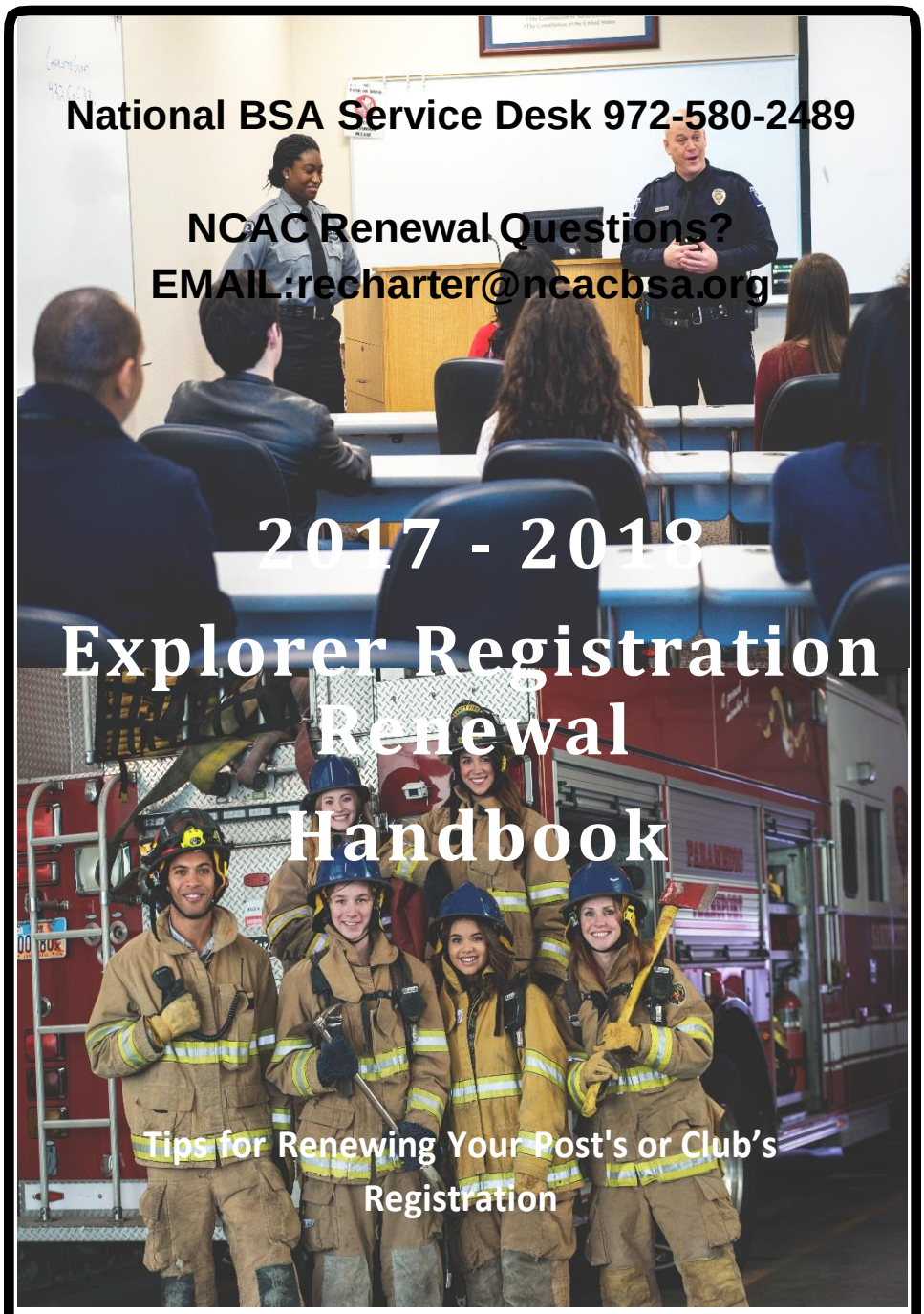

National BSA Service Desk 972-580-2489

NCAC Renewal Questions?
EMAIL:recharter@ncacbsa.org

2017 - 2018
Explorer Registration Renewal Handbook

Tips for Renewing Your Post's or Club's Registration

BOY SCOUTS OF AMERICA®
NATIONAL CAPITAL AREA COUNCIL

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National Capital Area Council

2017 - 2018

Registration Renewal Guide for Explorer Posts and Clubs

National Capital Area Council
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CFC #48974

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Table of Contents

ONLINE EXPLORER RENEWAL INTRODUCTION 5

ONLINE EXPLORER RENEWAL OVERVIEW 6

Explorer Renewal Dates and Time Period 6

What are the benefits of Explorer Renewal? 7

What do users need to use MyParticipation and Online Explorer Renewal? 7

What can I NOT do in the Online Post Renewal system? 7

What are the steps in the Explorer Renewal process? 7

Step by Step Process 8

ADDITIONAL INFORMATION 8

Adult Structure for Explorer Posts: 8

Adult Structure for Explorer Clubs: 9

Youth participation requirements for Exploring are: 9

YOUTH PROTECTION TRAINING 10

ANNUAL MEMORANDUM OF UNDERSTANDING 11

CRIMINAL BACKGROUND CHECK EXEMPTION 12

COMMON RENEWAL PROBLEMS 11

ANNUAL RENEWAL CHECKLIST 12

NEW YOUTH AND ADULT MEMBER REGISTRATION CHECK LISTS 13

EXPLORING FEE CALCULATION WORKSHEET 14

BOY SCOUTS OF AMERICA
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Prepared. For Life.™

What is a Memorandum of Understanding (MOU)?

