

The background features a dark blue gradient with white circular patterns. On the left, a large circular scale with tick marks and numbers (150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) is visible. Other circular elements include dashed lines, solid lines, and arrows, suggesting a technical or scientific theme.

# RECHARTERING YOUR SCOUTING UNIT

A WORKSHOP FOR  
QUIVIRA COUNCIL  
NOVEMBER, 2021

# AGENDA

- Resources
- What is “recharter”?
- Key points for 2022
- Unit Recharter Plan
- Wrap-up

# WELCOME

- Thank you for being here!

# RESOURCES TO HELP YOUR UNIT COMPLETE THE TASK

- [www.quivira.org/recharter](http://www.quivira.org/recharter) Contains links to helpful information including this presentation
- <https://www.scouting.org/resources/online-registration/> BSA website for online registration
- <https://www.scouting.org/commissioners/internet-rechartering/>  
BSA website for Internet Charter Renewal 2.0.
- <https://www.scouting.org/wp-content/uploads/2021/09/Internet-Rechartering-2.0-User-Guide-Michaela-Monson.pdf>  
Internet Charter Renewal 2.0 User Guide
- <https://advancements.scouting.org> To use Internet Charter Renewal 2.0.
- **Your friendly commissioner team**
  - For answers to recharter questions. This year, the commissioners will be your first stop when you have a recharter question.
  - Can provide a **review** of your Internet Rechartering 2.0 roster **before** your unit submits; recommended but not required – let your commissioner know when you are ready for this step
  - [Quivira.high.plains@gmail.com](mailto:Quivira.high.plains@gmail.com)

# WHAT IS RECHARTER?

- LET'S BE SURE WE'RE ALL ON THE SAME PAGE FOR SOME TERMS WE WILL USE TO TALK ABOUT RECHARTER

## RECHARTER IS ...

- ANNUAL RENEWAL OF INDIVIDUAL MEMBERSHIPS OF THE UNIT'S YOUTH AND ADULT MEMBERS; CONDUCTED BY VOLUNTEERS.
- ANNUAL RENEWAL OF THE RELATIONSHIP BETWEEN BSA AND THE CHARTERED ORGANIZATION; CONDUCTED BY PROFESSIONAL STAFF.

# A QUICK REVIEW OF TERMINOLOGY USED HERE TO BE SURE WE ARE ALL ON THE SAME PAGE

As used in this presentation:

- **Chartered Organization** means a local organization wanting to use one or more BSA programs to serve youth in this area; it owns its units. May also be called the chartered partner.
- **Charter Agreement** is executed between a chartered organization and BSA to define the relationship between the parties.
- **Chartered Organization Representative** (CR or COR) is assigned by the Chartered Organization; the link between unit and organization.
- A **UNIT** is a Cub Scout pack, Scouts BSA troop, Venturing crew, Sea Scout ship or Exploring post.
- **Unit Leader** (UL) means “top direct contact leader” in the unit. The Cubmaster, Scoutmaster, Venturing Advisor, Skipper, or Exploring Advisor.
- **Committee Chair** (CC) is the head of the unit committee.
- The unit **Key 3** are the unit’s CR, CC, and UL.
- “**Key 3 delegate**” or “**COR delegate**” means a registered leader in the unit who is authorized by the Key 3 or COR to act as a Key 3 member or the COR in My.Scouting
- **YPT** is Youth Protection Training, required of every registered adult leader, taken every two years.
- **CBC** is Criminal Background Check, signed permission form is required of every registered adult leader.



