



2017 - 2018 Charter Renewal Handbook

**Tips for Renewing Your Unit's
BSA Membership**



BOY SCOUTS OF AMERICA®
NATIONAL CAPITAL AREA COUNCIL

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What is a charter?

In the BSA, a charter authorizes an organization to operate BSA Scouting units. It certifies the agreement between a chartered organization – an organization that agrees to utilize Scouting as a part of its service to youth– and the Boy Scouts of America, setting expectations for the quality of program to be delivered. Issuing a charter is one of the oldest traditions in Scouting.

Why is a charter renewed annually?

Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the Council annually to renew its charter. The requirement to renew a charter:

- Fosters a formal, timely plan for regular dialogue between charter organization and BSA, and
- Assures membership is current so Scouts can participate in Scouting activities and advance in rank.

What will I find in this handbook?

This *Charter Renewal Handbook* explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on the [Charter Renewal Support](#) pages at NCACBSA.org, the [Internet Rechartering Tutorial](#), and your district's commissioner staff to submit your Charter Renewal Application (CRA) on time and error free.

Who can I contact with specific questions?

Contact your unit commissioner (UC) or your district's charter renewal point of contact (POC) for help with charter renewal. A list of district POCs are found on the [NCAC website](#). If using Email, send a copy to recharter@ncacbsa.org.

Best wishes to all for a successful charter renewal season.

Garry W. Lewis

Council Commissioner

UNIT CHARTER RENEWAL OVERVIEW

Since 1916, annually, chartered organizations renew their charters. In this process, the unit Key 3 (committee chair (CC), chartered organization representative (COR), and unit leader (UL)) confirm and record their members and leaders for the coming year and pay national membership fees. At the same time, the institutional head of the chartered organization recommits to offering the Scouting program to youth for the new charter year.

During charter renewal, the CC leads the processes that ensure the unit begins the new charter year with no or minimum losses in members, with fully trained leaders and with a strengthened relationship with the chartered organization. These processes include forming the charter renewal team, setting timelines, inventorying members, updating leader training, confirming leader positions, collecting fees, entering data into Internet Rechartering, reviewing and approving the charter renewal application, submitting materials on time, receiving new membership cards and participating in the new charter presentation. When listed, these processes seem daunting. In fact, the committee accomplishes these processes routinely throughout the year and merely validates them during charter renewal. The unit commissioner will assist the CC and the committee throughout the renewal process.

CHARTER RENEWAL DATES AND TIME PERIOD

Units turn in charter renewal packets the month prior to the unit charter expiration month. The month to turn in packets varies by district; see the chart at the top of page 2. District's charter renewal timelines are established to ensure packets are reviewed, corrected, and finalized prior to delivery to the district executive (DE) for scanning to the registrar. Access to the Unit Charter Renewal System (UCRS) or Internet Rechartering starts 90 days before and ends 30 days after the unit's charter expiration date. In practical terms, units must accomplish the precursor activities before updating the charter using Internet Rechartering. Contact your UC to coordinate the date for the unit's charter review meeting.

Note: Direct Service units have different cycles for renewal. The timing of planning phases parallel those listed below.

December Renewals	January Renewals	February Renewals
Goose Creek	Aquia	Bull Run
Mattaponi	Francis Scott Key	Chain Bridge
Occoquan	Patuxent	Colonial
Old Dominion	Potomac	George Mason
Patriot	Seneca	Powhatan
Piedmont	White Oak	Sully
Washington, D.C.		
Western Shore		
U.S. Virgin Islands		
Timeline	Timeline	Timeline
Charters Expire 12/31/2017	Charters Expire 1/31/2018	Charters Expire 2/28/2018
UCRS access opens 10/1/2017	UCRS access opens 11/1/2017	UCRS access opens 12/1/2017
No on-line BeAScout applications after 30 Nov. Paper Only!	No on-line BeAScout applications after 31 Dec. Paper Only!	No on-line BeAScout applications after 31 Jan. Paper Only!
Units turn in charter packets during November 2017	Units turn in charter packets during December 2017	Units turn in charter packets during January 2018
DE scans charters NLT 12/1/2017	DE scans charters NLT 1/6/2018	DE scans charters NLT 2/1/2018

CHARTER RENEWAL ROLES AND RESPONSIBILITIES

The unit’s roles and tasks for charter renewal can be divided into four phases:

1. Activities and planning accomplished before Internet Rechartering
 - 120 – 90 days before charter expiration
2. Entering data during Internet Rechartering
 - 90 – 60 days before charter expiration
3. Finalizing and approving the charter renewal packet
 - 60 – 30 days before charter expiration – UC & DC review
 - 30 – 0 days before charter expiration - Registrar process and post new charters and membership rosters

4. Reviewing and presenting new charters

- Registrar sends membership cards and charter certificates to Committee Chair
- The CC and UL review the membership cards and charter certificate for accuracy
- The COR schedules and UC conducts a charter presentation.

