Check the Roster** — Validate that the data to be submitted conforms to BSA rules (such as adults in required positions)
  - d. **Update Member Fees** — Update fees (e.g., assign multiple status) and request *Boys’ Life*.
4. After double-checking the information, electronically submit the file and print the Charter Renewal Application.
5. Obtain required signatures, submit the paperwork and fees to the unit commissioner for a thorough review, and keep a copy of ALL paperwork for the unit files. Remember, do not turn your unit’s charter into the Scout Service Center – only your commissioner and professional staff can review your charter effectively.

## CHARTER RENEWAL FEES

The unit charter fee is \$40 per year. All units are required to pay this annual fee.

- Adult Registration: \$24
- Adult Insurance (including Tiger adult partners): \$1
- Youth Registration: \$24
- Youth Insurance: \$1
- *Boys' Life* Subscription: \$12
- Transfers: There are no transfers during charter renewal.
- Multiples: \$0
- Make checks payable to NCAC-BSA.
- Keep a copy of all forms you submit.

Manually add insurance fees, as fees calculated in Internet Rechartering do not include insurance.

We strongly encourage all Cub and Boy Scout families subscribe to *Boys' 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.

# TOP 10 CHARTER RENEWAL MISTAKES

1. Forgetting about the 9-digit **UNIT ACCESS CODE** for Internet Rechartering. It is contained in the charter renewal letter send to each unit. If you can't find it, contact your unit commissioner, district commissioner, or district executive.
2. Not selecting "**FIRST TIME USER**" the first time you log in.
3. Not **PROOFREADING**. Before you hit Submit, 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!
4. Adult leaders with **no or expired Youth Protection Training and Top Leaders not trained** (Cubmaster, Scoutmaster, Crew Advisor, Varsity Scout Coach or Skipper). Leaders must take or renew required training.
5. Missing **REQUIRED SIGNATURES** on the front of the Charter Renewal Application. You need **THREE**: unit leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Scout Coach or Skipper), executive officer (aka institutional head) and council representative (district professional).
6. Missing **APPLICATIONS** for new youth & adults added to your charter. If turned-in previously, but a name is not on the charter, submit a copy of the original application with the charter renewal application.
7. Missing **Social Security Numbers** on new Adult Applications. You will neither see nor be able to enter a SSN online.
8. **MULTIPLE REGISTRATIONS** – An adult registered in more than one unit only pay ONCE and is shown as a MULTIPLE in all other positions. *The COR and PC are the only adults who may multiple in the same unit.*
9. Not adding \$1.00 **INSURANCE FEE** for each paid member plus Tiger adult partner when turning in your Renewal Application.
10. **KNOWING WHEN YOU ARE DONE** - You are NOT done until you print the Charter Renewal Application, obtain required signatures, and turn-in the paperwork and money to your unit commissioner for a final review. Complete the Charter Renewal Checklist from your charter renewal information packet envelope to be sure!

# GLOSSARY

Chartered Organization Certification - The Executive Officer of the Chartered Organization signs the charter renewal application. This certifies that the organization has approved all registering adults.

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

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 \$40.00. 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.

## 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
VC	Varsity Scout Coach	21
VA	Assistant Varsity Scout Coach	18
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
PT	Pack Trainer	21
PC	Parent coordinator	21
10	Leader of 11-year old Scouts (LDS Troop)	21
PC	Parent coordinator	21

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