



Samoset Council

Boy Scouts of America

Charter Renewal

A Guide for Unit Leaders

2019
Edition

Table of Contents

Steps for Completion	2
Helpful Hints	3
Membership Fees	3
Need Assistance?	4
Youth Protection	4

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!

Turn-in: Dates, Times, Locations

Please plan to turn-in your completed charter renewal paperwork at one of the Council Turn-in Days coming up in November:

Marshfield: Thursday, November 8, from 6:00 to 7:00 PM

St. John the Baptist Catholic Church
201 W Blodgett Street, Marshfield

Stevens Point: Wednesday, November 14, from 6:00 to 7:30 PM

Washington Elementary School
3500 Prais Street, Stevens Point

WI Rapids: Thursday, November 15, from 6:30 to 8:00 PM

First English Lutheran Church
440 Garfield St. in Wisconsin Rapids (use Pine Street entrance)

Wausau: Thursday, November 15, from 6:00 to 7:00 PM

Wausau Homes Scout Center
3511 Camp Phillips Road, Weston

Tomahawk: Thursday, November 15, from 6:30 to 7:30 PM

Park City Credit Union
1213 N Fourth Street, Tomahawk





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 & Boys Life subscription fee from each youth and adult that will be continuing their membership. Annual membership fee is \$33 per youth and adult. Boys' Life fees are \$12 a year. Your unit committee may choose to pay these fees from funds raised during the annual popcorn sale.
- Secure completed membership applications, including required signatures, for all new youth and new adult members. Adult applications must include a signed 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 reregistered and it will cause a delay with your charter renewal.
- Be sure you have your 9-digit unit access code. You will need this to begin the charter renewal process online.

My unit's 9-digit unit access code:

Note: This access code changes every year. If you have mis-placed your access code you may obtain it by calling our Council Service Center. 715-355-1450

2. Start Charter Renewal Online at www.Samoset.org.

Go to www.Samoset.org to access the **Online Charter Renewal** system. The link is located along the left-hand side of the screen. **Complete the steps for online charter renewal.**

- a. Select "First Time User" and enter the units 9-digit unit access code
- b. Select unit type (Pack, Troop or Crew) and enter the four-digit unit number (Example: 0627).
- c. Create a password as instructed. (If you forget your password, call us at 715-355-1450.)
- d. Complete the information on each screen. You can stop at anytime, log out of the system, and begin again where you left off. To do so you will need to log in again as a "returning user", using your access code and your password. Be sure to update all contact information for adults and youth during this process, especially email addresses for adult leaders. Thank you!
- e. When you have completed all the information to recharter the unit, click the "submit" button.

Note: You are not done with the charter renewal process yet

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

Work with your unit leader and committee to complete the 2018 Journey to Excellence Scorecard for your unit. Your Unit Serving Executive or Unit Ambassador can help with this process.

4. Turn-In (See turn-in location dates and times on page 4.)

Gather all completed paperwork, Charter Renewal Application, youth applications, adult applications, and 2018 Journey to Excellence Scorecard. Turn-in all paperwork, with payment, at your **Charter Renewal Turn-In** event.



Helpful Hints

- Don't skip steps. The pre-charter renewal steps are vital to success!
- A tutorial is provided on the website if needed. Great tool for first-timers!
- When uploading the unit information you have options, loading council information is best!
- 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.
- You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. It can be downloaded from the charter renewal site.
- Once you are finished print your charter renewal paperwork. Check page one. It will list the new youth and adults which require applications. These need to be turned in with your charter renewal paperwork. Please include page one with your charter renewal paperwork.

Membership Fees:

- Annual membership fee is \$33 per youth and adult. Boys' Life fees are \$12 a year.
- Two options for charter renewal authorization:
 1. Online authorization & payment.
 2. Print, gather signatures and turn-in.
- Membership cards will not be sent out. These cards can be printed from **my.scouting** tools.

Please Note:

- Any unit losing more than 50% of their 2018 membership or any unit with less than five registered youth will require the approval of the Scout Executive before the charter will be processed.

The 2019 Registration Fees

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

Youth & Adults: \$33 Boys' Life Subscription: \$12

There is a single Unit Liability Insurance Fee of \$40 per unit.



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. ***You're not alone.***

Our Customer Service Team is available to answer questions you may run into as you navigate the online system. Deanna and Kathy are happy to help and can be reached at 715-355-1450 or 1-800-303-2195 or by email:

Deanna Pellegrino

Customer Service Associate

Deanna.Pellegrino@Samoset.org

Kathy Johnson

Customer Service Associate

Kathy.Johnson@Samoset.org

If Deanna or Kathy don't have the answer you are looking for, they will be able to connect you with the person who does. Your unit may have a ***Unit Ambassador***, a volunteer at the council-level assigned to be a resource to your unit leaders. Unit Ambassadors are great friend to your unit.

Your unit also has a ***Unit Serving Executive***, a commissioned professional, available to help with anything you may need, including charter renewal. Contact information for Unit Serving Executives is provided below. If they haven't already done so, your ***Unit Ambassador*** or ***Unit Serving Executive*** will be reaching out soon to check on how the charter renewal process is going and offer help.

Unit Serving Executives

Amanda Flannery

715-409-6690

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Peter Ney

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Christine Reynebeau

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Janice Watson

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Kristin Woller

715-490-0450

Kristin.Woller@samoset.org

Complete Youth Protection Training Online

1. Go to my.scouting.org
 - A. Click "Create an Account" **if** you do not already have one.
 - B. Enter "log-in" information.
2. Access Youth Protection Training on the right hand side of the page.
3. When complete, print the certificate and keep one copy for your reference. Turn in one a copy to your unit leader.



Questions?

Contact our council office at 1-715-355-1450