

RECHARTERING SEPTEMBER 2021 GUIDE - PACKS

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

Rechartering 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 (belt loops, 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 Committee Chair 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 Pack 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
 - Cubmaster
 - Pack 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.

Let’s get started!

Step A: Taking a Membership Inventory

The Online Rechartering system is accessible now. 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 Member Manager in My.Scouting. [Watch this video tutorial for more information.](#)

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 Den Leader in a Pack may also have an older Scout in a Troop and serve on that Troop's Committee.
- 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 Imelda Duenas at imelda.duenas@scouting.org or Maricela Orendain at maricela.orendain@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 (Cubmaster, Position code CM)
- 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)
 - A Pack Trainer (position code PT) may also serve as one of your required committee members
- You must also have
 - At least one Den Leader
 - Ideally, you should have a registered Den leader for each Den.
 - Remember that Dens [must be single gender](#), so you should have separate Den Leaders for boy and girl Dens.
 - An Adult Partner for every Lion and Tiger.
 - If the adult partner is the Cub's parent, they can register without a fee on the youth application. However, they will not count as a registered adult for [Youth Protection](#) purposes.
 - If the adult partner is not the parent (e.g. a grandparent, uncle, or adult sibling), they must submit an adult application.

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

- You don't meet the minimums described above, or have fewer than 5 youth
- 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, 2021. Ask a Unit Key 3 member or your Pack Trainer to help you ensure all of your adult registrants have current YPT by downloading a YPT Aging Report from My.Scouting Training Manager. Any adult who doesn’t have an expiration date ending after October 31, 2021 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.

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

- Cubmaster

Ask a Unit Key 3 member or your Pack Trainer to help you ensure all of your youth facing leaders are position trained by downloading a Trained Leader Report from My.Scouting Training Manager. For adults who are not currently Cubmasters or Den Leaders but will be assuming that position code as part of the 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, the following adults should be trained

- Assistant Cubmaster(s)
- Den Leader(s) and Assistant Den Leader(s)
- Committee Chair
- Chartered Organization Representative
- Den Leader(s)

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, set up your account in the [Internet Rechartering System](#). You will be emailed an access code, which is unique to your unit. Use this [step-by-step tutorial](#), which is also on the [Internet Rechartering System](#) page.

Remember the notes you made in Step A?

- In Internet Rechartering Update Roster Step 2 of 6: "Select Members for Renewal" ([tutorial page 11](#)), delete anyone who has left the unit, including youth who have aged out.
- 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 "update roster" in Internet Rechartering Update Roster Step 2 of 6: "Select Members for Renewal" ([tutorial page 11](#)) each time you log in. 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.
- 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!

When you get to the step of Approve Roster, note that you **must get the consent of your Institutional Head or Chartered Organization Representative to proceed**.

This responsibility cannot be delegated. Please do not just "check the box." A Scout is Trustworthy.

When you are satisfied that your roster is complete, click on **SUBMIT TO COUNCIL**.

Helpful tips

You may need to disable your pop-up blocker to allow all the processes to continue smoothly.

Even if you have been the rechartering contact before, every year you start fresh as a “first time user” and will need to set up your login credentials.

Your unit number may need leading zeros to become 4 digits. In other words, Pack 123 becomes Pack 0123.

You can stop at any time, log off the system and begin again where you left off by logging on as a returning user and re-entering your access code and password.

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.

Do not write over an existing individual's record. Create a new record for new individuals, and delete old records. If you write over an existing record, there will be errors in processing your charter.

Lion/Tiger Cub Adult Partners are listed on your roster because each Lion/Tiger Cub is required to have an Adult Partner. While they have a BSA ID number and are a valuable part of your Pack, they are **NOT** registered leaders. Adult partners have not submitted an adult application, and therefore a criminal background check has not been conducted nor are registration fees collected. **Lion and Tiger Den Leaders** are registered leadership positions and therefore must register by submitting an adult application. Lion and Tiger partners are welcome to register as Scouter Reserves (91U) or members of the Pack Committee, but must submit an adult application to do so.

If you have twin Lions or Tigers who will share an adult partner, in "Update Member" give that adult the designation as Partner for position 1 AND position 2. If this approach doesn't work, create a duplicate profile (e.g. Maria Perez and M Perez) and alert the Commissioner or professional who is supporting your recharter process.

DO NOT delete the 5th Grade Webelos. Webelos need to be registered with the Pack in order to bridge.

Step E: Submitting Your Rechartering Information

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

When you are on the [Submit Roster: Print Charter Renewal Application](#) page, click the Print Renewal Application button. There is NO need to actually print this document this year. Instead, please save a copy of your FINAL (not draft) Charter Renewal application as a PDF.

PAYMENT

You have two methods to remit payment:

- 1) Use the online recharter system payment process to pay online with e-check or credit card(administrative fee applies); or
- 2) 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 gary.carroll@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.

You must submit your recharter by September 30, 2021.

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 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!