1. Before Internet Rechartering

COR	COMMITTEE CHAIR	UNIT LEADER	RECHARTER PROCESSOR	COMMISSIONER
1. Assisting the CC with selecting leaders for the next charter year.	1. Identifying the unit charter renewal team.	1. Advise the CC on direct contact leadership recommendations for the new year.		1. Helping the unit obtain all charter renewal materials.
	2. Establishing the unit charter renewal event timeline.			2. Providing guidelines for processing and meeting the district's charter renewal turn in deadline.
	3. Selecting a Renewal Processor (RP).			
	4. Attending District charter renewal training.		1. Attending district charter renewal training.	3. Participating in unit preparation training and organizational meetings.
	5. Designating a committee member to conduct the membership inventory.			
	6. Designating a committee member to coordinate YPT for members with YPT expired or will expire in 12 months.			
	7. Designating a committee member to collect charter renewal fees.			
	8. Assigning adult leadership positions for the new charter year.			
	9. Monitoring membership inventory, YPT completions, and fee collection.		2. Obtaining the list of adult and youth members, associated applications, disclosure forms, YPT certificates, Boys' Life requests and payment status.	4. Facilitating application processing.

2. During Internet Rechartering Input

COR	COMMITTEE CHAIR	UNIT LEADER	RECHARTER PROCESSOR	COMMISSIONER
			3. Updating the unit's charter using Internet Rechartering.	5. Coaching the RP on Internet Rechartering.
			4. Assembling the charter renewal package.	

3. After Internet Rechartering Input

COR	COMMITTEE CHAIR	UNIT LEADER	RECHARTER PROCESSOR	COMMISSIONER
2. Participating in the Key 3 review of the Charter Renewal Application.	10. Participating in the Key 3 review of the Charter Renewal Application, directing corrections as needed and signing adult applications and the charter renewal application.	2. Participating in the Key 3 review of the Charter Renewal Application. Sign the Renewal Application.	5. Participating in the Key 3 review of the draft charter renewal packet.	6. Participating in the Key 3 review of the draft charter renewal packet.
3. Help coordinate the meeting with the IH to sign the charter renewal application.	11. Ensuring a check is provided to pay charter renewal fees.		6. After draft is reviewed, click "Submit to Council" in Internet Rechartering UCRS.	7. Assisting with correcting incomplete or defective charter renewal packets prior to submission.
	12. Ensuring the Charter Renewal Application is submitted to the Commissioner prior to the district due date.			8. Accepting and delivering the final charter renewal packet to the district commissioner.

4. After New Charter & Membership Post

COR	COMMITTEE CHAIR	UNIT LEADER	RECHARTER PROCESSOR	COMMISSIONER
4. Schedule Charter Presentation	13. Receive membership cards and verify all members were correctly renewed in my.Scouting Member Manager	3. With CC, verify all members were correctly renewed in my.Scouting Member Manager		
	14. Distribute membership cards			
5. Participate in Charter Presentation	15. Participate in Charter Presentation	4. Participate in Charter Presentation		9. Participate in Charter Presentation

Phase 1- Be Prepared: Updating Members, Leaders & Training

Identify Charter Renewal Team and Timelines

To prepare for charter renewal, the CC and committee focus on key tasks for the next Scouting year. The CC normally appoints committee members to inventory members, verify training, and collect applications and fees. In addition, the CC selects one individual to serve as the renewal processor (RP) to update records using the UCRS.

The charter renewal team develops a plan for your unit. Include the following key dates in the unit's annual program plan:

- Membership inventory completion date,
- Scouts and adult leaders' fees due date,
- Training, especially YPT, completion date,
- Application completion date,
- Charter renewal meeting date (to review and sign the CRA) and
- Charter renewal packet turn-in date.

Membership Inventory

Conducting a thorough inventory of youth and adult members is key to successful charter renewal. Compare the unit's local roster to the member roster contained in Member Manager. Contact all inactive members and attempt to reactivate them. Make every effort to recruit additional youth and adults so that the unit reregisters with no loss in membership. Also, be sure to register any youth who are participating but are not yet registered.

A committee member should contact every family to:

- Verify members reregistering with the unit.
- Verify birth date, grade, telephone number and mailing address, and Boys' Life subscription.
- Verify email address. An accurate email address allows each family to receive important information from Council and the twice-yearly

nationwide Voice of Scouting survey.

- Confirm fees and payment due date.
- Note the reason for members who are not reregistering and extend an invitation to continue in Scouting. The reason for dropping from Scouting will subsequently be recorded in the UCRS.

Commissioner Support for Membership Inventory

Unit commissioners can help with the membership inventory. Give your UC the latest version of your unit roster. Ask your UC to help place a youth in another unit if a change will continue or enhance the Scout's experience.

The NCAC 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, and units with less than 5 youth. If your unit is one of these types, your Commissioner will coordinate with the DE to seek Scout Executive approval.

Submit Applications Now

Complete and submit applications immediately. Do not hold youth or adult applications for submission with the charter renewal package. Scouts cannot advance or receive Boys' Life if they are not registered members of Boy Scouts of America.

A complete application is required for all new youth and adult leaders added to a unit's roster during Phase 2 Internet Rechartering. If applications previously submitted to Council have not processed, when updating the roster in Internet Rechartering, submit the application again with the charter renewal packet. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application.