In Exploring, a MOU authorizes an organization to operate Exploring units. It certifies the agreement between a participating organization – an organization that agrees to utilize Exploring as a part of its service to youth– and Learning for Life, an affiliate of the Boy Scouts of America, setting expectations for the quality of program to be delivered. Issuing a renewal is a true business agreement key to the success of the Exploring program.

Why is the MOU renewed annually?

MOUs are always issued for a period of 1 year; hence, participating organizations must submit a new MOU annually before the unit's expiration date. The annual renewal process:

- Fosters a formal, timely plan for regular dialogue between the participating organization and the local Exploring representative, and
- Assures membership is current so Explorers can participate in Exploring activities.

What will I find in this renewal guide?

This *Registration Renewal Guide* explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found online at [BP1][JS2]www.exploring.org and your district's commissioner staff to submit your Registration Renewal package on time and error free.

Who can I contact with specific questions?

Contact your unit commissioner (UC) or your district's renewal point of contact (POC) for help with Exploring renewal. A list of district POCs are found on the NCAC website. If using email, send a copy to recharter@ncacbsa.org.

Best wishes to all for a successful registration renewal season.

Garry W. Lewis
Council Commissioner

ONLINE EXPLORER RENEWAL INTRODUCTION

This renewal guide is your roadmap to a successful Explorer Post renewal.

It will guide you through each step and help you to deliver your registration renewal on time. Online Explorer Renewal allows you to perform the following tasks:

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

Every Explorer Post should use the Online Explorer Renewal process for registration renewal. The manual method of renewal is available if requested.

PLEASE NOTE:

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

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

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ONLINE 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.org. This is only available to Explorer adult leaders who serve in the positions of Post committee chairman, committee member, Explorer advisor, associate advisor, Sponsor or associate sponsor.

In this process, the unit Key 3 (Post committee chair (PCC), Executive Officer and Post Advisor (EA)) confirm and record their members and leaders for the coming year and pay national membership fees. At the same time, the executive officer of the sponsoring organization recommits to offering the Exploring program to youth for the new registration year.

During Explorer renewal, the PCC leads the processes that ensure the Post begins the new registration year with no or minimum losses in members, with fully trained leaders and with a strengthened relationship with the renewing organization. These processes include forming the Explorer renewal team, setting timelines, inventorying members, updating leader training, confirming leader positions, collecting fees, entering data into Online Explorer Renewal, reviewing and approving the renewal application, submitting materials on time, and receiving new membership. When listed, these processes seem daunting. In fact, the committee accomplishes these processes routinely throughout the year and merely validates them during Explorer renewal. The Unit Commissioner (UC) (also known as the Service Team Member) will assist the PCC and the committee throughout the renewal process.

Explorer Renewal Dates and Time Period

Posts turn in renewal packets the month prior to the Post or Club registration expiration month. The month to turn in packets varies by district; see the chart below. District's renewal timelines are established to ensure packets are reviewed, corrected, and finalized prior to delivery to the district executive (DE) for scanning to the registrar. Access to the Online Explorer Renewal system starts 60 days before and ends 30 days after the unit's registration expiration date. In practical terms, units must accomplish the precursor activities before updating the registration package using Online Explorer Renewal. Contact your UC to coordinate the date for the unit's registration review meeting.

Note: Direct Service units have different cycles for renewal. The timing of planning phases parallel those listed below.

December Renewals	January Renewals	February Renewals
Goose Creek	Aquia	Bull Run
Mattaponi	Francis Scott Key	Chain Bridge
Occoquan	Patuxent	Colonial
Old Dominion	Potomac	George Mason
Patriot	Seneca	Powhatan
Piedmont	White Oak	Sully
Washington, D.C.		
Western Shore		
U.S. Virgin Islands		
Timeline	Timeline	Timeline
Renewals Expire 12/31/2017	Renewals Expire 1/31/2018	Renewals Expire 2/28/2018
Online Renewal access opens 11/1/2017	Online Renewal access opens 12/1/2017	Online Renewal access opens 1/1/2018
Units turn in renewal packets during November 2017	Units turn in renewal packets during December 2017	Units turn in renewal packets during January 2018
DE scans renewals NLT 12/1/2017	DE scans renewals NLT 1/6/2018	DE scans renewals NLT 2/1/2018

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 local Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use MyParticipation and Online Explorer Renewal?

MyParticipation requires users to have access to a computer with a 56 KB or faster Internet connection. **The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.**

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.

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 allows for name changes and includes 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 first committee participant/Advisor/Sponsor to log in to the online system (MyParticipation.org) is automatically designated as the "renewal processor", or the RP. The

system resets each year. So the first person that logged in last year will not be recognized as the RP the following year. The RP follows the intuitive process on the secure internet site to create a renewal file. To do this, 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.