# KEY POINTS FOR 2022

IMPORTANT THINGS EVERYONE – FIRST TIMER OR BADEN-POWELL'S BFF – NEEDS TO KNOW ABOUT RECHARTER

# WHAT'S NEW THIS YEAR?

- Year of Many “Opportunities”
- New BSA membership fees
- Completely new Internet Rechartering 2.0
- Creating a Key 3 Delegate or COR Delegate
- Recharter Turn-In Changes
- Common Recharter Errors

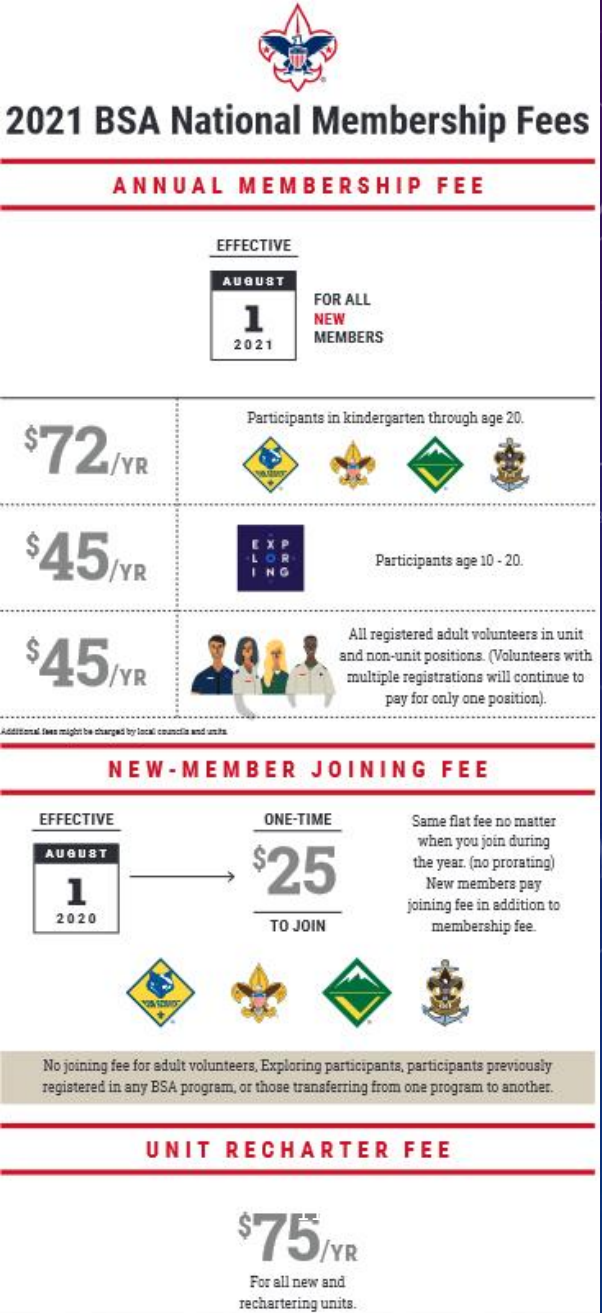
# YEAR OF MANY “OPPORTUNITIES”

- 2022 changes
  - BSA bankruptcy has impacted members, units, and chartered organizations.
  - BSA replacing Internet Rechartering with new tool.
- Higher than normal number of changes to rechartering – some permanent, some temporary.



# NEW BSA MEMBERSHIP FEES




- BSA fee structure in effect
  - \$72 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts.
  - \$45 for youth members in Exploring.
  - \$45 for adult members.
  - \$25 one-time joining fee for first-time youth members (packs, troops, crews, ships).
  - \$75 unit charter fee for packs, troops, crew, ships, and posts. Exception for Methodist units.
- *Scout Life Magazine* is unchanged - \$12



**2021 BSA National Membership Fees**

**ANNUAL MEMBERSHIP FEE**

EFFECTIVE  
**AUGUST 1 2021** FOR ALL NEW MEMBERS


<b>\$72/YR</b>	Participants in kindergarten through age 20. 
<b>\$45/YR</b>	Participants age 10 - 20. 
<b>\$45/YR</b>	All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position). 

Additional fees might be charged by local councils and units.

**NEW-MEMBER JOINING FEE**

EFFECTIVE **AUGUST 1 2020** → ONE-TIME **\$25** TO JOIN

Same flat fee no matter when you join during the year. (no prorating)  
New members pay joining fee in addition to membership fee.

