

National BSA Service Desk 972-580-2267



NCAC Recharter Questions?
EMAIL: 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

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A Program for Career Education

National Capital Area Council

2015-2016

**Rechartering
Renewal Guide for
Explorer Posts**

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Internet Re-chartering Introduction

The internet charter renewal guide is your roadmap to a successful charter renewal.

It will guide you through each step and help you to deliver your charter renewal on time. Internet re-chartering allows you to perform the following tasks:

- Select members from your existing roster
- Update member information
- Add new members

Every unit should use the internet re-chartering. The manual method of re-chartering is available if requested.

PLEASE NOTE:

**THE ON-LINE CHARTER RENEWAL SYSTEM DOES NOT
INCLUDE THE INSURANCE FEES**

***Please use the enclosed fees calculation worksheet to
determine the total fees.***



A Program for Career Education

2015 Explore Post Charter Renewal

How to Renew an Exploring Post

Go to myparticipation.org

Create an account (if you do not already have one)- you will need your member id number to access the online renewal. Click on Online Explorer Renewals in the My Tools menu.

New Youth and Adult members must complete an application and must have the executive officer and the Explorer Post Advisor's signature in the appropriate places. Youth Protection Training is required for ALL adult volunteers. The training can be taken online at www.learningforlife.org

A **\$24.00** fee plus **\$1** insurance for each youth and adult is collected and turned in with a **\$40.00** Post participation.

Adult Structure for Explorer Posts:

The Explorer Post Committee will consist of a minimum of:

- > One Advisor (EA)
- > One Committee Chairman (PCC)
- > Two Members of the Post Committee (PMC)

The executive officer will be listed with the Post (not required as a paid position for Explorer Posts). All participating adults as well as the executive officer will need to provide name, address, phone number and date of birth on the Adult application Form. Social Security numbers are also required for new adults needing a background check.

A Criminal background check is required of new Adults. *Social security numbers and criminal background checks will not be required of employees of governmental agencies that have a criminal background completed previously as a condition of employment. Completed form #28-573 must be signed & attached with Exploring Adult application form.*

Posts can have as many associate advisors and participants of the post committee (minimum of two) as they wish.

The fee for adults and youth is \$24.00 per year per participant. Additional youth and adults may be added throughout the year at a pro-rated fee. Youth participation in more than one Learning for Life program or post is allowed. However, youth and adults participating in Learning for Life (including Exploring) **and** registered in a traditional BSA program must pay the fees in both programs.

Youth and adults who are with Learning for Life only are participants and are not registered members of the BSA.

Youth participation requirements for Exploring are:

Age 14 and have completed 8th grade or age 15 and not yet 21. Explorers in a post prior to age 21 may continue as participants at age 21 until the post renews or until age 22 whatever comes later. Youth participants in the Middle School Explorer Club are for students in the sixth, seventh or eighth grade. There is no charge for the Institution Head (IH)/Executive Officer. If the IH accepts another leadership position then they must complete an adult application and pay the registration and insurance fees.

Important: Charter renewal software does not automatically include the mandatory insurance. The charter renewal team must manually add the insurance fees. The insurance fee is \$1.00 each for all youth and adults who are registering in the unit. Youths who register in more than one Post must pay registration fees in both.

Explorer Renewal Overview

Explorer Renewal is a Web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal is available through MyParticipation to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, and associate advisor.

What are the benefits of Explorer Renewal?

There are two key benefits from using Explorer Renewal:

1. More accurate member data.
2. Renewals are validated against Explorer membership rules before submission. These benefits are two sides of the same coin. When the post does data entry for renewal this leads to more accurate member data (because a post member is entering the information) and ensures data integrity. The registration department will need to double-check and reconcile the submitted renewal data.

What do users need to use MyParticipation and Explorer Renewal?

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. For optimal performance, use Internet Explorer 7.0 and above; no other browsers are supported.

What can I not do in Explorer Renewal?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or post expiration date. These changes may only be made by the Learning for Life Office.

Explorer Renewal uses person records from LFL data. The record for one person must never be changed to that of another person. Names may be corrected to ensure the proper names are used and to correct misspellings, but for no other reason. In most cases, the name information provided by the Learning for Life office data should not be changed. The Renewal Report Package includes a Name Change report. The Name Change report contains name changes and a reminder that one person's record may not be changed with another person's information.

What are the steps in the Explorer Renewal process?

The post renewal processor (RP), the person who is renewing the post's roster, follows the process on the secure Internet site to create a renewal file. The RP provides Internet Explorer Renewal with the data necessary to create the file in a series of intuitive steps. The first post committee member/advisor to log in to the online system (myparticipation.org) is automatically designated as the "post renewal processor" or the RP.

