

South Florida Council Recharter Process Helps

The recharter process is broken down into two parts – The **Collection** phase and the online **Recharter** phase. There are specific processes required in each phase and neither is more important than the other. In fact, the online Recharter phase cannot be done without the Collection phase being completed first.

For the **Collection** Phase, the following processes need to be completed:

- ❖ Conduct a Membership Inventory comparing the roster from my.scouting.org to your unit roster, identify Scouts who are not returning and reason why along with adults who are not returning and identify adults and Scouts from the unit's roster that do not appear on the official my.scouting.org roster and submit applications for them along with the appropriate fees (waiting to submit the applications with the recharter application will **NOT** get them on your current year roster)
- ❖ With the assistance of the Charter Organization Representative (CR), select leaders for the next charter year
- ❖ With Unit Leader (UL) assistance, select direct contact leaders for the next charter year and have them approved by the (CR)
- ❖ Identify who will be doing the online Recharter Process. Either one of Key 3 or a Key 3 Delegates.
- ❖ Ensure the unit is properly coded (especially for Packs (Boy Pack (BP) or Family Pack (FP))
- ❖ Identify volunteers with expired YPT or YPT that will expire before 1 January 2024, to avoid any delays
- ❖ Identify who will be collected and needed paperwork and fees for the recharter

While the above task may seem daunting, they can be completed in the two months leading up to the online recharter phase and will reduce the overall effort needed to complete the charter. As the Cub Scout and Scouts BSA mottos say, "Do Your Best" and "Be Prepared."

For the **Recharter** Phase, it's just a matter of entering the information you collected during the previous phase into the actual online recharter system. This part of the recharter process should be easy to do if you have saved all information you collected during the **Collection** phase.

IMPORTANT DATES FOR UNITS

The most important dates for units to remember are:

1 May – 31 July – Collection phase

1 August – Online Recharter phase begins

31 August – No Later Than date for completed Charter Renewal files to be submitted to council

30 September – Current unit charter expires

1 October – Units without new charters posted become lapsed units and cannot participate

1 December – Units without new charters posted become dropped units

While units are only focused on their own recharter packets, the District Representative can be responsible for any number of charters ranging from 11 to over 60 and the Council is focusing on over 200 charters to get processed and posted before 31 August. By working on your Collection and online Recharter phases and completing them early, so your charter can get turned in early, will greatly decrease the chances that your unit will become a lapsed unit or worse a dropped unit.

MEMBERSHIP INVENTORY

Conducting a thorough inventory of youth and adult members is key to a successful charter renewal. The CC should log in to their my.scouting.org account and download a copy of their unit's roster (council information). This is the official unit membership file and will contain a listing of all adults and youth registered in the unit. Comparing your unit roster against the official membership file will reveal any adults and youth who are not officially registered in BSA. An application should be collected from any member on your unit roster that is not on the official membership file. These applications with appropriate fees can be completed online or can be turned in to your District Executive so they may be properly registered in the unit as soon as possible. This will be crucial when the unit starts the actual online recharter process. Contact all inactive members and attempt to reactivate them. Make every effort to recruit additional youth and adults so that the unit re-registers with no loss in membership or better yet, a growth in membership..

A committee member should contact every family to:

- ❖ Verify members re-registering with the unit and their email address.
- ❖ Verify Scout Life subscription.
- ❖ Confirm fees and payment due date. **Set a due date well before the money is needed.**
- ❖ Note the reason for members who are not re-registering and extend an invitation for them to continue in Scouting.
- ❖ Once the membership inventory is completed, save, and hold onto the roster as it will be needed during the recharter process.

Preparing A Membership Inventory Roster

The CC should log in to their my.scouting.org account and click on "MENU" at the top of the page on the left

Scroll down until they come to their unit toward the bottom of the page, then click on their unit and select "ROSTER"

Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"

The exported roster will show up as a link at the bottom left of the page, click on it

Highlight the first 10 lines (maybe more or less) and delete them

Delete the last 2 columns (Registration Expiry Date and Membership Status)

This is a complete alphabetic list of all officially registered members along with their Position Name, Street, City, Zip, Email and Phone

Save as an Excel file

Compare this file with the roster that you are using locally.

Submit Applications Now

The best practice is to use the Online Registration system, it will avoid delays and alleviate processing time.