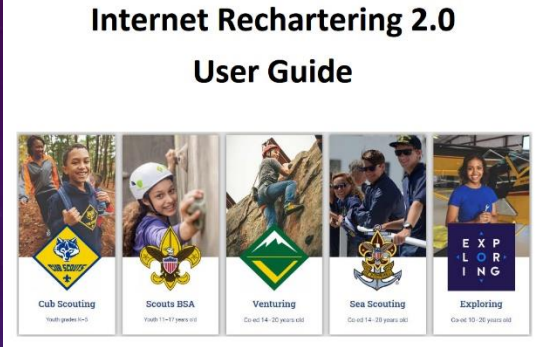


No joining fee for adult volunteers, Exploring participants, participants previously registered in any BSA program, or those transferring from one program to another.

**UNIT RECHARTER FEE**

**\$75/YR**  
For all new and rechartering units.

# INTERNET RECHARTERING 2.0

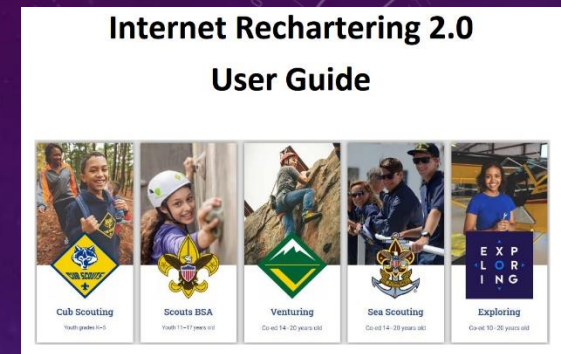
- Click on the  picture for a link to the Internet Rechartering 2.0 User Guide.
- Internet Rechartering 2.0 is a complete rewrite to be available TBD.
  - Accessible only through Internet Advancement 2.0 menu.
  - Usable **only** by unit Key 3, “Key 3 delegate”, or “COR delegate”.

**The best way to submit a youth application is using Online Applications to submit a paperless application before starting Internet Rechartering!**

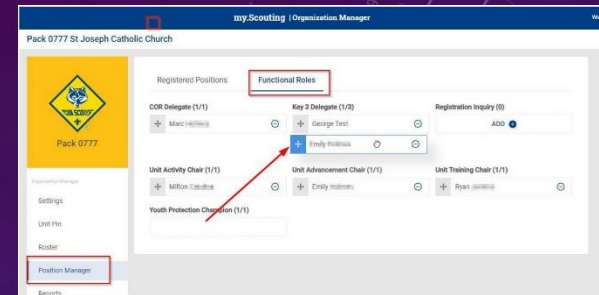
[Link to checklist for using online registration](#)

- Two stages (instead of 5) - roster preparation and payment/confirmation.
  - Roster preparation allows attachment of images of completed applications, CBC authorization forms, and YPT certificates. Only one (1) attachment per member. Units can identify members multiple to your unit, and purchase Scout Life for members.
  - Units may pay online by credit card (3% fee assessed to the unit) or by electronic check (\$1 fee assessed to the unit). Units far from Wichita or units with only a debit card and without financial aid should consider paying by electronic check from within the software.
  - Units may pay at council by credit card (3% fee assessed to the unit), by check, by cash, or by withdrawing funds from unit FHOD accounts. Credit card deposits to FHOD will also be assessed a 3% fee.
- **Only online approval** after submission. Only COR or COR delegate can sign.

**Existing members must update their contact information in My.Scouting, before starting recharter.**



# CREATING A KEY 3 DELEGATE OR COR DELEGATE



- MyScouting’s Position Manager function of the Organization Manager is used by a Key 3 member to create a “Key 3 delegate” or by the COR to create a “COR delegate”
- MyScouting will permit a delegate to act as if he/she holds the delegated position, including the ability to use Internet Recharter 2.0
- Because these are very powerful positions, when creating delegates solely for the purpose of using Internet Rechartering 2.0, units are strongly encouraged to remove delegates promptly when the task is completed or to use expiration dates to deactivate delegates
- See the BSA help file for [MyScouting Position Manager](#) for details



