

# RECHARTERING YOUR SCOUTING UNIT

Fall 2021

Unit Key 3: use your My.Scouting login to access "Recharter" in Internet Advancement

**PLEASE READ THIS ENTIRE DOCUMENT EVEN IF YOU ARE EXPERIENCED AT UNIT RECHARTERING.**

All Scouting units – packs, troops, crews, ships, and posts – must annually renew the memberships of its members in a process called "rechartering". With very few exceptions, all current unit charters expire on December 31, 2021. This document is intended to provide you with the necessary information to get you started. Because the use of an Internet-based tool is required 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.

We had all hoped that 2021 would be a year when "things returned to normal". But we aren't there yet.

- The Covid-19 pandemic still constrains what we do and how we do it. We are still in the process of returning to the face-to-face meetings during which we talked about rechartering and conducted part of the rechartering process.
- BSA's bankruptcy has impacted our members, our units, and our chartered organizations. Some units will be required by their chartered organizations to recharter on a different schedule than the one we normally use.
- To top it off, as you will see, BSA is replacing the decade-old Internet Rechartering tool with a new one that changes how a unit updates its roster for recharter and the way in which it submits the recharter once done.

You will find a larger than normal number of significant changes to recharter this year as all of us cope with these "opportunities". Some of changes will be permanent, such as the changes caused by the new Internet Rechartering 2.0 and new BSA fees. Others may or may not be permanent such as those dealing with Covid-19 and chartered organization issues related to the BSA bankruptcy.

## 1. **BSA fees effective for this recharter.**

- \$25 one-time "joining fee" applicable to all youth participants registering in Scouting for the first time *except Exploring*,
- \$72 for youth members in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts,
- \$45 for youth members in Exploring, and
- \$45 for adult members,
- \$75 unit charter fee
- \$12 *Scout Life Magazine*

## 2. **The council accident insurance fee remains \$4/paid registration.** As in the past, the fee is **not paid** by Executive Officers / Institution Heads and adult partners for Lions and Tigers unless they also hold a paid, registered position in the unit. The fee is paid only in the unit in which the member pays BSA membership fees (the "primary" unit). Internet rechartering will calculate the accident insurance fee and include it in the total fee on the recharter roster.

## 3. **All recharterers are due to council no later than December 15<sup>th</sup>.** Using Internet Rechartering 2.0, the unit will submit the recharter electronically without paper copies. Any required paper documents (applications, Criminal Background Check Authorization forms, Youth Protection Training certificates) can be photographed or scanned and attached to the entry of the member to which they apply. The chartered organization representative (or a member of the Key 3 he/she designates) must then approve the submitted recharter. Once the recharter is reviewed by council registration, the unit will receive requests for any corrections or additional documents from commissioners or professional staff as it has in the past.

## 4. **All recharterers must be prepared using the new Internet Rechartering 2.0 which is scheduled to be released and available on October 15.** Version 2.0 is a complete rewrite of the web-based tool that we have used in recent years. It is used by all units, including Exploring posts. It provides most of the functionality of the old system but it has a completely different structure. It is incorporated into Internet Advancement and can only be used by the unit's Key 3 (chartered organization representative, committee chair, and unit leader [cubmaster, scoutmaster, advisor, skipper]) or the delegates the Key 3 authorize. It is designed to allow paperless submission of recharterers. See the Internet Rechartering 2.0 User Guide and demonstration videos on [BSA's Internet Rechartering website](#).

## 5. **Internet Rechartering 2.0 cannot update individual member contact information for existing members.** It is the responsibility of the member (or the parents) to update individual contact information (address, phone number, email address) in the member's profile. The unit Key 3 (or their delegates) can assist members who are unable to update their own contact information by editing the member's entry in My.Scouting's Roster Manager.

## 6. **Internet Rechartering 2.0 has a demonstration area known as "the sandbox".** The sandbox can be used by unit **authorized users and commissioners** to try out the new system. Unit authorized users are registered unit Key 3 members. These individuals use their usual My.Scouting login credentials. Unit users will see data from their unit that has been reported to be up to two years out of date. Commissioners may use the system using the authorized temporary userids and passwords distributed in late September. Commissioner users will see fictitious data for a fictitious troop at National.

