THINGS TO DO BEFORE YOU START

1. Select an adult to be the renewal processor for Internet Rechartering.

2. Obtain a printout of your current unit roster from My.Scouting.org, ScoutBook or Internet Advancement.

3. Review your roster so you know what changes and additions need to be made and which applications to collect and submit to the Council Service Center.

4. Go to my.scouting.org and print your unit’s training record (unit Key 3 has access). Your unit Key 3 are Committee Chair, Chartered Organization Representative, and Unit Leader.

5. Verify all adult leaders and Venturing/Exploring Participants have Youth Protection Training completed Feb 1, 2018 or after.

6. If you are adding new youth or adults BEFORE charter renewal, make sure you acquire the appropriate signatures and turn in the completed applications and forms to the Council office with fees ASAP!

   DO NOT HOLD ON TO APPLICATIONS; THE YOUTH AND ADULTS ARE CURRENTLY ACTIVE IN YOUR UNIT AND MUST BE REGISTERED NOW FOR THE REMAINDER OF THE 2019 YEAR!

Adults & Venturing Participants CANNOT be registered or renewed without Youth Protection Training completed 2.1.2018 or after, and the Additional Disclosures & Background Check Authorization Form.
TOP DETOURS ON THE ROAD TO SUCCESS

♦ Unable to get Charter Organization Head (EO/IH) or Representative signature. We forgot to make an appointment when we began the charter renewal process to review the charter and get the required signatures.

   *If changing the Charter Organization Head, a New Unit application is required, note “Change of Organization Head only” at the top.

♦ Applications are not attached for youth or adult members listed as new on page one of the Unit Charter Renewal Report Package, or youth who turn 18 during 2019 & will be a Venturing/Exploring Participant for 2020.

   *warning these youth may not show on page 1 as needing an adult application.

♦ Applications are required for any adult previously listed as a Lion Adult Partner or Tiger Adult Partner only and is now registering in an adult position.

♦ Signatures are missing from the applications that have been attached. Unit leaders and parents must sign the youth applications. The Chartered Organization Representative or Head must sign the adult applications.

♦ Incomplete adult application provided; frequently missed items include:
   - Youth Protection training validation not provided, must be completed 2.1.2018 or after.
   - The Additional Disclosures & Background Check Authorization Form is not attached.
     Requested information must be provided; the form signed & dated to be complete.
   - The right-hand column of information is not filled in on the adult application.
   - The two statements beside the applicants signature are not initialed.

♦ Page one is missing. Attach ALL pages of the printed Unit Charter Renewal Report Package, even if blank.

♦ More than one position within the unit has been assigned to an adult member, such as Den Leader and Committee Member. The Chartered Org Rep (CR) is the only registered position that can multiple either as a Committee Member (MC) or as the Committee Chair (CC). The Charter Organization Head (EO/IH) can be registered in any other position with a completed adult application.

♦ A check needs to be submitted with the charter, DO NOT PAY NATIONAL. It is recommended to leave the amount blank to allow verification at turn-in.

♦ Missing Journey to Excellence & Annual Charter Partner Agreement forms.

♦ Remember—no one is a transfer on a charter. Everyone pays the renewal fee.
Charter Renewal Youth Protection Validation

Before you start. (You must be the registered Committee Chairman, Unit Leader, or Charter rep to run the youth protection report) If you are not either of these positions, one of these people can give you authority to run this report. To see a 2 minute video on how this is done. Go to www.cpcbsa.org/recharterhelp. Select “Add Training Manager” video.

1. Google Chrome works best for this system. It is recommended you download and use this browser.
2. Log into my.scouting.org
   (Make sure your member ID is attached to your profile)
3. Select the Menu icon in the upper left.
4. Select your Unit
5. Select “Training Manager” (Figure 1.)
6. Select “YPT Aging Report” (Figure 2.) You should see a download screen. The file should be in your “Downloads” folder.
7. Draw a line through all leaders who are not returning
8. Make sure all YPT has a 2.1.2018 or after YPT date
9. If a returning leader’s date is not 2.1.2018:
   a. Ask them to complete the training.
   b. If they have completed the training then ensure they have the correct member ID in their profile. You then can update their training manually.
   See www.cpcbsa.org/recharterhelp and watch short video “Entering Training in My.Scouting.org Training Manager”
10. Turn in this form with your charter renewal as your Youth Protection Validation