# RECHARTER TURN-IN CHANGES

- District recharter turn-ins at Roundtables have been eliminated by paperless submission of recharter paperwork, with some exceptions.
  - Requesting council or KanCare registration financial aid. Use financial aid forms on Quivira recharter webpage. As of 11/17/2021, only the Aetna form is on the council recharter webpage.
- Your friendly commissioner team stands ready to assist units prior to a unit's completing step 2 of Internet Rechartering 2.0 through a commissioner review.
- Commissioners can be an "extra set of eyes" to look for common recharter errors.
- Units are encouraged – but not required – to request a commissioner review from their commissioners when they are ready.
  - Review must be conducted while unit is logged in to Internet Rechartering.
  - Review may be in-person or virtual but before step 2 is completed.
- Districts will not accept and/or keep copies of recharter documents submitted electronically to the council registrar.

# COMMON RECHARTER ERRORS

Watch out for these common errors

- **Not updating member information in my.scouting prior to starting recharter software process.**
- Application errors (missing, not completely filled out, missing required signatures).
  - [Link to instructions for filling out applications, showing common errors](#)
- For adult applications, including persons aged 18 and older participating as youths:
  - CBC form (missing, not completely filled out)
  - YPT errors (missing or expired YPT certification) – ask any member whose YPT will expire before APRIL 30, 2022, to renew it now to avoid YPT expirations during recharter.
  - Youth ages 18-20 at time of charter expiration MUST register as adults, with CBC forms and YPT.
- Money issues:
  - If unit is requesting council or KanCare registration financial aid, unit MUST choose pay at council.
  - Not correctly identifying persons that are registered in your unit, but they pay registration fees to another unit (multiple registered to your unit).
- Unit leader not trained for position (CM, SM, Advisor, Skipper, etc. not completely trained).

The unit is responsible for checking this requirement; this is NOT checked by Internet Rechartering 2.0



# UNIT RECHARTER PLAN

HOW RECHARTER IS ACCOMPLISHED

## INTRODUCING AN EASIER RECHARTER

- Most of us know what needs to be done...
- ... and by when it needs to be done.
- BSA recharter changes leave us less sure about how it is to be done.
- So, we will focus less on dates and more on the order that things are best done and work on them as quickly as your unit's situation allows
- Let's call it: **GET READY ... GET SET ... GET DONE!**

# GET READY! ...

## **These tasks are best completed first... [month of December]**

- Unit Committee assigns recharter tasks, including selecting a recharter processor. (Key 3 or delegate)
- Unit recharter processor attends training.
- Unit completes a membership inventory and makes all changes in my.scouting.
- Contact every member about renewing, especially those not seen lately.

**Member (or parent) is responsible for updating contact information in my.scouting.**

**Email, phone, address, birthdate, etc.**

- If a member is not renewing, note the reason.
- Collect registration fees from those renewing.
- Identify members who are NOT paying registration fees to your unit. In the recharter software, these members will be coded as “multiple” in your unit.
  - [My.Scouting User Guide to Transfers and Multiples](#)
- Obtain applications (including CBC form and YPT proof, if required) from members not included on current BSA unit roster. Hint: online youth application can eliminate the need for submitting paper applications! Bring adult paper applications, CBC, and YPT to the council office as soon as possible.
- Confirm all adults have current YPT and CBC, and top unit leader has completed BSA training for position;
- Get applications, CBC, and YPT proof for youth ages 18-20.

**Members whose YPT will expire before April 30, 2022, should renew it NOW to avoid YPT expiration before recharter acceptance.**

# GET READY! ...BSA ID

- **New member**
  - Any member without an existing BSA ID from any council, any district, at any time, is considered a new member.
  - New youth will be assessed an additional \$25 joining fee.
- **Primary member**
  - Any member that pays registration fees in your unit.
- Adult members should use the BSA ID number connected to their YPT. If you have proof of YPT, and the member is coded as missing YPT, check the BSA ID number on the proof. If there is a discrepancy in the BSA ID number, contact [janet.quincy@scouting.org](mailto:janet.quincy@scouting.org). Registrars have the capability of replacing a member with the member ID that has YPT connected to it.
- **Adult Partners (for Lions and Tigers)**
  - These adults are not registered leaders, do not pay adult registration fees, and do not sign CBC forms. They should be encouraged to take YPT, and to take note of the BSA ID assigned to their login.
  - **When making an adult partner a registered leader**, any position, you must provide an adult application, proof of current YPT, and a signed CBC. Obtain the member ID the adult partner was assigned when they took YPT, to avoid creating a duplicate ID number.