PLEASE NOTE: DO NOT allow On-line BeAScout applications in the 30 days before your charter expires. ONLY USE PAPER applications.

Here's why. BSA is transitioning from the old server-based Scoutnet network to the newer cloud-based network which we currently see as my.Scouting. Some legacy capabilities have not been converted yet and do not communicate with the newer systems. As the registrar updates charter renewals, they cannot automatically process an application for multiple charter years (your

current year before expiration and the new charter year). The registrar needs a paper application to manually add the registration in both charter years. Since on-line applications do not produce a paper copy, all applications processed in the 30 days before expiration need to be paper applications.

For all on-line BeAScout applications completed earlier, ensure they are approved in Application Manager.

Note: Direct Service units submit individual applications to DirectService@ncacbsa.org.

Identify Unit Leaders

The CC and COR approve 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 CC or MC); Committee Chair (CC); two Committee Members (MC) or one MC and one Pack Trainer (PT); Cubmaster (CM); and one Den Leader (TL, DL or WL). 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 adult leader position must complete an Adult Application.

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

Adult Position Changes

Adults changing position during the current charter year must submit an Adult Application verifying approval by the COR and CC. Submit applications to

change adult positions without delay. If a currently registered adult will only assume the position in the new charter year, do not submit an application to change position. The Institutional Head's approval of the CRA is sufficient.

Every paper-form adult application must include the signed application, signed disclosure form and YPT certificate. On-line BeAScout adult applications can be used for adults new to Scouting up to 30 days before expiration, but currently cannot be used for position changes.



Trained Leaders

Every Scout deserves a trained leader. All registered adults are expected to complete position-specific training. Scouting University provides position-specific training via the BSA Learn Center available at <https://my.scouting.org>. In-person position-specific training and outdoor training is offered frequently by your district and near-by districts.

As units select leaders for the new Scouting year, it is a good time to verify the training of all adults and encourage those in new positions to commit to completing training.

Youth Protection Training – an absolute must!

All registered adults take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal, or if it expires any time during the charter renewal process, the volunteer cannot be registered.



Successful districts and units separate YPT updates from charter renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as August and ask all adults to retake YPT if theirs expires within the next 12 months. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s must review their unit's YPT status.

My.Scouting Tools & Resources

As noted above, tools are available at <https://my.scouting.org> to help leaders manage membership and training. The portal works best with the latest version of Chrome and Firefox. It also works with the latest version of Safari, Edge, or Internet Explorer (v11). Older versions of IE are no longer supported. Each my.Scouting tool has a help manual. Select the question mark in the lower right corner of the screen within the tool to access the manual.

The unit Key 3 (COR, CC, and UL) plus three other registered leaders may use my.Scouting tools to update:

- Member profiles, and
- Training records to include YPT.

The UC can coach the unit on using my.Scouting tools. If you need help designating your “plus 3” or if you have questions about using the tools, please contact your UC. If you have questions about accessing the tools, call the Member Care Contact Center at 972-580-2489 or send an email to myscouting@scouting.org.

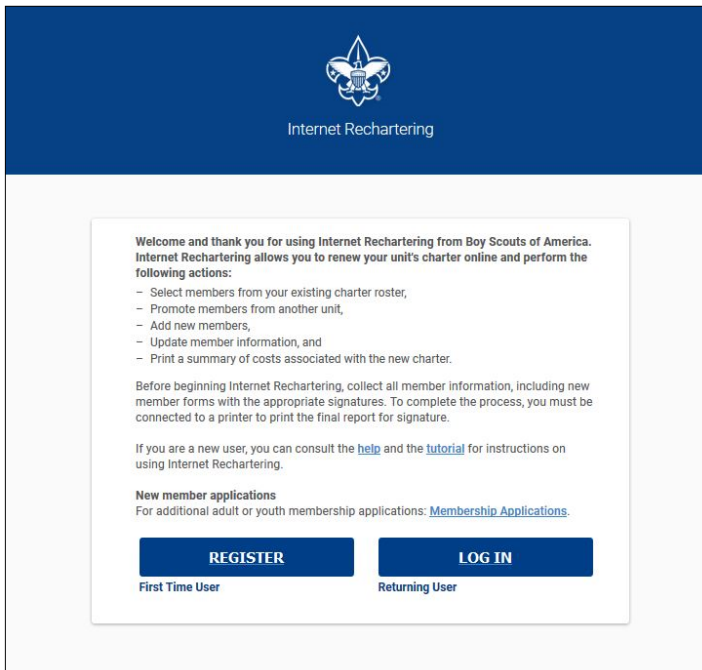
Privacy Policy


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.

Phase 2 - Do Your Best: During Internet Rechartering

Your **RP** can access Internet Rechartering or the UCRS on the Charter Renewal Support page at NCACBSA.org. The page also contains additional resources to aid charter renewal.

