



Rechartering – Tricks of the Trade

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Resources

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

my.scouting tools for completing a membership inventory

Internet Rechartering Tutorial [CRHB p7]

Your Commissioners

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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.**

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A registration form is required ...

- o For each adult or youth new to the unit, or Venturer turning 18**
- o 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)

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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

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Problem -

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

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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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ADULT APPLICATION

524-501

This form is read by machine. Please print the numbers and letters as shown:

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I

The information obtained in this form is for the internal use of the RSA only.

UNIT SCOUTERS (fill in the circle.)

☐ Pack ☐ Troop ☐ Team ☐ Crew ☐ Ship ☐ Unit No. OR

Do not/District position

District name

EXPIRE DATE

1 / 1 /

TERM

MONTHS

☐ New leader

☐ Former leader

☐ If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration. Mark and attach a copy of the certificate.

TRANSFER FROM

COUNCIL NO.

TYPE OF UNIT

UNIT NO.

MEMBER ID
5208361

Please print one letter in each space—press hard; you are making three copies.

First name (No initials or nicknames)

Middle name

Last name

Suffix

Country

US

Mailing address

City

State

Zip code

Home phone

Business phone

Ext.

Cell phone

Date of birth (mm/dd/yyyy)

Ethnic background:

☐ Irish-American

☐ Italian-American

☐ German-American

☐ Polish-American

☐ Other

☐ No answer

☐ Other

☐ Other

☐ Other

Gender

Male

Female

Social Security No. (required)

Occupation

Employer

Country

US

Business address

City

State

Zip code

Position Code

Scouting position description

Are you an Eagle Scout?

Yes

No

Date earned (mm/dd/yyyy)

E-mail address

Work

Home

Boys' Life subscription

I understand that:

a. The information that I have provided may be verified, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check.

b. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.

c. In signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the Rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have provided on this form is true and correct, and I agree to follow the BSA Youth Protection policies and will complete Youth Protection training within 30 days of registering.

Signature of applicant

Date

4001

Registration fee \$

4001

APPROVALS FOR UNIT SCOUTERS: We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures, and this applicant meets the leadership qualifications of the BSA.

Signature of unit committee chairman

Date

Signature of chartered organization head or representative

Date

Signature of Scout executive or designee

Date

Signature of Scout executive or designee

Date

Boys' Life fee \$

4001

LOCAL COUNCIL COPY

APPROVAL FOR COUNCIL AND US/RS/RS SCOUTERS:

We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures, and this applicant meets the leadership qualifications of the BSA.

Signature of Scout executive or designee

Date

Retain on file for three years.

All questions must be answered.

1. Scouting background: Position, Council, Year

2. Experience working with youth in other organizations. Please provide contact information.

3. Previous residences (for last five years): City, State

4. Current memberships (religious, community, business, labor, or professional organizations).

5. References: Please list those who are familiar with your character as a leader or working with youth. References may be checked.

Name

Telephone

Name

Telephone

Name

Telephone

6. Additional information: (Mark each answer) Yes or No

a. Do you use illegal drugs? ☐ Yes ☐ No

b. Have you ever been convicted of a criminal offense? (If yes, explain below.) ☐ Yes ☐ No

c. Have you ever been charged with, or investigated or arrested for, child neglect or abuse? ☐ Yes ☐ No

d. Has your driver's license ever been suspended or revoked? (If yes, explain below.) ☐ Yes ☐ No

e. Other than the above, is there any fact or circumstance involving you or your background that we should ask you to question your being connected with the supervision, guidance, and care of young people? (If answer is yes, explain below.) ☐ Yes ☐ No

(ON AN ADULT APPLICATION)

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BOY SCOUTS OF AMERICA®

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OR

--

District name

--

der

ork and attach a copy of the certificate.

--	--	--	--

MEMBER ID
5208361

Suffix

--	--	--	--	--	--	--	--	--	--

--	--	--

1. Scout
Position

--

2. Experi
organ

--

3. Prev
City

--

4. Curre
Address

--





Youth Protection Training

Attach proof of current YPT for –

- o 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 now





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)

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Problem -

If a scouters' 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

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Avoiding the problem -

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





Fees

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

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Fees

The \$1 NCAC insurance is not 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.

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Required Signatures

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



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Use the transmittal envelope

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

CHARTER RENEWAL TRANSMITTAL ENVELOPE

District _____

Scouting Unit number:

Cub Scout Pack _____ Venturing Crew _____
Boy Scout Troop _____ Sea Scout Ship _____
Varsity Team _____ Explorer Post _____
Learning for Life Group _____

Charters are due on or before the 1st of the charter month.

Charter Renewal Checklist:	Verification <i>(initial when complete)</i>	
	Unit	Unit Commissioner
1 Charter Renewal Application		
A. Proper fees enclosed (*See summary below.)		
B. Executive Officer Signature		
C. Unit Leader Signature (CM, SM, VC, NL, EA or SK)		
2. New applications complete: date of birth, address, telephone, etc. and signed.		
3. Renewal Application: All addresses, telephone numbers correct.		
4. Required positions listed: <input type="checkbox"/> CR <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> MC <input type="checkbox"/> TL Packs <input type="checkbox"/> DL and/or <input type="checkbox"/> WL		
5. Unit leader listed (one required): <input type="checkbox"/> CM <input type="checkbox"/> SM <input type="checkbox"/> VC <input type="checkbox"/> NL <input type="checkbox"/> EA <input type="checkbox"/> SK		

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Turn-in

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





Remember ..

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

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