7. **The unit Key 3 can create a "Key 3 delegate" to use Internet Rechartering 2.0 using the Position Manager function of My.Scouting's Organization Manager.** Keep in mind that My.Scouting will allow a delegate to perform the same functions that Key 3 members can perform. We encourage units to manage actively any delegate they create solely for the purpose of using Internet Rechartering 2.0. Either remove the delegation once the task is completed or set an expiration date on the delegation. A help file for Position Manager help file is found [here](#). A unit may have up to 3 "Key 3 delegates". **Note:** delegates are not authorized to use "the sandbox".
8. **The unit Key 3 can download the current roster and training reports at any time using the My.Scouting tools.** Member Manager can report the current unit roster. Training Manager produces the unit's YPT Aging Report which will show the completion and expiration dates for adult members and report an individual member's training record to determine if the member is "Trained for the Position". **These reports are useful in completing items #9, #10 and #11 below.** Contact your district's commissioner team if you need help getting started with [my.scouting.org](http://my.scouting.org) tools. Changes in applications processed by the registrar on any given day will not be visible in [my.scouting.org](http://my.scouting.org) until the next business day.
9. **While you wait for internet rechartering to become available, gather the information that you will need to update the recharter roster starting in October.** This is called "membership inventory". Are all your unit's youth and adult members listed on the unit roster? (Your unit's Key 3 or delegate can use [my.scouting.org](http://my.scouting.org)'s Member Manager to download the current roster of members.) Contact all your unit's members to find out if they will renew their memberships for the coming year. If any member does not plan to continue, ask why and make a note of the reason. (Internet rechartering may ask you why each dropping youth member is not renewing.) While you are at it, be sure all members understand the BSA and unit fees to be collected and the date by which the fees must be paid. Finally, check that top unit leader training requirements are met (item #8) and Youth Protection Training is current for everyone aged 18 or older (item #9).
10. **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" in addition to Youth Protection Training. Most position-specific training can now be completed online at [My.Scouting.org](http://My.Scouting.org) EXCEPT "Introduction to Outdoor Leadership Skills" (IOLS) for Scoutmasters. The "top unit leader" is the Cubmaster, Scoutmaster, Advisor, or Skipper. See [www.shac.org/training](http://www.shac.org/training) for required courses. Internet rechartering does NOT check this requirement, so you will need to be careful to check it. If your unit will replace the "top unit leader" during recharter, be sure the new leader to be appointed has the required training prior to recharter!
11. **Only Youth Protection Training (YPT) taken on or after January 1, 2020, will count as "current" for rechartering.** As in the past, all adults, including those aged 18 and over that are participating as youth (Venturing Participants, Unit Participants, Exploring Participants) must complete YPT. **Hint:** To avoid further delays in the event of errors found during recharter, units should ask their members to retake YPT if the member's YPT will expire prior to April 1, 2022. This will avoid creating additional problems when members' YPT expire while other errors are being corrected. **NOTE:** Internet Rechartering 2.0 only issues a warning message for missing/expired YPT. The unit will be allowed to complete Internet Rechartering 2.0 but the recharter will not be completely processed until all missing/expired YPT has been completed. However, the missing certification must be supplied before the council registrar can complete processing the recharter.
12. **Electronic submission of documents and online approval change our traditional "turn-in" process.** With nothing to turn-in, districts will not hold turn-in sessions. If a unit does not elect to pay fees online, the unit must deliver a check to council registration during business hours. The unit will also be required to provide such documents that the council registrar determines to be missing or in need of corrections. However, for the most part, there should be a lot less paper to be "turned in".

**Your friendly commissioners are still here to help.** Commissioners can help you find answers, solve recharter problems, and just be an "extra set of eyes" reviewing your roster for common recharter errors. However, the new system will require them work with units in ways different from previous years. Commissioners cannot access your Internet Rechartering 2.0 work in progress. All reviews must be conducted "looking over the shoulder" of an Internet Rechartering 2.0 session created by one of the unit's authorized users. This can be virtually via a shared screen in a videoconferencing application or in-person in a coffee shop. But commissioners are not allowed to have copies of the information the unit is submitting electronically to council registration. We **encourage** -- but do not require -- each unit to request a commissioner review on the updated recharter roster for common recharter errors when step 1 of Internet Rechartering 2.0 has been completed, but before step 2 is completed and the electronic submission has been made. Commissioner reviews cannot occur after the "Pay and Post Renewal" button is clicked, ending step 2. Let your commissioners know when the unit is ready for a review!