NOTICE: The 2017-2018 Charter Renewal Handbook was created prior to BSA releasing new Internet Rechartering software. The new software follows the same steps as described here but has a new “look and feel” with more intuitive navigation. Internet Rechartering now requires all adults to have current YPT and generates an error if YPT is not current. The CRA can be approved electronically by the COR. Payment can be made by credit card as well as check and e-check. Below is an example of the new look.




Internet Rechartering

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

New member applications
For additional adult or youth membership applications: [Membership Applications](#).

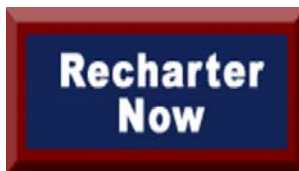
REGISTER **LOG IN**
First Time User Returning User

Read this handbook and review the resources on this page before proceeding. Collect the following from the unit charter renewal team:

1. Updated Membership Inventory, including:
 - Reregistering youth, updated personal data, Boys' Life subscription, multiple registration (if applicable including unit in which paid)
 - New youth with application
 - Youth NOT reregistering and reason
 - Reregistering adults updated personal data, Boys' Life subscription, multiple registration (if applicable including unit in which paid) and leadership position
 - New adults with application including disclosure form and YPT certificate and leadership position.
 - Note that youth and adults promoted from a unit with the same chartered organization are considered new to your unit and require an application.
2. Updated leadership positions
3. Training Report listing expired YPT or YPT which will expire before the new charter is posted (e.g. 0 -30 days after expiration date). Note that YPT certificates and applications not posted must be assembled at Phase 3 and submitted with the charter renewal packet.

The UCRS supports the following browsers: Chrome, Firefox, and Internet Explorer 9, 10, and 11. If using IE10, change browser settings to Compatibility Mode. To do so, go to the tool bar at the top of the page, select "Tools", then choose "Compatibility View Settings" from the list.

To begin Internet Rechartering, the RP, clicks on



The RP and other members of the charter renewal team are highly encouraged to view the [Charter Renewal Tutorial](#).

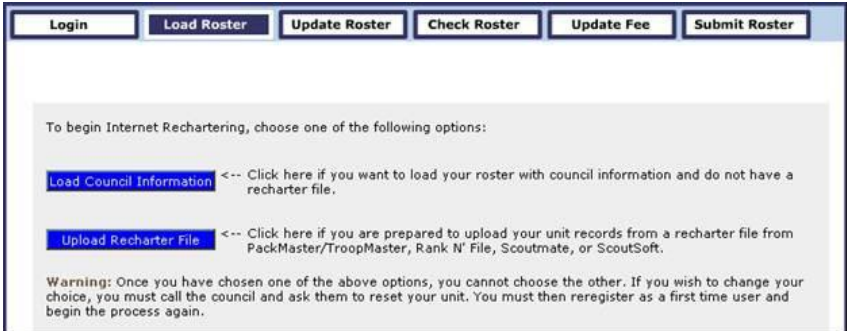
When ready to enter data:

- Click NEW USER (You are considered a New User each year.)
 - Note that if you return to UCRS and have forgotten your password, click on Returning User and **Forgot Password?**
- Enter the 9-digit access code contained in the charter renewal letter mailed to the unit, and the 4-digit unit number (add leading zeros if necessary).
 - Note you cannot use last year's access code.
- Agree to confidentiality.
- Enter your contact information, and create a password.
- Read about the 5 Stages of Internet Rechartering. The 5 UCRS Stages are:
 1. Loading the roster
 2. Updating the roster
 3. Checking the roster
 4. Summary (a final review and last chance to make changes)
 5. Final submission
- Click *Begin*

If you have trouble with the software loading, click on Frequently Asked Questions in the blue bar at the top right.

Recharter Stage 1 – Load Your Roster

Click the box to Load Council Information or Upload Recharter File from third party software (see below). Once you chose one of these options, you cannot change your mind. If you upload a file, it will be compared to the Member Manager Roster found at <https://my.scouting.org> and you must resolve discrepancies (such as verifying that Tom Jones is the same person as Thomas Jones).



The screenshot shows a web interface for Internet Rechartering. At the top, there is a navigation bar with buttons for Login, Load Roster, Update Roster, Check Roster, Update Fee, and Submit Roster. Below this, a message states: "To begin Internet Rechartering, choose one of the following options:". There are two main options, each with a blue button and a description: "Load Council Information" (with a description: "<-- Click here if you want to load your roster with council information and do not have a recharter file.") and "Upload Recharter File" (with a description: "<-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft."). A warning message at the bottom reads: "Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again."

Uploading Charter Renewal Data Using Third-Party Software

If a unit uploads data using a third-party Unit Management Software file, Internet Rechartering automatically checks that the file is compatible. The most important preparation for using third party software is to ensure unit information is accurate and current before uploading to Internet Rechartering. Archive Scouts and adults who will not reregister. Check that names are entered in your software using the same rules as described below in Step 2. Compare them to the names in the online rosters available in Member Manager and Internet Advancement. Some third-party software will allow you to print a draft CRA for review. Remember – you cannot submit this draft to the registrar. You must upload your unit’s roster and complete the process using Internet Rechartering.