Printed Documentation

1. The Post eligible for renewal designates an adult member as the RP.
2. The RP gathers all the information needed for renewal (e.g., new applications and data on which adults are holding which paid positions).
3. With the renewal information at hand, the RP logs onto MyParticipation and clicks the Explorer Renewal menu link.
4. In Explorer Renewal, the RP follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. Load Post Information: Use the post information.
 - b. Update the Roster: Update organization information, if needed, select the current members to renew on 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 LFL rules.
 - d. Update Member Fees: Update fees (e.g., assign Multiple status).
5. After double-checking the information, the RP submits the file and prints the Renewal Report package.
6. Complete an Annual Memorandum of Understanding which should be signed by the organization head or designee.
7. The RP gives the paperwork and fees to the Learning for Life/Scouting professional for processing.



A Program for Career Education

ANNUAL MEMORANDUM OF UNDERSTANDING

_____ has read and understands the following conditions for participating in the Exploring Program operated and maintained by Learning for Life, a District of Columbia non profit corporation ("Learning for Life"), and desires to enter into this agreement regarding its participating in the Exploring Program. The responsibilities of the organization include:

- Screening and selecting at least four adults, including committee chairman, two committee members, and an Advisor who will work directly with the post officers.
- All participating adults are required to complete Learning for Life Youth Protection Training.
- Providing adequate facilities for the Explorer post to meet on a regular schedule with time and place reserved.
- Participating in an initial program orientation session.
- Participating in at least one evaluation with Learning for Life representatives each year.

The Exploring Program is part of Learning for Life's education resource program. Learning for Life provides the support service necessary to help the participating organizations succeed in their use of the program.

These services include year-round training techniques and methods for selecting quality leaders, program resources, and primary liability insurance to cover the participating organization, its board, officers, and employees against all personal liability judgements arising from official Exploring Program activities.

This Annual Memorandum of Understanding shall remain in effect until _____. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: -----

Signature of organization head or designee

Signature of Learning for Life Representative

(Print Name)

(Print Name)



CRIMINAL BACKGROUND CHECK EXEMPTION

FORM #28-573

Social Security numbers are not required from employees of governmental agencies if criminal background checks have previously been made as a condition of employment.

(Please print)

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

I certify that the person listed above has had a criminal background check and is qualified to serve as an adult participant in Exploring.

Participating Organization Head: _____

Title: _____

Participating Organization: _____

Signature: _____ Date: _____

This form must accompany the applicant's Exploring Adult Application.

Common Charter Renewal Problems

Don't have required positions.

All units must have the following positions filled:

- Executive Officer. Executive Officer changes must have an adult application.
- Post Committee Chairman
- 2 Post Members of Committee
- Explorer Post Advisor
- Post – Explorer Post Associate Advisor is optional but strongly recommended.
- Adults must have current Explorer Youth Protection Training (*must be renewed every 2 years*)

All adult applications must be signed by both the applicant and the participating organization officer.

Make sure all adult applications are complete including social security number, date of birth and signatures.

All youth applications must be signed by the Post leader and a parent/guardian if the applicant is under 18 otherwise youth applicant may sign.

All applicants must use full names (**No initials or nicknames**).

Annual Charter Renewal Checklist

Charter renewal signatures:

- Executive Officer.
- Explorer Post Advisor

Required Adult members

- Executive Officer
- Committee Chairman
- Minimum of 2 members of Committee
- Explorer Post Advisor
- Explorer Post Associate Advisor is optional but strongly recommended.

Youth members

- Verify name, address, date of birth and grade for each registered youth

New Youth and Adult member registration check lists

Youth Applications

- Unit Number**
- Full Name (NO initials or nicknames)**
- Address, City, State, Zip**
- Phone Number**
- Date of Birth (month/day/year)**
- Grade**
- Gender**
- Parent's Name**
- Parent's Date of Birth**
- Signature of Unit Leader**
- Signature of Explorer unless applicant is under 18 then it requires a Parent/Guardian Signature**

Adult Applications

- Unit Number**
- If a Multiple, indicate at the top of the application what unit paid in and circle.**
- Full name (NO initials or nicknames)**
- Social Security number (AN ADULT CANNOT REGISTER IF THIS IS NOT on the application)**
- Address, City, State, Zip**
- Home Phone and Business Phone or Cell Phone**
- Date of Birth (month/day/year)**
- Driver's License**
- Occupation and Place of Employment**
- Position that will be held in the unit**
- Signature of Applicant**
- Signature of Organization Officer**
- LFL Disclosure/Authorization form (inside front cover of adult application)**
- Copy of their current Explorer youth protection training certificate**
- Form #28-573 (if the applicant is an employee of the government agency and the background check is done by the government agency) for all new registering adults otherwise, you must submit a MA CORI acknowledgement form and copies of both sides of a government issued photographic ID.**

EXPLORING FEE CALCULATION WORKSHEET

Unit Type: _____ Unit Number: _____

Payment Method: _____ Cash or _____ Check Fee Paid

by: _____ Receipt # _____ Received

by: _____ Date received _____

	Item	Quantity	Fee/Person	Total
1	Paid Youth		\$24.00	
2	Paid Youth Insurance (required)		\$1.00	
3	Paid Adults		\$24.00	
4	Paid Adult Insurance (required if not covered by sponsoring organization)		\$1.00	
5	<i>Subtotal</i>			
6	Charter Fee			\$40.00
7	Grand Total			