



# 2014 Annual Re-Charter Packet

**IT'S CHARTER  
RENEWAL  
TIME!**



This packet is designed to give you the tools to complete your annual re-charter for your Scouting unit along with the necessary tools and resources to make the process as simple as possible.

#### **Contents of this packet:**

- ✓ What's New for 2014
- ✓ Why Do We Re-charter Every Year?
- ✓ Expiration Date Change for 2015 and FAQ
- ✓ How Do I Complete My Re-charter Online?
- ✓ Youth Protection Training and Position Specific Leader Training
  - ✓ Turn In Checklist
- ✓ 17 Most Frequent Errors During Rechartering

#### **Also included in your re-charter packet (mailed to the Unit Committee Chair for each unit only):**

- ✓ Data from the Council to aid in your completion of the Journey to Excellence Form (also included)
  - ✓ Unit Roster
- ✓ Unit Leaders Training Report (Youth Protection and Position Specific Training)
  - ✓ Demographic Survey
  - ✓ Annual Charter Agreement
- ✓ Frequently Asked Questions on Internet Rechartering and most of those additional resources can be found at

**[www.bsa-grc.org/advancement/internet-advancement](http://www.bsa-grc.org/advancement/internet-advancement) effective 10-1-14.**



### **EXPIRATION MONTH CHANGE**

**Five Rivers, Osage Trails, Kinderhook, and Boonslick Districts** will be changing their re-charter month to December. For more information, see the sheet titled: **EXPIRATION DATE CHANGES FOR 2015**

**IMPLEMENTATION**; with the trailer and road cones on it stating, "Big Changes Ahead"

- Registration fees that will be due to the council for re-charter will need to be adjusted
  - Five Rivers, Osage Trails and Kinderhook will owe \$22 per youth and adult for registration and \$11 for Boys' Life
  - Boonslick will owe \$20 per youth and adult registration and \$10 for Boys' Life

### **INTERNET ADVANCEMENT**

Units are now required to complete their unit advancements on the internet advancement web site. You can go to [www.bsa-grc.org/advancement/internet-advancement](http://www.bsa-grc.org/advancement/internet-advancement) to log in to internet advancement and to learn more.

### **UNITS MUST COMPLETE THEIR RE-CHARTER USING THE INTERNET RE-CHARTERING WEB SITE**

<https://scoutnet.scouting.org/ucrs/ui/home/>

For this reason a roster is included in your packet for reference only. The rosters were printed on/near Oct. 1); youth and adult registrations that were turned in near this date may not have been processed by that time so they may be missing from your printed roster. When you begin completing the Internet Re-Chartering steps, you will import a roster as one of those steps, and which will be the most current version of your roster.



## WHY DO WE RECHARTER EVERY YEAR?

Once a year, your unit goes through its annual re-chartering process.

Chartering annually is important for a few reasons:

1. It ensures that we have a current list of youth and adults that are active in each unit
2. Gives youth and adults the opportunity to subscribe to Boys' Life magazine if they are not already receiving it
3. It gives us a single point each year to collect BSA dues for the upcoming year
4. Gives units the opportunity to update addresses, email addresses, phone numbers, etc that may have changed over the course of the year
5. Ensures that our records are as accurate as possible if audited

Depending on your district, you currently have a different re-charter month. **CURRENTLY** the following districts expire in the corresponding months shown below. This means the rechartering process needs to be complete before your unit expires (which is the last day of that month). **Once a unit expires, they are no longer covered on the BSA Accident and Sickness Insurance nor the General Liability Insurance, can no longer hold meetings/outings, youth can't advance, and the unit will lose their tenure/history.**

**December**-Black Diamond, Mark Twain, and Grand Prairie

**January**-Five Rivers, Osage Trails, and Kinderhook

**February**-Boonslick

**Charter Renewal is DUE to your District Executive by the 15<sup>th</sup> of your re-charter month. Units gain access to Internet Rechartering -90 days from their expiration date: Dec. units-Oct. 1, Jan. units-Nov. 1, and Feb. units-Dec. 1.**

Your District Executive or Commissioner will review and sign the unit renewal application as well as any required forms so it can be submitted to the Great Rivers Council office for processing. Remember, your unit expires on the last day of the month. The reason these are due by the 15<sup>th</sup> is two-fold:

1. To allow us time to process it before they expire
2. To allow you, the unit leader, to fix any deficiencies and then to allow us to process it before they expire

| <b>If you live in this county:</b>   | <b>You are in this district:</b> |
|--|----------------------------------|
| Adair, Knox, Linn, Macon, Putnam, Randolph, Schuyler, Scotland, Shelby or Sullivan | Black Diamond                    |
| Boone, Cooper or Howard  | Boonslick                        |
| Cole, Osage, Gasconade, Moniteau or Maries   | Five Rivers                      |
| Audrain, Callaway, Western Monroe or Montgomery                                    | Grand Prairie                    |
| Camden, Miller or Morgan   | Kinderhook                       |
| Lewis, Marion, Eastern Monroe, Pike or Ralls                                       | Mark Twain                       |
| Benton, Chariton, Pettis or Saline   | Osage Trails                     |



**EXPIRATION DATE CHANGES FOR 2015 IMPLEMENTATION**

**(will affect re-charter this year if your unit is currently a January or February unit)**

**Five Rivers, Osage Trails, Kinderhook, and Boonslick Districts** will be changing their re-charter month to December. Nothing changes for Black Diamond, Mark Twain, and Grand Prairie. Changes are noted in gray area below.

**What does this mean?**

1. Dues turned in with your re-charter will be adjusted to a prorated amount (see chart below) as opposed to the \$24 annual fee. This adjustment will just be for this year. Fee changes will not be reflected on the printout from the online re-chartering system, the change will have to be done manually and the payment should reflect the prorated fee.
  - a. Units that overpay intentionally or on accident will have the remaining dollars put in the unit account at the Great Rivers Council headquarters.
2. The expiration date of your unit will be December 31 each year moving forward

Units can still collect the \$24 annual registration from families if you feel it is easier to do so than explaining the change and need for adjustment. Units that have already done their School Night to Join Scouting or other recruitment and have

| District      | Current (as of Oct. 2014) Re-Charter Month | Registration Fees to turn in with re-charter THIS cycle | Boys' Life Fees to turn in with re-charter THIS cycle | Re-Charter Packet DUE DATE (no exceptions) | Expiration of your unit in 2015 |
|---------------|--|---|---|--|---------------------------------|
| Mark Twain    | December                                   | \$24/person   | \$12/person   | Dec. 15 <sup>th</sup>                      | December, 31, 2015              |
| Black Diamond | December                                   | \$24/person   | \$12/person   | Dec. 15 <sup>th</sup>                      | December, 31, 2015              |
| Grand Prairie | December                                   | \$24/person   | \$12/person   | Dec. 15 <sup>th</sup>                      | December, 31, 2015              |
| Osage Trails  | January                                    | \$22/person   | \$11/person   | Jan. 15 <sup>th</sup>                      | December, 31, 2015              |
| Kinderhook    | January                                    | \$22/person   | \$11/person   | Jan. 15 <sup>th</sup>                      | December, 31, 2015              |
| Five Rivers   | January                                    | \$22/person   | \$11/person   | Jan. 15 <sup>th</sup>                      | December, 31, 2015              |
| Boonslick     | February                                   | \$20/person   | \$10/person   | Feb. 15 <sup>th</sup>                      | December, 31, 2015              |

already collected dues for next year, can deposit that money into the unit's bank account or turn it in with the re-charter and we will apply it to your unit account as overpayment.

**Top 5 reasons to make this change**

1. Every unit in the council will be on the same cycle which will allow for a single communication message, earlier collection/processing, and a single fee structure.
2. Processing of charters and applications should be processed in 72 hours (due to the service we are using through the BSA National Office) and this will get charter certificates and membership cards to leaders faster.
3. Units will be able to complete their re-charter before the holiday season
4. Units can collect fees for current youth and new youth (in the fall recruitment time) at one time. This will help units get ready for re-charter in October/November and are ready to submit before the December 15<sup>th</sup> deadline.
5. Unit retention will increase. New youth will register in the fall and pay for the rest of that year PLUS the following years charter. Having new youth pay for a year plus the prorated amount will keep that boy that may be on the fence at the holidays to stick around for Pinewood Derby, summer camps, Blue and Gold Banquets, etc that typically occur after the new year.