Recharter Stage 2 – Review and Update Your Roster

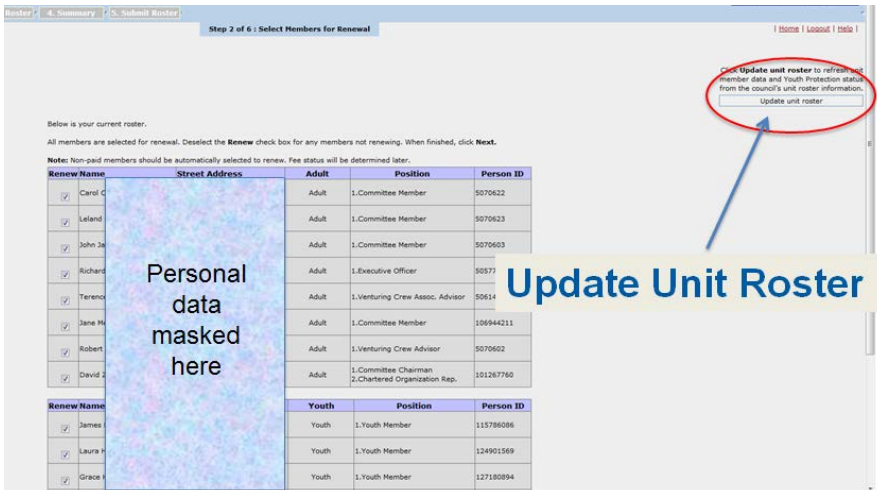
There are several steps involved in updating your roster:

- Update information on the chartered organization.
 - You may now print a copy of the roster; click *Review Roster* in the left corner of the screen, then print from the new window.
- Select adult members for renewal.
- If your chartered organization sponsors another unit, “**Promote**” adult members from the other sponsored unit into your unit. This includes “promoting” youth who have turned 18 to adult status. New adults *must complete Adult Application forms!* This step saves you from entering all their personal information.
- Do not use the “**transfer**” function for youth or adults during Internet Rechartering. You are not transferring the member for the current year. Internet Rechartering registers the member for the new charter year.
- Add new adult members. Enter the information found on their paper or online application.
- Add new youth members, using the same method as the adults.
- Update existing member data, such as phone numbers and emails.
- Update the adult’s unit leadership positions.
- When entering names - for data entry consistency – follow these rules:
 - Use full legal names, not nicknames
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (Obrien not O’Brien)
 - NO hyphens (John Smith Payne not John Smith-Payne)
- Do not type over an ex-member’s info to add a new member!
- You cannot change a Scout’s rank using Internet Rechartering.
- Registration in multiple units is allowed, e.g., an adult may serve in both a pack and a troop, or a youth in a troop and crew.
 - “Multiples” pay the registration and Council insurance fees in only one unit.

- Units with the same chartered organization **MUST** have the same executive officer/institutional head name and signature and the same chartered organizational representative.
- Boys' Life
 - 100% **Boys' Life** is strongly encouraged for all Cub & Boy Scouts.
 - One (1) subscription per family counts toward 100%, even if the Scouts are in different units.
- For Webelos II:
 - For Webelos who have crossed over or will cross over to a troop before the pack's charter renewal date, the troop should register them promptly and include them in its charter renewal submission. The pack should ensure that Internet Advancement is updated with Arrow of Light where applicable, as soon as earned, before the youth registers in a troop. The troop cannot update Cub Scout advancement.
 - Webelos who won't cross over and register in a troop until after the pack's charter renewal date should remain on the pack roster for the new year to make sure that there is no gap in the scout's registration and Boys' Life subscription.
- For members who reach 18:
 - A Scout who has reached the age of 18 cannot be registered in a troop as a youth.
 - Venturing youth who are 18 years old or older at the time of their first application to a Venturing unit must complete an Adult Application and Youth Protection Training, and register as a Venturing Participant (VP). Venturers who are already in a unit and turn 18 on or after March 1, 2015, must also complete an adult registration form and YPT and register as a Venturing Participant.
- For security, adult members' Social Security Numbers are not shown.
- When registering new adults, the registrar will enter Social Security Numbers from the registration form (you won't be able to make that entry in the software).

IMPORTANT: Update the Unit Roster frequently.

NCAC’s Registrar is composed of a team at Member Data Shared Services. The team continues to process individual applications even while busy processing charter renewal packages. If you submit applications as soon as complete, they can be processed and posted during Internet Rechartering. Click on Update Unit Roster frequently to bring new member data into Internet Rechartering. When rosters are updated in this way, you eliminate the need to attach new applications to your charter renewal package. Update Unit Roster also adds new YPT expiration dates for training recently completed. Update early and often!



Note the location of the Update Unit Roster button.

Recharter Stage 3 – Check Your Roster

The software will alert you to inconsistencies in your data:

- **“WARNINGS”** will NOT prevent continuance.
- **“ERRORS”** will STOP the process until the entry is corrected.