---END OF REPORT---
INTERNET CHARTER RENEWAL INSTRUCTIONS

How to get started:
1. Use Internet Explorer Only. (Firefox, Safari and Chrome appear to be compatible but may come up with warnings. Mac is not compatible.)
2. After October 1st, the processor can access the renewal website at www.cpcbsa.org/charter.
   Note: you will also find a tutorial and a Power Point presentation on this site.
3. Select CLICK HERE TO BEGIN.
4. Select FIRST TIME USER
   EACH YEAR, and with each unit - if processing more than one, YOU ARE A FIRST TIME USER.
5. On the next screen, enter the 2020 unit access code provided by your district executive or district commissioner then select unit type and enter your four digit unit number.
6. Create a password as instructed (keep it easy and write it down) and click REGISTER. The Council will not have access to your password.
   My new Password is: ________________________________
7. Complete the information requested on each screen. You can stop at any time, log off the system and return to where you left off by re-entering your access code and password as a returning user.
   A. It is suggested that every time the processor logs back in as a returning user to click the “Update Unit Roster”. This ensures that any youth or adult applications submitted at the Council Service Center since your initial login will show on your roster.
   B. Transfers do not apply at charter renewal. They are considered new members. The fee is $60.00 or $36. Do not mark someone as a transfer.

Here’s how to wrap it up:
1. After completing all the information to renew the unit, click Roster Review and check for accuracy.
2. If you have not clicked the SUBMIT button and are having problems, contact your district executive or district commissioner.
3. Once everything is correct, click the SUBMIT button. Please note that once you hit SUBMIT, the online access cannot be reset. Changes or corrections should be noted on the cover sheet and discussed with your district executive or district commissioner.
4. PLEASE DO NOT PAY ONLINE. Please plan to pay by check payable to 'BSA', see important note below @ 8.
5. Print ALL pages of the Unit Charter Renewal Report Package (including page one, even if blank). If you want a copy for your unit, print two copies.
6. Verify one more time that ALL adult members and Venturing/Exploring Participants have provided a completed, signed Additional Disclosures & Background Check Authorization Form.
7. Obtain SIGNATURES from the Charter Organization Head /Executive Officer (IH/EO) and the Unit Leader on the Charter Renewal Report.
8. Collect the appropriate fees. A fee schedule is included on page 5. If your unit is applying for special membership fee assistance funds from Cascade Pacific Council by November 8, your committee chair will be notified by email of grant results on or before November 13. CPC will add those local assistance funds to your payment and then send the full amount owed along to National. Because of this step, it is important to not make payment through the online charter system.
9. Return all paperwork and payments to your district executive or district commissioner.
FEES REVIEW

To make your job easier, please register any new members recruited in the fall with the Council Service Center BEFORE BEGINNING the online recharter process.

In the event you have NEW youth or adult members added to the charter, please collect the 2019 prorated fees in addition to the 2020 Charter Renewal fees. This will allow us to register these new youth and adult members before year-end. Please verify that you have attached completed applications for all new youth and adult members being added to the charter.

2019 REGISTRATION, COUNCIL INS & BOYS’ LIFE FEES

YOUTH & ADULTS registering in October
- 2019 x $11.25 = 

Boys’ Life fee in October
- 1 x $3.00 = 

YOUTH & ADULTS registering in November
- 2019 x $7.50 = 

Boys’ Life fee in November
- 1 x $2.00 = 

YOUTH & ADULTS registering in December
- 2019 x $3.75 = 

2019 TOTAL

2020 REGISTRATION, COUNCIL INS & BOYS’ LIFE FEES

YOUTH & VENTURING PARTICIPANT fee:
- 2020 x $72.00 = 

YOUTH Boys’ Life fee:
- 1 x $12.00 = 

ADULT Membership & Exploring Participation fee:
- 2020 x $48.00 = 

ADULT Boy’s Life fee:
- 1 x $12.00 = 

Unit Liability Insurance fee:
- $60.00

Total Charter Renewal fee:

2020 TOTAL

2019 & 2020 TOTAL

Membership Fee Assistance TOTAL

subtract _________

Include a paper copy of the CPC Membership Fee Assistance Fund Grant Notification (which will be emailed by Nov 13 to committee chairs of units who apply by Nov 8 and are granted assistance funds)

GRAND TOTAL DUE— make checks payable to “BSA”

REQUIRED ADULT POSITIONS

*IH - Charter Organization Head/Executive Officer (non-registering position) - unpaid

*CR - Charter Organization Representative (only multiple register as a CC or MC position in this unit)

*CC - Committee Chair (cannot multiple register into another position in this unit)

*MC - Committee Member (cannot multiple register into another position in this unit)

*UL - Cubmaster, Scoutmaster, Venturing Leader, Skipper (cannot multiple register into another position in this unit)

For Cub Scouts Only (Pack)

*LL,TL,DL,WL - Lion, Tiger, Den, Webelos Leaders (cannot multiple register into another position in this pack)
Checklist for Charter Turn In

Unit ______________________ Charter prepared by ____________________________

Organize the paperwork in the following order: Unit Charter Renewal Report Package (all pages), New Chartered Organization Paperwork, Adult Applications with certificate & form, Youth Applications, Annual Charter Agreement, JTE and other forms. New this year—Additional Disclosures & Background Check Authorization forms for all new & renewing Adults, plus Venturing/Exploring Participants.

Signatures

☐ Executive Officer - Is the Executive Officer signature the same as the Executive Officer listed above the signature line on the Unit Charter Renewal Report Package. When changing the Executive Officer, submit a New Unit Application, write “New EO Only” across the top.

Note - The 2020 Executive Officer or Charter Organizational Representative signs the Unit Charter Renewal Report or if electronically submitted, selects initials & provides an electronic signature. Initials must match one of these positions.

☐ Charter Processor - Is the charter processor contact information complete, correct and readable?

Adults & Venturing/Exploring Participants - New & Renewing

☐ Do all Adult and Venturing/Exploring Participants have a completed, signed Additional Disclosures & Background Check Authorization form attached?

Applications:

☐ Are complete applications attached for all adults listed as new (cover page)?

☐ Are complete applications attached for youth who turn 18 during 2019 & will be a Venturing/Exploring Participant for 2020?

*warning these youth may not show on page 1 as needing an adult application.

☐ Are all applications signed by the registered Charter Organization Head or Representative?

☐ Are the applications signed by the Applicant and the two statements initialed beside the signature?

☐ Do all adult applications have the Social Security Number AND date of birth?

Question 1-6 answered? All should have a response.

#1-4  Information, none or N/A are options.

#5  Must have references and phone numbers.

#6  a-f yes or no; if yes, what & when.

Youth Protection

☐ Have you confirmed ALL adults and Venturing/Exploring participants listed in the Unit Charter Renewal Report have a completion date of 2.1.2018 or after for youth protection training? (this can be checked via my.scouting.org)

Youth Applications (crews, ships & posts-Applicants 18 or older & not yet 21 must submit an adult application with Youth Protection Training completed 2.1.2018 or after)

☐ Are there applications for all the youth listed as new (cover page)?

☐ Do all youth applications have grade and date of birth?

Pack only—Tiger & Lion youth must have an Adult Partner with name & date of birth.

☐ Are all applications signed by the parent?

☐ Are all applications signed by the unit leader or designee (CC or CR)?

Shared Units and Multiple Registrations

☐ All charters from a shared organization must list the same Charter Organization Head & Representative.

☐ Have all multiple registrations confirmed which unit is their primary unit (the unit paying for them)?

For example the Charter Organizational Representative should only be paid for in one scouting unit, multiplied in all others.

Fees - Does the unit have at least 5 paid youth? (only 2-4 paid youth? Growth Plan & Council Scout Executive approval will be required)

☐ Is there a check? Is the check made out to “BSA”?

☐ Does the check include 2019 prorated fees and 2020 charter total?

JTE - Complete 2019 JTE, gather signatures

Annual Charter Agreement