

CHARTER RENEWAL 2022 GUIDE - CREWS/SHIPS

Thank you for volunteering to shepherd your unit's rechartering process!

Renewing the charter on time is critical to unit operations. Without a current charter, a unit isn't covered by insurance, cannot meet, and cannot record advancement or awards (Merit Badges, progress towards ranks, Nova awards, etc.). You're fulfilling a very important function!

This guide was created so that even the newest volunteer can run an effective and efficient rechartering process. If you are more experienced, we welcome your feedback!

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Privacy Policy

Charter renewal involves confidential and/or private information and requires accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit's CC and withdraw from viewing or working with these documents.

Your Rechartering Team

Several people will be involved in the rechartering process.

In your unit, these include

- The Institutional Head/Executive Officer (IH) of your Chartering Organization
 - Unless you are “self-chartered,” (e.g. “Parents of Crew X”) your IH is probably the lead minister of the church or president of the civic group or which charts your unit. The latter often changes annually—make sure you have the name of and contact information for the current office holder!
- Your Unit Key 3
 - Advisor/Skipper
 - Crew/Ship Committee Chair
 - Chartered Organization Representative (COR). Your IH appoints this person to serve as a liaison between the Chartering Organization and your unit.
- You, as your unit’s Charter Processor

At the District, these include:

- Your Unit Commissioner (UC); a volunteer at District level who is the link between your unit and District.
- Your District Commissioner, who is the volunteer leader of the District’s Commissioner Corps.
- Your unit serving executive, who is the paid professional who works with the Council registrar when volunteers can’t resolve rechartering challenges.

The Internet Rechartering system requires that you be a Key 3 role or Key 3 delegate in your unit. If you are not in a Key 3 role, please ask one of those people to make you a Key 3 delegate at least one day before you plan to log in to the system. Information on how to do this is found in [this document](#).

Let’s get started!

Step A: Taking a Membership Inventory

Before you log into the online tool, you will want a snapshot of who is currently registered in your unit. Although your unit may have several ways of maintaining rosters, for validation purposes, you must use the roster in Organization Manager in My.Scouting.

Rosters from Organization Manager are downloaded in .csv format, but you can convert them to Excel and sort by position to separate adults and youth.

Please confirm that contact information for key leadership, including chartered organization representatives and committee chairs, is correct. If it isn't, have them update their profile in My.Scouting.

Make note of the following:

- Anyone who has left the unit
- Anyone whom you believe is registered with the unit, but *isn't* on the My.Scouting roster.
- Anyone who is registered in multiple units. For example, a Crew or Ship Committee Member may also be involved in a Troop and serve on that Troop's Committee
 - Make special note of anyone who is in an Explorer Post or a unit in another Council
- Youth who have special emotional, physical, or other needs which affect their [advancement or age of eligibility](#).

If you find someone that is not listed on your roster that you believe should be, please contact your District's Unit Coordinator:

El Camino Real - Estela Chicas estela.chicas@Scouting.org

Metro District / Scoutreach - Francisco Ochoa francisco.ochoa@scouting.org

Pacifica - Charlie Sheen charlie.sheen@scouting.org

Pio Pico - Cameron Summers cameron.summers@scouting.org

Rose Bowl - Alfredo Chavez alfredo.chavez@scouting.org

San Gabriel Valley - Marissa Stanley marissa.stanley@scouting.org

For information about financial aid, refer to our Council [Financial Assistance webpage](#).

Step B: Ensuring You Have Met the Minimum Standard For Rechartering

For more information on the “whys” behind this step, refer to the [BSA Registration Guidebook](#)

Once you enter the online rechartering tool, it will **require** you to identify the people who are in the following positions. Recall that, with the exception of the COR, [each person can only hold one position code](#):

- Executive Officer/Institutional Head (this person is probably not a unit parent.)
This person does NOT need a membership application.
- Chartered Organization Representative (COR). Each Chartering Organization is only allowed **one** COR, so if your Chartering Organization charts multiple BSA units, make sure you know whom the IH has appointed as the COR to serve all of them. (The COR only needs to pay with one unit; for the others, the COR should be a non-paid multiple member)
- Unit Leader (Venturing Crew Advisor, position code NL, or Skipper, position code SK)
- Unit Committee Chair (Position code CC)
- Two additional committee members
 - As a best practice, we recommend at least a New Member Coordinator (position code NM) and a Treasurer (registered as position code MC)

Alert your Unit Commissioner if your unit meets any of these conditions:

- You don't meet the minimums described above, or have fewer than 5 youth
 - Note that you need a minimum of 2 youth with primary registration with the Crew, i.e., they must pay via the Crew's recharter
- You plan to register more than 100 paid youth
- You lost more than 25 youth members
- Your rechartering youth will be *exactly* the same as your current roster (i.e., no gains and no losses)

Step C: Validating the Minimum Required Training for Rechartering Adults

ALL registered adults are required to have current Youth Protection Training (YPT). For purposes of rechartering “current” is defined as not expiring until after October 31, 2022. You can download a YPT Aging Report from My.Scouting Training Manager. Any adult who doesn’t have an expiration date ending after October 31, 2022 will need to take YPT before you can recharter them.