If you choose to use paper applications, complete, and submit them immediately. Do not hold youth or adult applications for submission with the charter renewal file. Scouts cannot advance or receive Scouts' Life if they are not registered members of Boy Scouts of America. Submitting applications immediately will reduce your data entry in the online recharter phase. Holding the application will not place the individual on your charter or in your unit until October 1. Be prepared to upload copies of the applications with the charter renewal file. Applications not processed before the unit submits its charter renewal will need to be uploaded with the recharter package.

A complete application is required for all new youth and adult leaders added to a unit's roster during the online recharter phase. Online applications submitted after 1 August will collect fees for the remaining months of the current charter year and the new charter year as well. (marked Pre-Paid on charter). If paper applications previously submitted to Council have not been processed, when working on your online recharter process, submit the application again with the charter renewal file. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application. If the Online registration does not populate the unit roster AFTER refreshing the process, print a copy of the completed online paper application from <<my.Scouting.org>> and include it with the recharter package just as you would with a paper application.

For all on-line BeAScout applications completed earlier, ensure they are APPROVED in Application Manager in my.scouting.org, or they will not appear in your charter roster.

Collect Charter Renewal Fees

(Registration fees will increase on August 1)

At This Time – We Do Not Know What the Increase Will Be

Estimated National Registration Fees for Youth are Between \$99.00 - \$120.00

Estimated Date for Fee Update – Mid to Late May

Transfers: There are **NO** transfers during charter renewal.

Multiples: \$0

Make checks payable to SFC-BSA

Keep a copy of all forms you submit

We strongly encourage all BSA families subscribe to Scouts' Life magazine as the magazine is an important part of the unit's program. Statistics show youth retention is STRONGLY related to Scouts receiving Scouts Life magazines.

Special Scout Executive Approval Requirements

*The SFC Scout Executive must approve charter applications for units with 100 or more youth, units with a loss of 50% of youth from the previous year, units with no change in youth membership, and units with **LESS THAN 5 PAID YOUTH, MULTIPLE YOUTH DO NOT COUNT AS PART OF THE PAID.** Any unit that meets the above criteria requires an explanation. Providing an explanation with the Charter Renewal Application will help reduce the amount of time needed to get the approval.*

NOT RECRUITING or POOR RECRUITMENT EFFORTS IS NOT AN ACCEPTABLE EXPLANATION.

Identify Unit Leaders

The CR approves adult leaders. Unit leaders may recommend direct contact leaders for appointment while the CC identifies committee members. Ideally, leaders are identified early so they can take position-specific training prior to appointment.

Fill leadership vacancies as soon as possible. A unit will not be able to renew its charter without the minimum required leaders.

Packs must have: Chartered Organization Rep (CR may be dual registered as IH, CC or MC); Committee Chair (CC); two Committee Members (MC) or one MC and one Pack Trainer (PT); Cubmaster (CM); and one Den Leader (DL). Normally, a Pack should have a registered DL for each Den in the Pack. List a Tiger/Lion adult partner (AP/LP) for each Tiger/Lion in the pack. An AP/LP does not pay a fee or complete an Adult Application if they are the parent of a Tiger/Lion. **Note, an AP/LP registering in a pack in an adult leader position must complete an Adult Application, the Additional Disclosures & Background Check Authorization, and take Youth Protection Training.**

Troops/Crews/Ships must have: Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK); Committee Chair (CC); Chartered Organization Representative (CR may be dual registered as IH, CC or MC); and two Committee Members (MC).

ADULT POSITION CODES

Code	Position	Age
IH or EO	Institutional Head or Executive Officer	21
CR	Chartered Organization Representative	21
CC	Committee Chairman	21
MC	Committee Member	21
SM	Scoutmaster	21
SA	Assistant Scoutmaster	18
92U	Unit College Scouter Reserve	18
91U	Unit Scouter Reserve	21
NL	Crew Advisor	21
NA	Crew Associate Advisor	21
SK	Ship Skipper	21
MT	Mate	21
CM	Cubmaster	21
CA	Assistant Cubmaster	18
WL	Webelos Den Leader	21
WA	Assistant Webelos Den Leader	18
DL	Den Leader	21
DA	Assistant Den Leader	18
TL	Tiger Den Leader	21
LL	Lion Guide	21
PT	Pack Trainer	21
PC	Parent Coordinator	21
UP	Youth Participant - (Venturing Program Only)	18
AP	Tiger Adult Partner	18
LP	Lion Adult Partner	18

Tiger/Lion adult partners (AP/LP) complete the bottom portion of the youth application