## HOW DO I COMPLETE MY RECHARTER ONLINE?

1. Registered Committee Chairmen for each unit will receive the Unit Re-charter Packet, all resources, access codes, etc by or at October Roundtable.
2. A leader in each unit should be assigned the duty of completing the online re-charter.
3. Go to [www.grc-bsa.org](http://www.grc-bsa.org) – Membership – Internet Re-charter and then complete the 5 step process online, making sure to finalize the online portion of the re-charter. Click “submit” once completed.
4. Print two copies of the charter at that time (one to turn in and one to keep for your records)
5. Get appropriate signatures on re-charter packet (Unit Leader and Institutional Head/Executive Officer (the Council Representative will sign it once it is turned in))
  - a. Get the Executive Officer to sign the Annual Charter Agreement (included in your packet) at this time.
6. Secure check from treasurer for noted fees (January and February units will have to adjust their fees to reflect the change in expiration date.) The system will not reflect those changes.
7. Complete the Demographic Survey for your unit (included in your packet)
8. Complete the Unit Journey to Excellence form (included in your packet). Also included in the packet is the necessary data from the council needed to complete this form.
9. Look over the “Turn in Checklist” and make sure that you have everything. Also look at the *19 Most Frequent Errors During Rechartering* and make sure that you have not overlooked anything and then turn it all in to your local District Serving Executive, Unit Commissioner, or the Great Rivers Council Office by the 15<sup>th</sup> of the month in which your unit is due.

Each unit has an access code for Internet Re-charter. This code is found on the Charter Renewal packet envelope that the Committee Chair received.

If you lose the access code, please call the local council office to request your unit access code. This code is not to be confused with the Unit ID Number that you use for Internet Advancement and Service Hour reporting.

**When you go to the Internet Rechartering page, YOU WILL LOGIN AS A FIRST TIME USER**

**EVEN IF YOU COMPLETED LAST YEARS CHARTER. The RETURNING USER is used for if you close out and come back to edit for this year.**

### Help Resources:

-On the home page for Internet Re-charter there is a Tutorial link. This link will guide you through the re-charter process step by step (including images).

-Call your Unit Commissioner, District Executive or Great Rivers Council office for any additional questions or concerns.



## R+E+T+E+N+T+I+O+N

A well-planned program,  
delivered by a trained leader, with a strong outdoor program,  
supported by a good commissioner, attracts and retains youth!

*Oliver Goldsmith*



## YOUTH PROTECTION TRAINING

This training is **REQUIRED** for **ALL PAID ADULTS**, there are no exceptions. If this training is **NOT** completed and up to date you will **NOT** be registered with your unit!!!! This training must be re-taken every two (2) years. Your printed re-charter (once completed online) will note anyone who needs to retake this training before the paperwork is submitted.

To complete training go to: [www.myscouting.org](http://www.myscouting.org), create an account, go to the E-Learning Center, take Youth Protection Training, print the certificate at the end, give copy of certificate to person completing the re-charter to add it to the packet.



## LEADER TRAINING

Leader training is expected to be completed for **ALL** adult leaders in the position that they are registering in for 2015.

Training includes Leader Specific Training and SLOO (Scout Leader Outdoor Orientation which is outdoor training for Cub Scout and Boy Scout Leaders) SLOO is for units with a camping program. It is required for the Adviser or Scoutmaster in Venturing and Boy Scout units. For packs with a camping program at least one registered adult must be SLOO trained.

Training information can be found on [www.myscouting.org](http://www.myscouting.org)



## **Journey to Excellence Unit Form Completion Step by Step** **Instructions**

1. Gather the following information from unit records
  - a. Unit calendar from previous 12 months (criteria 4, 7, 8, 9, 11, 12)
  - b. Unit record of who went to camp (day camp, resident camp, family camp, parent and pal, etc) (criteria 6)
  - c. Unit record regarding roster and youth that have moved on to Boy Scouts (criteria 9)
  - d. Unit Budget (criteria 10)
2. Review Information provided by the council
  - a. The by unit report has the following:
    - i. Retention Percentage
    - ii. Youth at your last re-charter
    - iii. Youth at December 31, 2013
    - iv. June 20, 2014 membership
    - v. Number of youth that went to a Great Rivers Council Camp that we have record of. If the number doesn't look right, that is fine, just adjust it for your JTE sheet.
  - b. Leader Training Report (provided by council)
  - c. Unit Advancement Record (provided by council)
3. Following the guidance from the back of the JTE form (for math equations) for each criteria and the general guidance from the Bronze, Silver, and Gold standards on the front of the form determine whether you have achieved points on each criteria. You will have to do some simple math but with the records that the unit should have plus what the council has provided with the packet, you should have everything necessary to complete the form.
4. Secure signatures from Unit Leader, Committee Chair, Commissioner, and Charter Organization Representative.
5. Turn the completed form in with your re-charter paperwork.
6. If you qualified, order your desired recognition pieces at the Great Rivers Council Scout Shop