# GET READY! ...BSA ID

- **You need the member BSA ID for the following types of members.**
  - **By providing the member BSA ID, you will maintain the connection of awards and training to the correct person.**
  - **If the member has a BSA ID in another council, you must be able to provide the other Council name/location so the registrar can find the member.**
- Multiples
  - Any member, youth or adult, who pays registration fees in another unit. They will be coded as “multiple” to your unit. Any unit that mis-labels a member as primary will be assessed the registration fee.
    - **This fee can not be removed nor refunded by the registrar after submitting the charter.**
    - **Any refund because of overpayment will come from the national organization.**
    - **Registrars will check that the member has paid fees in a unit.**
  - Please identify members that are multiple to your unit BEFORE starting the recharter software.
- Transfers
  - Any member that has a **currently active** registration in any council, any district.
- Reactivations
  - Any member that has an **expired** registration in any council, any district, at any time.



# GET READY! ...BSA ID

Promotions (Troop/Crew/Adult-21 ages are based on the age as of February 1, 2022)

To maintain the member BSA ID link to all youth awards/ranks, these applications must contain the member BSA ID  
Any member 18 and older must register as an adult with a new application, background check, and YPT.

- **Pack to troop**
  - Unit leaders can now transfer pack members to troops within the recharter software. This must be coordinated between the Cubmaster and Scoutmaster, because January may not be the right time for the pack to transfer the youth. Any youth that still needs to earn Pack-level awards should not be promoted to a troop in January.
- **Troop to crew or adult leader** (18 years old on or before the last day of January)
  - Any troop youth that moves from a troop to a crew unit participant or into an adult leadership position must register as an adult unit participant or as an assistant scoutmaster.
  - **Troop to adult participant for youth that have an Eagle extension** (18-20 years old). The youth must register as an adult unit participant. At the end of the extension, or upon earning Eagle, the member must register as ASM or transfer to a crew as a unit participant to stay active.
- **Crew to adult unit participant** (18-20 years old)
  - for all crew youth that are 18-20 and are still active in their crew.
- **Unit participant to adult-21** (21 years old)
  - for all youth that turn 21 and want to register in any adult leader position.
- **Assistant scoutmaster to adult-21** (21 years old)
  - for all ASM that turn 21 and want to register in any adult leader position.
- **College Scouter Reserve**
  - This position is for ages 18-20 who wish to stay registered in their crew but will not be participating on a weekly basis because they are temporarily living away from home.

## ... GET SET! ...

- **These tasks are best done next...[January]**
- Confirm unit roster (with needed electronic attachments) using Internet Rechartering 2.0 through step 1.
- Members with missing documents will have red codes.

If there is not a current CBC code for a previous year registered adult, contact [quivira.high.plains@gmail.com](mailto:quivira.high.plains@gmail.com) to verify one is at the council office, before submitting the charter.

- Upload missing documents. Only one attachment per member is allowed. If uploading more than one document, create a combined adobe, word, powerpoint, zip, or compressed file, then upload the combined item.
- Changes made in my.scouting will be shown 24 hours later in Rechartering 2.0 by updating roster.
- Request a commissioner review – recommended but not required – before submitting by contacting your friendly commissioners at [Quivira.high.plains@gmail.com](mailto:Quivira.high.plains@gmail.com) or your District Commissioners when ready!
- Complete Internet Rechartering 2.0 step 2 to select payment method and submit roster with attached documents. Your unit can not pay online if requesting financial aid.
- COR or COR delegate to approve submitted roster electronically. The unit COR must have an active email address in my.scouting. There will not be a physical paper signing process.

