Rechartering – Tricks of the Trade







The NCAC Charter Renewal Handbook (CRHB, in your package)

my.scouting tools for completing a membership inventory

Internet Rechartering Tutorial [CRHB p7]

Your Commissioners





Registration forms

Include a registration form for each adult and scout listed on the first page of the rechartering package as a new registration

- o for adults, the registration form, disclosure / authorization form, and proof of current YPT
- o submit a copy of the registration form even if it was previously submitted
- o make sure all signatures are on the forms except for Council signature for adults.





A registration form is required ...

- For each adult or youth new to the unit, or Venturer turning 18
- For an added or changed adult position in the unit

(Always keep a copy of every registration form until you know that it have been successfully processed – with signatures and SSN)







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





Adults/youth being given a second member ID when they are already registered or were previously registered





Tiger Cub partners

A Tiger Cub partner is not a registered adult, has not filled out an adult registration form, does not have to take YPT, and has not had a background check

But they are assigned a member ID







Re-registrations and "multiple" registrations

For any registration, indicate on the registration form that an adult or youth was previously or is currently registered (or is/was a Tiger Cub partner), including (if possible)

- Previous or current member ID
- Previous or other current unit



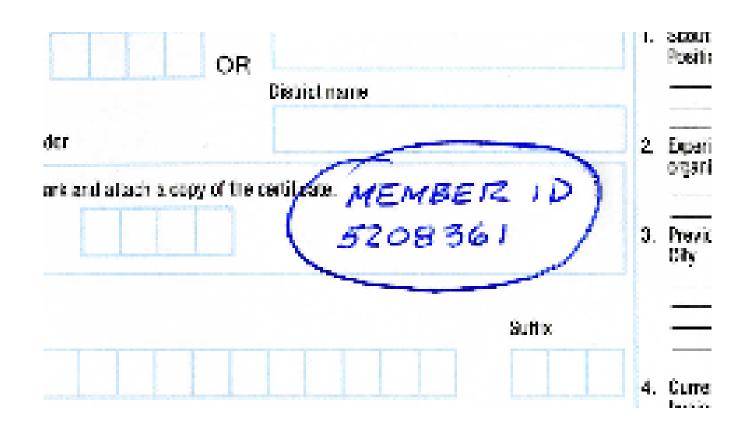
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(ON AN ADULT APPLICATION)



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Attach proof of current YPT for –

 every adult listed in the rechartering package as having expired YPT

o every adult application (along with the application form and disclosure/authorization form)





Youth Protection Training (more)

If an adult's YPT expires during the rechartering cycle, the unit's recharter is not going to be processed until the problem is resolved

Have any adult whose YPT will expire before the end of March retake it <u>now</u>





Youth Protection Training (more yet)

Don't forget any Merit Badge Counselors not directly registered with the unit

(Don't submit registration forms for Merit Badge Counselors as part of the rechartering package. Submit the required forms directly to the Potomac District Merit Badge Dean)





If a scouter's YPT isn't shown in their list of training in MyScouting, and the rechartering document shows missing or expired YPT





The most frequent cause -

The scouter forgets the original User Name or password originally used to create the training account, and creates another







Avoiding the problem -

The log-in page at MyScouting has a procedure for retrieving the User Name or password







For each adult/youth paid registration in the unit, \$24 (Tiger partners do not pay this)

For each of the above, plus Tiger partners not otherwise paid registrations, \$1 NCAC insurance.

Boys' Life - \$12 per subscription

\$40 unit charter fee





The \$1 NCAC insurance is <u>not</u> included in the calculated fees listed on page 2 of the recharter printout.

The \$1 Council Insurance fee per person is calculated and shown only on the transmittal envelope - be sure to add that amount to the fees on page 2 of the recharter printout to your unit's recharter payment.





On page 2 of the printout –

- the institution head (the same person as shown in the printout) not the COR
- the unit leader (the same person as shown in the printout)

On the transmittal envelope

the unit leader and the unit commissioner



Be sure to include

The first page (which will indicate whether or not there are any new registrations requiring a registration form. (The sheet with the unit leader and institution head signatures, and the fees, is the second page)

A completed last page showing the contact information for the unit's rechartering processor







Use the transmittal envelope

(it shows how to calculate council insurance and total fees)

CHARTER RENEWAL TRANSMITTAL ENVELOPE

District				
Scouting	g Unit number:			
Cub Scout Pack				
Boy Scout Troop	Sea Scout Ship	-		
Varsity Team	_			
	Explorer Post			
	Learning for Life Group	**********		
Charters are due on or before the	ne 1st of the charter month.			
		Verification (initial when complete,		
Charter Renewal Checklist:		Unit	Unit Commissioner	
Charter Renewal Application	en .			
A. Proper fees enclosed (*Se	e summary below.)			
B. Executive Officer Signatur	e			
C. Unit Leader Signature (CN	I, SM, VC, NL, EA or SK)	-		
 New applications complete: etc. and signed. 	date of birth, address, telephone,			
Renewal Application:				
All addresses, telephone nu	imbers correct.			
	CR CC MC MC TL and/or WL			
5. Unit leader listed (one requi				





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Meet with your Unit Commissioner by December 20th to submit your completed rechartering package (with all signatures).

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

Additional turn-in dates will be announced in the Potomac Flash Email Newsletter and Roundtables





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