# Turn in Checklist

*\*The following items are **REQUIRED** and must be filled out completely before submission to the Scout Office!\**

### Re-charter Printout

- Institutional Head/Executive Officer Signature                       Unit Leader Signature

### Annual Charter Agreement

- Institutional Head/Executive Officer or Chartered Organization Representative Signature

### Journey to Excellence Form

- Unit Leader Signature    Committee Chairman Signature    Charter Rep. Signature

### Demographic Survey

- Completed by Unit Leader or Committee Chairman

### New Adult Applications (Adults not listed on re-charter printout)

- |   |   |
|---|---|
| <input type="checkbox"/> Social Security Number                               | <input type="checkbox"/> Committee Chairman AND Chartered Organization Representative Signature |
| <input type="checkbox"/> Position Code/Position Title                         | <input type="checkbox"/> Disclosure/Authorization Form completed                                |
| <input type="checkbox"/> Date of Birth  | <input type="checkbox"/> Youth Protection Training Certificate attached                         |
| <input type="checkbox"/> All Questions on right side of application completed | <input type="checkbox"/> Applicant Signature  |

### New Youth Applications (Youth not listed on re-charter printout)

- |  |   |
|--|---|
| <input type="checkbox"/> Unit Leader Signature     | <input type="checkbox"/> Tiger Cubs – Parent has checked “Tiger Cub Adult” on youth application |
| <input type="checkbox"/> Parent/Guardian Signature |   |
| <input type="checkbox"/> Date of Birth             |   |

### Appropriate Charter Fees (see chart below for individual fees) plus Insurance Liability Fee \$40.00

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# 17 Most Frequent Errors During Rechartering



1. Did the Unit Leader sign the front page of the Internet Re-Charter printout? \*1
2. Does the Unit Leader's signature match the name identified as the Unit Leader on the printout?
3. Did the Executive Officer/Institutional Head sign the front page of the Internet Re-Charter printout? \*2
4. Does the Executive Officer/Institutional Head signature match the name listed on the printout?
5. Is there a youth application for each new youth identified on Internet Re-charter printout? \*3
6. If so (to #5), does the youth application include the youth's name, phone number, date of birth, Unit Leader's signature, parent(s) name(s) and contact information including their signature(s)? \*1
7. If a youth is registering in more than one unit (i.e. in a Troop and a Crew) indicate the primary unit and only include the fee in that unit.
8. If a youth or adult application is incomplete or you are having difficulty collecting the fee and it will impact submitting your re-charter on time, consider submitting the application afterwards.
9. Is there an Adult application for each new adult identified on page 1 of the Internet Re-Charter printout? \*3
10. If so (to #9), does each Adult application include the Adult's name; phone number(s); e-mail address, date of birth, SS#, all of question #6 answered; Committee Chairman signature, Chartered Organization Representative (or Executive Officer) signature?
11. All new Adult applications must have the original (no copies) disclosure/authorization form completed including the new Adult's signature.
12. If an Adult is registering in more than one unit (i.e. in a Troop and a Crew) indicate the primary unit and only include the fee in that unit.
13. If you are submitting a new adult application for the Chartered Organization Representative, it must be signed by the Executive Officer/Institutional Head?
14. If your unit shares a Chartered Organization with another unit (i.e. a Pack and Troop sponsored by the same Chartered Organization) the names and signatures of the Chartered Organization Representative and the Executive Officer /Institutional Head must be the same on all re-charter applications.
15. Are there at least five (5) paid youth\*5 identified on the re-charter?
16. Is the unit submitting the correct "fees" including fees for Boys' Life?
17. There are no "transfers" during re-chartering! Everyone pays the full fees applicable!

*\*1 Only the Cubmaster, Scoutmaster, Varsity Coach or Venturing Advisor can sign as the Unit Leader for their appropriate program (i.e. a Cubmaster cannot sign for a Scoutmaster, etc).*

*\*2 The Executive Officer/Institutional Head is the person at the highest level of the Chartering Organization, and is not the Chartered Organization Representative.*

*\*3 Only "new" youth/adults need applications, youth/adults that are listed on the re-charter printout do not need an application submitted with your re-charter paperwork.*

*\*4 If you don't know please contact the Scout Office, your District Executive or your Unit Commissioner.*

*\*5 If the unit is an LDS unit a minimum of 2 youth are required for re-chartering.*