By using online registration for newly registering adults, their YPT will be included in your Training Manager Report.

All registered adult leaders in your unit must be AB-506 compliant to have their membership renewed. More information about these requirements can be found at <https://californiascouting.org/>. Unit Participants not in a supervisory role are not considered [“regular volunteers” for purposes of AB506 compliance](#) and therefore may not need to take California Mandated Reporter training and LiveScan.

At a minimum, the following youth facing/direct contact adults must be [position-trained](#) in order to recharter

- Advisor/Skipper

Download a Trained Leader Report from My.Scouting Training Manager to find out who is trained. For adults who are not currently Advisors/Skippers but will be assuming that position code as part of recharter, your helper can pull that individual’s training report and compare it with the [position-trained requirements](#). Any youth facing leader who is not position trained will need to take the training before you can recharter them in that position.

- In addition, in order to deliver the best program to your Scouts, all adult leaders should be position trained. If ALL of your registered adults are positioned trained at the time or recharter, the Council will refund your \$100 unit fee.

If your unit is having trouble validating training, don’t spend time puzzling it out —contact your Unit Commissioner!

Step D: Online Rechartering

Now that you're well prepared, go to <https://advancements.scouting.org/>. Use this [step-by-step tutorial](#).

Remember the notes you made in Step A?

- On the Complete Recharter Information page delete anyone who has left the unit. This is found on Page 21 of the tutorial.
- By this point, if someone should be on the roster but isn't, get them to fill in an online application (If they have a BSA ID number, please use it!). Remember to hit "Refresh Roster" in Internet Rechartering. This will add any new members who have joined the unit since you last logged in to the roster in Internet Rechartering.
- Make sure you click the "multiple" box for anyone who is registered in multiple units and is paying via another unit.
 - Note that registration is done within Councils, but youth and adults only pay 1 registration fee to National and can multiple between councils. Please confirm that they are paying in the other unit before adding them as multiples in the system.
 - If you have an individual who has a secondary registration with GLAAC and is paying/primary with a different Council, please alert your recharter concierge with the individual's name and the primary Council and unit so the GLAAC registrar can connect with her counterpart in that Council.
 - Exploring is a different division of the BSA, so members whose only other registration(s) are in Exploring also do NOT count as a multiple member
- Use the new Unit Participant (UP) position code for youth who have special needs as described on Page 3 of this guide

Work through any errors that the system catches. Again, ask your Unit Commissioner if you get stuck!

Helpful tips

You can stop at any time, log off the system and begin again where you left off by returning to <https://advancements.scouting.org/>.

Help and Tutorial screens are available throughout the process that should clarify most questions.

Please ensure there are current email addresses for **all** members. We want to ensure everyone can receive Greater Los Angeles Area Council's electronic newsletter.

Step E: Submitting Your Rechartering Information

Almost to the finish line! You'll need to submit the following items

PAYMENT

You can select one of three methods to remit payment in the system:

- 1) Credit card (3% fee)
- 2) E-check (\$1 fee); or
- 3) Pay at Council. To do this, mail a check to GLAAC Cashier, 2333 Scout Way, Los Angeles, CA 90026. Make sure your unit number is on the check and please indicate "recharter" payment in the memo line. Prior to sending, please take a picture of the check and send it to imelda.duenas@scouting.org. Doing this expedites the posting of your charter.

Your District Commissioner will work with the rechartering team at District and Council and ensure your renewal is complete. If anything is missing, we'll let you know.

When you are satisfied that your roster is complete, click on **Pay and Post Renewal**.

You must submit your recharter by September 30, 2022.

Step F: After Your Charter is Posted

Congratulations and job well done! Once your Charter is posted by Council, your Key 3 will receive an email from your Unit Commissioner with instructions on how to conduct a charter presentation ceremony, sync your roster to Scoutbook, and update My.Scouting Organization Manager.

Make any notes about the process and save them for your successor. If there are ways that we can improve at the District and Council level, please provide feedback to your Unit Commissioner.

We are grateful that you have dedicated your time and talents to this important effort. You've ensured that the youth in your unit have another great year of Scouting in store. Thank you!



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