Recharter Stage 4 – Update Fees

This is where you set the fee at \$0 for “Multiples” – members that have paid in another unit (see Stage 2 above)

This is where you include the fee for Boys’ Life, if appropriate. Note that member fees are \$33.00 and Boys’ Life is \$12.00

Note that a National liability insurance fee of \$40.00 per unit is not listed here but is listed on page 2 of the final CRA printout. A Council supplemental insurance fee of \$6.00 per person may not listed in the UCRS charter renewal software. Both insurance fees are listed and calculated on the Charter Renewal Transfer Envelope.

Login
Load Roster
Update Roster
Check Roster
Update Fee
Submit Roster

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys’ Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys’ Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Corey Gunderson	07/09/1992	\$0.00	\$10.00	\$10.00	Youth
Update	Keira Koslowsky	02/11/1958	\$0.00	\$10.00	\$10.00	Adult
Update	Nathan Lunceford	12/29/1969	\$0.00	\$10.00	\$10.00	Adult
Update	Byron Myles	03/20/1977	\$0.00	\$0.00	\$0.00	Adult
Update	Lauren Vanderburg	07/09/1982	\$0.00	\$10.00	\$10.00	Adult
Update	Thomas Vanderburg	08/09/1979	\$0.00	\$10.00	\$10.00	Adult
Update	Justy Brown	06/04/1987	\$0.00	\$10.00	\$10.00	Youth
Update	Michelle Busby	04/07/1988	\$0.00	\$10.00	\$10.00	Youth

Next

This is also where BSA collects data on non-renewed members. This information is critical to improving our program. Enter the reason that a member is dropping from Scouting.

Login
Load Roster
Update Roster
Check Roster
Update Fee
Submit Roster

Step 2 of 2: Membership Inventory

Select the required unit contact response from the drop down box below to indicate that each non-renewed r the grid below was contacted. Your choices on Contacted are Yes, No, or Don’t Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

Yes

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason.

Name	Street Address	Select one reason for each youth member
Test Youth	PO Box 152079	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Save

Recharter Step 5 – Submit Your Roster

Click the blue words *Review/Print Roster* and check it for accuracy. This is your opportunity to make changes!

DO NOT Submit to Council until you have printed the roster, reviewed the data and made corrections, and identified the applications and YPT certificates you will need to submit with the Charter Renewal package.

CAUTION: If a member tried to submit an on-line BeAScout application within 30 days before charter expiration or if a previously entered application has not been approved, the member may be dropped when the registrar processes the renewal. Once you *Submit to Council*, the CRA cannot be corrected. Attach a paper application or copy to avoid dropping a member. Check the roster after the registrar processes the renewal and updates Member Manager to ensure no one is dropped.

ary 5. Submit Roster

Submit Roster

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [| Review /Print Roster | link.](#)

To submit your roster to the council, click here -->

Use the Home link to return to Stage 2 to update the member information until submittal to council occurs.

This DRAFT version CANNOT be turned in. You will print a final version for turn in during the next step.

DO NOT click *Submit to Council* until you have reviewed and finalized the application with the Charter Renewal team.

Phase 3 - Do Your Duty: Finalizing, Approving, & Posting

Obtain your copy of the DRAFT CRA from your RP per Phase 2.

Complete the checklist on the Charter Renewal Transmittal Envelope.

Page 1 of the DRAFT and the CRA lists individuals' applications to include with the package.

UCRS - Renewal Report https://scoutnet.scouting.org/ucrs/UI/Summary/Report.aspx

UNIT CHARTER RENEWAL REPORT PACKAGE

National Capital Area Council : Troop XXXX

New Adult Members
(The application form(s) and Youth Protection certificate(s) for new adult member(s) must be submitted with Renewal Package)

Name and Person ID
First Middle Lastname

New Youth Members
(The application form(s) for new youth member(s) must be submitted with the Unit Charter Renewal Package)

Name and Person ID
.. . . .

Gather all new youth and adult applications for members named on the first page of the CRA! Applications are required for all members added to the roster in Stage 2 of Internet Rechartering.

REMINDER: New Adult Applications must be accompanied by a Youth Protection Training Certificate and a signed Disclosure/Authorization Form.

An incomplete or incorrect application can delay the processing of the entire unit's CRA.

Gather Youth Protection Training certificates from those needing it. See the list on the last page of the printed CRA.

After the CC and the charter renewal team has verified and finalized the membership, leadership, and training data in UCRS and on all applications and YPT certificates, then the RP can Submit the CRA to the registrar electronically in UCRS.

Click *Submit to Council*. Congrats! The electronic part is done. But the paperwork remains...

Click Print Renewal Application

Stages: 1. Load Roster | 2. Update Roster | 3. Check Roster | 4. Summary | 5. Submit Roster

Roster Review |
Users: 9 Adult, 12 Youth
Fee: 9 Adult, 0 Youth
Fees = \$508.00

Submit Roster: Print Charter Renewal Application

Home | Logout | Help | Password | E-Mail

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. Print the Unit Charter Renewal Report Package.
2. Obtain the appropriate signatures for the renewal application (for both Executive Officer and Unit Leader).
3. Attach the signed new member applications.
4. Attach payment for fees.
5. Deliver all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and payment for fees to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here --> **Print Renewal Application**

To print the Renewal Report E-Z, click here --> **Print Renewal Report E-Z**

To access the Journey to Excellence unit scorecard, click here --> **JTE Unit Scorecard**

To print The Annual Charter Agreement, click here --> **Annual Charter Agreement**

Print the full Renewal Application. Do not print the Renewal Report E-Z.