... GET SET! ...

**Watch software training video**

- Provided by the Greater St. Louis Area Council

<https://www.youtube.com/watch?v=KBxWN5SUpfs>

... GET DONE!

**These tasks must be completed last [January]**

- Registrar reviews the submittal for errors; alerts commissioners if any are found.
- Commissioners work with unit to submit additional required documents and take such other corrective actions as required by the council registrar.
- Must complete corrections by the last day of March/April or unit drops, regardless of when the error is found or when the unit is notified.
- Unit prints new unit charter and membership cards for presentation after council registrar completes processing unit's recharter.



# WHO DOES IT?

- Process led by unit committee
  - Recharter processor is assigned to a registered adult from the unit.

**NOTE: The person using Internet Rechartering 2.0 must be the COR, CC, UL, or a “key 3 delegate”/ “COR delegate” (who must be a registered leader in the unit)**

- Chartered Organization Representative (or COR delegate) approves recharter.
- Unit leader signs youth applications.
- Chartered Organization signs adult applications (COR or Institutional Head/Executive Officer).
- With help from unit leaders and parents (updates to member information done by member/parent in my.scouting).
- Commissioner team are additional resources for questions, problem-solving and friendly advice.



# HOW TO MAKE RECHARTER EASY

- “Get Ready” doesn’t require Internet Rechartering: do your homework to be sure all rechartering members are already on your unit roster, have all their documents, signatures on applications are correct, members are in the correct age group (youth 17 years and younger, adults 18 and older, cub ranks), and you know in which unit each member will pay registration fees BEFORE you begin the roster update process!

**NOTE: Council can not make fee payment adjustments for multiple registered members after recharter roster is submitted by the unit.**

- Develop a plan for completing “GET READY...GET SET...GET DONE!” tasks with assignments and due dates.
- Publicize dates pertaining to unit members.
- Monitor progress to assure that tasks are completed on time.
- Be thorough and accurate.

# METHODIST (UMC) UNITS

Units chartered to a Methodist church will have changes this recharter season.

- Will re-register each member during this charter season. UMC units will use Internet Charter Renewal 2.0 to register and pay fees for each youth and adult member.
- Will **NOT** pay \$75 unit fee. If you see this fee assessed to your unit STOP. Email [janet.quincy@scouting.org](mailto:janet.quincy@scouting.org) immediately. Only the registrar can remove the fee from your unit.
- Charters are currently extended to March, 2022.

**Every effort needs to be made by Methodist units to find a new charter partner before March. Your commissioners are here to help you in this process.**

# OTHER END OF YEAR REMINDERS

- Funds Held On Deposit (FHOD) forms
  - Units that are changing the people who have access to the unit funds held for them by the council need to provide an updated FHOD form showing who to remove from the account and who to add to the account.
  - [Link to Quivira FHOD Information Update form](#)
- Journey to excellence is coming up.
  - <https://www.scouting.org/awards/journey-to-excellence/unit/>
- All merit badge counselors must have renewal paperwork emailed to [janet.quincy@scouting.org](mailto:janet.quincy@scouting.org) before Dec. 15.
  - <https://quivira.org/advancement/>

# BETA TEST RECHARTER “SANDBOX”

- There is a test environment for the software, called the “sandbox”, where you can play in the software without making any mistakes in your own unit.

<https://advancementspp.scouting.org/login>

- If you are a Key 3, Key 3 delegate, or a COR delegate, you are able to access that environment utilizing the same credentials that you would get into any other scoutbook or my.scouting system.
- If you can't get in, you may not be assigned one of those roles in my.scouting, or your unit is not yet scheduled to start the recharter process.

# WRAP-UP

- Quivira Council Commissioner email, to ask questions and get help for recharter:

[Quivira.high.plains@gmail.com](mailto:Quivira.high.plains@gmail.com)

- Thanks again for taking the time to make administration of Scouting more efficient!
- Many thanks to Sam Houston Council for creating this template.