

Samoset Council

Boy Scouts of America

# Charter Renewal

## A Guide for Unit Leaders

### 2023 EDITION

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Thank you for the remarkable work you do throughout the year to make a positive impact in the lives of so many youth! We recognize how much Scouting depends on your dedicated service.

We hope you will find this guide helpful during your unit's charter renewal process. There are several steps along the way to an "on-time and error-free" charter renewal for your unit. This guide will walk you through each of the steps and provides some helpful hints.

Thank you for your attention to this process. Please let us know how we can be helpful along the way. Let's work together to complete this process quickly and move on to what we all enjoy best - delivering fun, exciting programs for our Scouts.

Thank you for all you do for Scouting!

### Contact Information for Assistance

*You're not alone!*

Samoset Council staff and volunteers are standing by, ready to assist you in the charter renewal process if needed. Our Samoset Team is available to answer questions you may run into as you navigate the online system.

Contact information for your Council Commissioner Volunteers, Council Staff, and

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## Charter Renewal – The Process

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### Charter Renewal - On Time & Error Free

#### 1. Pre-Charter Renewal - important steps before logging in.

- Inventory your members and collect fees. Collect BSA registration fee & *Scout Life* subscription fee from each youth and adult that will be continuing their membership. Annual membership fee is \$75 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts. \$45 for youth members in Exploring, and \$45 for adult members. Your unit committee may choose to pay these fees from funds raised during the year. *Scout Life* is \$15 for the year.
- Secure completed membership applications, including required signatures, for all new youth and new adult members. Adult applications must include the new Disclosure/Authorization Form and include proof of having completed Youth Protection Training. If an adult is changing positions within the unit, a new application is not required during charter renewal.
- **Youth Protection Training** is required for all BSA volunteers. Youth Protection Training must be taken every two years. **If a volunteer's Youth Protection Training record is not current, the volunteer will not be re-registered and it will cause a delay with your charter renewal.**

#### 2. Start Charter Renewal Online by logging in to your Scoutbook account at Scoutbook.com or my.Scouting account. Please refer to the Internet Rechartering User Guide

#### 3. Complete the Journey to Excellence Scorecard for Your Unit.

Work with your unit leader and committee to complete the 2022 Journey to Excellence Scorecard for your unit. Your Unit Serving Executive or Council Commissioner can help with this process.

### Helpful Hints

- Don't skip steps. The pre-charter renewal steps are vital to success!
- Be sure accurate email addresses are listed for all adults.
- **Do not** change existing members' names with someone else's name.
- AVOID using nicknames. Use the person's given name.
- A chartering organization that charters more than one unit must have the same Executive Officer and Chartered Organization Representative on all units.
- Social security numbers will be added by Council Registrar.
- Membership cards will not be sent out. These cards can be printed from *my.scouting* tools.

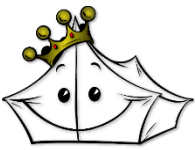
**Check out the website for rechartering on Scouting.org It's been completely refreshed new everything, new guide, new Q&A and new video!**

<https://www.scouting.org/resources/internet-rechartering/>

### The 2023 Registration Fees

Annual registration fees are set by the Boy Scouts of America.

- \$75 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts. \$45 for youth members in Exploring, and \$45 for adult members. All fee goes to National BSA. Zero fees go to Samoset Council.
- *Scout Life* Subscription: \$15
- There is an Annual National Recharter fee of \$100 per unit.



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# What is a Charter?

## What is a charter?

In the BSA, a charter authorizes an organization to operate BSA Scouting units. It certifies the agreement between a chartered organization and the Boy Scouts of America.

## Why is a charter renewed annually?

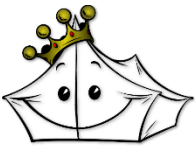
Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the council annually to renew its charter.

- Fosters a formal, timely plan for regular dialogue between charter organizations and BSA
- Assures registrations are current so Scouts can participate in Scouting activities and advance in rank
- Enables collection of annual membership fees

# Keys to a Successful Recharter

## Units can have a successful recharter by doing the following:

- Start early - don't wait until system is open
  - Identify a recharter champion
  - Complete membership inventory
  - Check youth protection aging report
  - Create a plan to collect fees
- Review online training materials – see [Samoset.org](http://Samoset.org)
  - FAQs
  - Recharter user guide
  - Recharter video
- **Avoid the most common reasons a recharter cannot be processed**
  - Missing Signed Criminal Background Check Approval Form
  - Missing or Expired Youth Protection Training
  - Missing Signatures (Applications, Background Checks)
  - Missing Key 3 Approval
  - Missing Adult Applications
  - Money Incorrect
  - Youth Turned 18 – Needs Youth Protection Training, Criminal Background Check, and Application



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# Membership Inventory

The Committee Chair or recharter champion should log into their my.scouting.org account and download a copy of their unit's roster. Comparing the local unit roster against the official membership file will reveal any adults and youth who are not officially registered in the BSA. An application should be collected from any member on the unit roster that is not on the official membership file.

**A committee member should contact every family to:**

- Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
- Verify Scout Life subscription
- Communicate fees and unit payment due date
- Once the membership inventory is completed, retain the roster - needed during the data input process

**Membership Inventory Report**

1. My.scouting.org account and click on "MENU" on the top left of the page
2. Scroll down then click on the unit and select "ROSTER"
3. Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
4. The exported roster file will show up in a pop up box click on it
5. Save as an Excel file

# Youth Protection Training

All registered adults must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal 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. Unit Key 3s should regularly review their unit's YPT status.

**Youth Protection Training Aging Report**

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Scroll down then click on the unit and select "YPT Reports"
3. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
4. The exported roster will show up as a link to download or will open in a new window
5. Save the file
6. Review for any adults with YPT expiring before **March 1** (for December units) and contact them to retake YPT before submitting your final recharter paperwork

# Recharter Resources

## Internet Charter Renewal 2.0 –

<https://www.scouting.org/resources/internet-rechartering/>

- View Recent Updates, Changes, and Enhancements
- Download the User Guide
- Review the FAQs
- Review the Internet Recharter Responses to Forum-Related Questions/Discussions helpdesk
- Review the Internet Recharter Video

**URL: Internet Charter Renewal 2.0 -** <https://advancements.scouting.org>

**If you have any additional questions, please contact your Unit Recharter POC, Assistant Council Commissioner, Unit Ambassador, Unit Serving Executive, Council Staff.**