Calculate fees to submit to NCAC using the Charter Renewal Transmittal Envelope. The fees on the CRA obtained from the UCRS do not include Council insurance.

Have the treasurer provide a check to pay charter renewal fees, but before you fill in the amount due, have your UC review what the unit owes. If your unit has a Unit Account at the Scout Office and you want to apply those funds toward your renewal fees, contact Council to verify funds available.

Get the Renewal Application signed by:

- The executive officer/institution head of the chartered organization. PLEASE NOTE that the paper Renewal Application should not be signed by the chartered organization representative. The COR can approve the electronic CRA in the new Internet Rechartering software..

- The unit leader (Cubmaster, Scoutmaster, Crew Advisor, Team Coach or Ship Skipper) and
- The DE or Commissioner, as Council Representative.

Have the unit leader sign youth applications.

Have the unit CC and COR sign new adult applications.

Review and submit everything to your UC who will verify the charter renewal packet is ready for turn in. Helpful tip: It's best to bring a blank check. UC will calculate/verify fees and then the unit can complete the check.

Note: Direct Service units pay fees online and submit the charter renewal package electronically to Direct Service@ncacbsa.org.

Turn in using the Charter Renewal Transmittal Envelope:

CHARTER RENEWAL TRANSMITTAL ENVELOPE

DISTRICT _____


Scouting Unit Number: _____

Cub Scout Pack _____	Venturing Crew _____	
Boy Scout Troop _____	Sea Scout Ship _____	
Varsity Team _____	Explorer Post _____	
	Learning for Life Group _____	

District Commissioners submit reviewed packages to the DE on or before the 1st of the charter month

Charter Renewal Checklist	Verification (Initial when complete)	
	Unit	Unit Commissioner
1. Charter Renewal Application A. Proper fees Enclosed (**See summary below) B. Executive Officer Signature C. Unit Leader Signature (CM, SM, VC, NL, EA or SK)		
2. New applications complete: Date of birth, address, phone, etc. and signed. Adult application with SSN, disclosure, YPT		
3. Charter Renewal Application: All addresses, telephone numbers correct		
4. Required positions listed: <input type="checkbox"/> CR <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> MC Packs: <input type="checkbox"/> DL and/or <input type="checkbox"/> WL, if Lions: <input type="checkbox"/> LL, if Tigers: <input type="checkbox"/> TL		
5. Unit leader listed (one required) <input type="checkbox"/> CM <input type="checkbox"/> SM <input type="checkbox"/> VC <input type="checkbox"/> NL <input type="checkbox"/> EA <input type="checkbox"/> SK		
6. On Time Unit (To Unit Commissioner no later than 30 days before current charter expires)		
7. 100% Boys' Life		

*Summary of Enclosed Fees	Qty	Fee
Youth Registration	\$33.00 X	\$ _____
Youth Acc./Sick Insurance	\$ 6.00 X	\$ _____
Multiple Youth (No fees)	_____ X	\$ xxxxxxxxxxxx
Youth Boys' Life Subscriptions	\$12.00 X	\$ _____
Adult Registration	\$33.00 X	\$ _____
Adult Acc./Sick Insurance	\$ 6.00 X	\$ _____
(Including Tiger Adult and Lion Adult Partners)		
Multiple Adults (No Fees)	_____ X	\$ xxxxxxxxxxxx
Adult Boys' Life Subscriptions	\$12.00 X	\$ _____
Charter Fee	\$40.00 X	\$ 40.00
Total Fees		\$ _____



BOY SCOUTS OF AMERICA
NATIONAL CAPITAL AREA COUNCIL
www.NCACBSA.org

Signed: _____ (Committee Chair) _____ (Unit Commissioner)

Please Print: _____ (Name) _____ (Telephone #) _____ (Name) _____ (Telephone #)

National Capital Area Council, Boy Scouts of America, 9190 Rockville Pike, Bethesda, MD 20814-3897
Supported through your contributions to Friends of Scouting, American Charities, Combined Federal Campaign (CFC), and Popcorn Sales

Turn in all charter renewal packets (CRA, Youth and Adult Applications, YPT certificates, the check and the Annual Charter Agreement) to your UC. DO NOT take packages to the Marriot Scout Service Center.

Charter Renewal Package Review

Commissioners conduct a detailed review of all packages to ensure they can be processed expeditiously by the Registrar. The UC needs the complete Renewal Application, not merely the E-Z Report to conduct the review. The UC will contact the CC and RP to resolve issues as required.

After the UC's review, the UC submits the package to the district commissioner or assistant for additional review. The DC submits packages to the DE to scan to the Registrar.

When the registrar processes charters for the new charter year, unit and member expiration dates are updated in Organization and Member Manager respectively.

