

# RECHARTERING YOUR PACK, TROOP, CREW, SHIP

Fall 2017

ACCESS CODE LABEL

All Scouting units – packs, troops, crews, and ships– must annually renew the memberships of its members in a process called “rechartering”.

This document is intended to provide you with the necessary information to get you started. Because we require the use of an Internet-based tool to prepare your unit’s rechartering paperwork, any other documentation will be provided online through the [www.shac.org/recharter](http://www.shac.org/recharter) website. If you need additional information, please contact your district’s commissioner team.

**BECAUSE OF CHANGES TO THE RECHARTERING PROCESS AND TOOLS THIS YEAR, PLEASE READ THE ENTIRE DOCUMENT EVEN IF YOU ARE EXPERIENCED AT UNIT RECHARTERING.**

1. ALL RECHARTERS ARE DUE IN THE COUNCIL OFFICE NO LATER THAN THE CLOSE OF BUSINESS DECEMBER 15, 2017. We encourage you to start now as soon as possible because the majority of all BSA units’ charters expire in December. The online system will be overloaded as December 15 approaches.
2. ALL RECHARTERS MUST BE PREPARED USING “INTERNET RECHARTERING”. This is a web-based tool that allows you to add and remove members to your unit’s roster, change adult leader positions, calculate fees, and print the final roster for turn-in. Packs, troops, crews, and ships access Internet Rechartering using My.Scouting.
3. You can access Internet Rechartering starting on November 1. Your unit’s access code for Internet Rechartering this year is attached at the upper right-hand corner of the page. Remember that you are a “First Time User” the first time you log in each year even if you processed your unit’s recharter last year or if you have last year’s access code and password. (If you use last year’s access code and password, you will get an error message telling you to contact your council.) When logging in as a first-time user, use the access code, the unit type (pack, troop, etc.) and the unit number to identify yourself. You will then enter your contact information and create a password. Use the access code and the password when logging in as a “Returning User”.
4. Sam Houston Area Council requires the “top unit leader” named on the recharter roster to be “trained for the position”. This entails completing “position-specific training” as well as Youth Protection Training. Most position-specific training can now be completed online at [www.my.scouting.org](http://www.my.scouting.org) EXCEPT “Introduction to Outdoor Leadership Skills” (IOLS) for Scoutmasters. The “top unit leader” is the Cubmaster, Scoutmaster, Venturing Crew Advisor, or Skipper.
5. **NEW THIS YEAR.** Effective September 1, Youth Protection Training (YPT) must be completed before the registrar can process an application. To meet BSA and council standards, members of crews and ships must be current in Venturing YPT (course Y02), and everyone else in YPT (Y01 – either online or “in person”). Attach proof of YPT completion that is less than 2 years old as of the beginning of **2018**. Because YPT must be current as of the later of January 1 or the date when all errors are corrected, some members’ YPT may expire while errors are being fixed. For this reason, we **STRONGLY RECOMMEND** that members renew YPT if it would expire before March 1, 2018, to prevent errors from multiplying!
6. **NEW THIS YEAR.** The registration for youth and adult members in non-LDS units is \$33/year (\$2.75/month) for registrations effective on or after December 1. Because your unit is renewing for 2018, the \$33 fee will apply.
7. **NEW THIS YEAR.** Internet Rechartering will calculate the Accident Insurance Fee (\$1/registration) collected by the council.
8. **NEW THIS YEAR.** Internet Rechartering will allow payment of BSA fees and the Accident Insurance Fee by credit card. BSA national charge a 3% convenience fee for credit card use. Units electing this option will still print out the recharter roster, get signatures, and turn it in. Units NOT electing this option will continue to be able to pay by cash, check, or unit account when turning in the signed printed roster.
9. **NEW THIS YEAR.** Internet Rechartering will allow the charter organization representative to sign the recharter roster with an electronic signature. The unit then prints the recharter roster for turn in.

10. **NEW THIS YEAR.** We are no longer providing a printed copy of your unit's roster because they are inherently out of date. The unit "Key 3" – top unit leader, committee chair, chartered organization representative – can print a current roster at any time using the Member Manager function of the My.Scouting tools (my.scouting.org). The Key 3 may designate up to 3 additional individuals to be able use the tools if they so choose. Contact your district's commissioner team if you need help getting started with My.Scouting tools. Changes in applications processed by the registrar on any given day will not be visible in My.Scouting until the next business day.
11. **WHEN PRINTING THE RECHARTER ROSTER, PLEASE TURN IN ALL PAGES THAT WERE PRINTED.** The printout will include a number of tables that help the registration staff process your paperwork quickly and accurately!
12. **NEW THIS YEAR. CHANGES TO INTERNET RECHARTERING.** On September 1, BSA national announced the following changes to Internet Rechartering. Just like you, we will not be able to see these changes until November 1, so we trust BSA's statement in the announcement memo: "The few changes will be intuitive and the basic navigation is unchanged, except that navigation will be easier in multiple device and browser formats."
  - a. The "look and feel" for Internet Rechartering has been changed to be more look that of the My.Scouting tools.
  - b. Internet Rechartering will support the September 1 changes to the YPT requirement. If Internet Rechartering cannot find a YPT that would be current as of January 1, 2018, for a member, an ERROR will be issued. You will not be able to complete the recharter until either (1) the member provides proof of YPT completion or (2) the member is deleted. We have learned that there will be a way to inform Internet Rechartering that you have proof of YPT in hand allowing the error to be cleared. When this feature is used, you will be cautioned that the proof of YPT must be attached to the paperwork when it is turned in.
  - c. Note that Internet Rechartering and My.Scouting will accept any current YPT. Sam Houston Area Council requires that the program-required YPT be current and will issue problem notices for members that do not comply. Be sure that the correct YPT is current: Y02 for crew and ships, and Y01 for all other unit, district, and council positions.
  - d. The new position, "New Member Coordinator", is supported. This position replaces "Parent Coordinator" and "Unit Membership Chair". Because the old positions will be dropped on December 31, units with adults in either position should move them to the new position.
  - e. There will be provision for the Chartered Organization Representative to sign the recharter roster electronically before it is "submitted" in Stage 5. Note that the COR can only sign the roster electronically. Adult applications submitted with the recharter roster will still require an original signature. "Instructions will be provided in an online FAQ linked to Internet Rechartering."
  - f. The only announced change to navigation is the inclusion of a new "next to last" step in Stage 5 that allows the unit to pay national and council fees via credit card. (Details above.) This step will not appear for LDS units because all fees are paid in bulk by the Church headquarters and not collected by the council.
13. **NEW THIS YEAR.** The following miscellaneous program changes also were announced September 1.
  - a. The Varsity Scouting program ends December 31, 2017. This generally only affects units chartered by the LDS Church.
  - b. Implementing the LDS Church's decision to use only the Cub Scouting and Boy Scouting programs going forward, BSA national has begun moving all youth registrations in LDS-chartered teams and crews to the associated troop.

NOTE: any adult registrations in these units will NOT be moved. Therefore new applications will have to be submitted to retain an adult member who is not already registered in the troop.
  - c. The use of photocopied applications has been restricted to units chartered by the same chartered organization. All signatures must be in original ink; leadership position and unit identification must not be scratched out.