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. Participant number (from Exploring card or from the LFL office)
    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 Memorandum of Understanding
3. With the renewal information at hand, the RP logs into their MyParticipation.org account, clicks on the "My Tools" tab, and clicks the Online Explorer Renewal menu link.
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*.
5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package.
6. The RP sends the **signed** paperwork and fees to the local Learning for Life office via the UC for processing.

ADDITIONAL INFORMATION

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 **$6** insurance for each youth and adult is collected and turned in with a **$40.00** Unit Liability Insurance Fee. The $24.00 fee will increase to $33.00 on August 1, 2018.

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)

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

Adult Structure for Explorer Clubs:

The Explorer Club adult leadership will consist of:

- One Sponsor (ES)
- One or more Associate Sponsors (AS)

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.

The fee for adults and youth is $24.00 per year per participant. This fee will increase to $33.00 on August 1, 2018.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.

There is no charge for the Executive Officer. If the EO accepts another leadership position then they must complete an adult application and pay the registration and insurance fees.

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:

Posts: 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.
Clubs: For young men and women the sixth, seventh or eighth grade. They must be at least 10 years old but not yet 15 years old and have completed the fifth grade but have not yet completed the eighth grade.

Important: Exploring renewal software does not automatically include the mandatory insurance. The team must manually add the insurance fees. The insurance fee is $6.00 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.

YOUTH PROTECTION TRAINING

All registered adults take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at registration renewal, or if it expires any time during the registration renewal process, the volunteer cannot be registered. Successful districts and units separate YPT updates from registration renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as August 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 registration to make sure all YPT is current. Unit chairs and advisors must review their unit's YPT status.

Have all adults with expired YPT or YPT that will expire during registration renewal (expires before or 30 days after renewal expiration) go to http://my.scouting.org/ and take the training before starting the renewal process! Use the same access credentials as those used for myparticipation.org,

ANNUAL MEMORANDUM OF UNDERSTANDING[BP3]

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Check One:
Explorer Club ☐ Explorer Post ☐

Renewal Post/Club No. _____
Council_____ District _____

Annual Memorandum of Understanding

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

Explorer Clubs only:

- Screening and selecting at least two adults, including a sponsor and associate sponsor, to work directly with the Explorer Club participants.

Explorer Posts only:

- Screening and selecting at least four adults, including committee chairman, two committee members, and an advisor, who will work directly with the post officers.

Explorer Clubs and Explorer Posts:

- Ensuring that all participating adults complete the required Exploring Youth Protection training. The training is available at **www.exploring.org**.
- Providing adequate facilities for the participants to meet on a regular schedule with a time and place reserved.
- Participating in a program planning meeting and Open House.
- Participating in at least one evaluation with Learning for Life representatives each year.

Note: Adults may serve in multiple posts and clubs.

Exploring 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 general liability insurance to cover the participating organization, its board of directors and/or trustees, and its officers and employees in their official and individual capacities against personal liability judgments arising from official Learning for Life activities.

This Annual Memorandum of Understanding shall remain in effect through the registration expiration of the post or club. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: _____

_____	_____
Signature of executive officer or designee	Signature of Exploring representative
_____	_____
(Print name)	(Print name)

800-737
Revised May 2016

CRIMINAL BACKGROUND CHECK EXEMPTION

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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.

[BP4]

COMMON RENEWAL PROBLEMS

Don't have required positions.

All posts must[BP5] have the following positions filled:

- Executive Officer. Executive Officer changes must have an adult application.[BP6]
- Post Committee Chairman
- 2 Members of Post Committee
- Explorer Post Advisor
- Associate Advisor is optional but strongly recommended.
- Adults must have current Explorer Youth Protection Training *(must be renewed every 2 years)*

All clubs must[BP7] have the following positions filled:

- Executive Officer. Executive Officer changes must have an adult application.[BP8]
- Explorer Club Sponsor
- One or more Explorer Club Associate Sponsors
- 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 RENEWAL CHECKLIST

Renewal signatures:

- ☐ Executive Officer
- ☐ Explorer Post Advisor or Club Sponsor

Required Adult members (Post)

- ☐ Executive Officer
- ☐ Committee Chairman (1)
- ☐ Minimum of 2 members of Committee
- ☐ Explorer Post Advisor (1)
- ☐ Explorer Post Associate Advisor is optional but strongly recommended

Required Adult members (Club)

- ☐ Executive Officer
- ☐ Explorer Club Sponsor
- ☐ Explorer Club Associate Sponsor(s)

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
- ☐ Unit Type (post or club)
- ☐ 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
- ☐ Unit type (post or club)
- ☐ 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)[BP9]
- ☐ 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 Executive 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

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)**		$6.00	
3	Paid Adults		$24.00	
4	Paid Adult Insurance **(required if not covered by sponsoring organization)**		$6.00	
5	*Subtotal*			
6	**Unit Liability Insurance Fee**			**$40.00**
7	**Grand Total**			

QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

MyParticipation@learningforlife.org

NCAC Renewal Questions?

EMAIL:recharter@ncacbsa.org