Phase 4 – Raise the Colors: Recognition after Charters Post



Ceremony is important to individual and unit identity. Plan a charter presentation to acknowledge the sponsor's and unit's commitment to a new year of Scouting.



Ask your UC to officiate or participate in the charter presentation ceremony.

Verify you have a membership card for all adult and youth and that each is listed in my.Scouting Member Manager.

Distribute membership cards with panache – they represent membership in a national “club” and a worldwide movement.

CHARTER RENEWAL FEES

Calculate all fees using the NCAC Charter Renewal Transmittal Envelope. The fees calculated in UCRS only include registration and Boys' Life fees submitted to National and do not include NCAC supplemental insurance.

The unit charter fee is \$40 per year. All units are required to pay this annual insurance fee.

- Adult Registration: \$33
- Adult Insurance (including Tiger/Lion adult partners): \$6
- Youth Registration: \$33
- Youth Insurance: \$6
- *Boys' Life* Subscription: \$12
- Transfers: There are no transfers during charter renewal.
- Multiples: \$0
- Make checks payable to NCAC-BSA.
- Keep a copy of all forms you submit.

We strongly encourage all Cub and Boy Scout families subscribe to Boys' Life magazine as the magazine is an important part of the unit's program. A special ribbon and patch are awarded to units in which 100% of the families subscribe to Boys' Life magazine.

TOP CHARTER RENEWAL MISTAKES

1. Forgetting about the 9-digit **UNIT ACCESS CODE** for Internet Rechartering. It is contained in the charter renewal letter send to each CC. If you can't find it, contact your UC, DC, or DE.
2. Not selecting "**FIRST TIME USER**" the first time you log in.
3. Forgetting your password and delaying. If you forget your password, select "**RETURNING USER,**" then select ***Forgot Password?*** to have your password emailed to you.
4. Not **PROOFREADING**. Before you hit Submit, print a draft copy and check it over. If you find a typing error or other mistake after submitting, note it on the application so the registrar can fix the mistake!
5. Adult leaders with **no or expired Youth Protection Training and Top Leaders not trained** (Cubmaster, Scoutmaster, Crew Advisor, Varsity Scout Coach or Skipper). All adults must have current YPT. Leaders should take or renew required training.
6. Missing **REQUIRED SIGNATURES** on the CRA. You need **THREE**: unit leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Scout Coach or Skipper), executive officer (aka institutional head) and council representative (commissioner or district professional).
7. Missing **APPLICATIONS** for new youth & adults added to your charter. If turned-in previously, but a name is not on the charter, submit a copy of the original application with the CRA.
8. Missing **Social Security Numbers** on new Adult Applications. You will neither see nor can enter a SSN online.
9. **MULTIPLE REGISTRATIONS** – An adult registered in more than one unit only **pays ONCE** and is shown as a **MULTIPLE** in all other positions. *The COR and PC are the only adults who may multiple in the same unit.*
10. Not adding **\$6.00 INSURANCE FEE** for each paid member plus Tiger/Lion adult partner when turning in your Renewal Application.
11. **KNOWING WHEN YOU ARE DONE** - You are NOT done until you print the CRA, obtain required signatures, and turn-in the paperwork and money to your unit commissioner for a final review. Complete the Charter Renewal Checklist from your Charter Renewal Transmittal Envelope to be sure!
12. **LATE SUBMISSIONS**. Turn in your packet on or before your District's Turn-in Date.

GLOSSARY

Chartered Organization Certification - The Executive Officer of the Chartered Organization signs the CRA. This certifies that the organization has approved all registering adults.

During the year, responsibility for approval of adults can also be given to the Chartered Organization Representative (COR).

The Chartered Organization certifies that all registered adults

- Subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise.
- Agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America;
- Are U.S. Citizens (or have declared intention or are otherwise qualified.)

Charter Fee - All units are required to pay an annual charter fee of \$40.00. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer – Is also known as the Institutional Head (IH). There is no cost for this position.

Multiple Registrations - An adult who pays a registration fee in one unit (or a district or a council position) does **not** pay a registration fee in any additional unit. Youth members paid in one unit are **not** required to pay more than once.

ADULT POSITION CODES

Each adult position has a corresponding code used on the adult application. All adult positions may be male or female. The minimum age for each position is noted in the “Age” column.

Code	Position	Age
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	18
NL	Crew Advisor	21
NA	Crew Associate Advisor	21
SK	Ship Skipper	21
MT	Mate	21
VC	Varsity Scout Coach	21
VA	Assistant Varsity Scout Coach	18
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
10	Leader of 11-year old Scouts (LDS Troop)	21

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



National BSA Member Care Contact Center 972-580-2489

NCAC Recharter Questions?

Contact your unit commissioner or district POC: see
[Charter Renewal Help](#)

CC emails to recharter@ncacbsa.org

Direct Service Units, CC emails to
DirectService@ncacbsa.org

National Capital Area Council

Boy Scouts of America

9190 Rockville Pike | Bethesda, MD 20814
301-530-9360 | www.BoyScouts-NCAC.org/Recharter

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