



BOY SCOUTS OF AMERICA
ORANGE COUNTY COUNCIL

2023 OFFICIAL RECHARTER INSTRUCTION BOOKLET



Prepared. For Life.™

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National Membership

One Time Join Fee \$25.00
any brand-new youth to BSA

Youth \$75.00

Adult \$45.00

Scouts’ Life Subscription **\$15**

Unit Liability Insurance Fee **\$100**

All new youth & adults completing online applications starting with the month of October will be paying for all of 2023. Shows as a prepaid member on the charter.

Council Fee Remains the Same:
Orange County Council Fee \$72

- **BeAScout unit Pins** must be reset after renewal is posted for the 2023 year

Required Training
AB506

All adult positions must complete their position specific & hazardous weather trainings.

- YPT Annual Requirement in OCC
- E-Signature for IH/CR
- E-Payment Options – Check or CC

Scouts BSA program join requirement change
Youth can be Scouts if they are at least 10 years old, currently in the fifth grade and register on or after March 1. Or have earned the Arrow of Light Award and are at least 10 years old or age 11 but not yet 18 years old.

Thank you, in advance for helping us make the most effective use of our limited resources while we assist you in providing the best possible Scouting program for the youth in Orange County!

All units will be submitted through My.scouting.org under Internet Advancement 2.0

Preparing Renewal– **NO ACCESS CODE** needed. Key 3 access & Key 3 Delegate plus COR delegate. (Key 3 Delegate and COR delegate are functional roles assigned in my.scouting.org) You can do it from home or office, anytime that is convenient for you.

Details on how to navigate the online recharter system is included in this guidebook.



All new members complete the online application and pay their fees for inclusion with the recharter process. Additional registrations can be added after the recharter is submitted online.

All adults **must** have an Annual current Youth Protection, Position Specific, some need Hazard Weather Trainings for recharter process. New training AB506 California law all registered adults must complete this.

Failing to complete these actions could delay the recharter from being completed on time.

INTRODUCTION TO RECHARTERING

What is a Charter?

The chartering process is one of the oldest traditions in Scouting. It is the formal (legal) document that certifies the agreement between a Chartered Partner – an organization that agrees to utilize Scouting as part of its service to youth and community outreach – and the Boy Scouts of America, setting expectations for the quality of program to be delivered to the Charter Partner’s youth population.

Why is a Charter Renewed Annually?

- Fosters a formal, timely plan for regular dialogue between charter organization and BSA.
- Assures up to date member registration in district/council Scout activities and rank advancement.
- Makes units eligible to qualify for yearly Journey to Excellence goal setting, review process and recognition.

Unit Charter Renewal

Unit Charters are issued for one year and expire on the last day of the charter renewal month (aka recharter date) printed on the charter. After that, units are “separated” from Scouting, the unit is “dropped” from BSA membership, as are all its members.

When a unit is separated from Scouting, it ceases to exist and CANNOT legally operate in any capacity, including activities and advancement. An expired unit has no status in BSA and no insurance coverage for any of the unit’s members and Chartered Organization. Youth and adults are unregistered, cannot attain awards and recognition. Advancement or achievement of any kind for the boys – including Eagle Rank – cannot take place, and tenure in rank and for leadership positions is stopped.

UNIT KEY 3

The Unit Key 3 consists of the unit leader (CM, SM, NL, SK), the chartered organization representative (CR), and the committee chairman (CC). The Unit Key 3 is a critical component to the success of Scouting and would meet once a month with the Unit Commissioner who is part of the district staff.

When rechartering the unit, please align your leadership to implement the Unit Key 3. This means spreading out the positions if one person is serving as committee chairman and chartered organization representative. This three-person structure allows each person to contribute their individual strengths, abilities, and perspectives based on the focus of their trained position.

We also recommend that the unit leader and the committee chairman not be married or be Arrow of Light parents. This allows for a better succession planning as parents transition into the next program.

TIPS FOR SUCCESS

1. **The same IH and CR are required for each unit under the same chartered partner.** For example, a Pack, Troop and Crew, Ship chartered by the same organization must have the same IH and CR registered.
2. If you are missing a person, they need to apply through the online system. You can send the URL to them for the same purpose. Or check the deleted tab.
3. Tiger and Lion Parents (positions AP & LP) if holding unit leader position, they must complete the online application submitting the adult application signed by the COR, then upload to renewal
4. All adults must have current Annual Youth Protection Training, the unit wont auto post in the processing of renewing the charter. **Orange County Council policy must not expire prior to 2024**
5. **Take advantage of the Refresh Button use it multiple times throughout your charter process.**
6. Please make sure that when unselecting/deleting, you delete the correct person. If deleted by accident, recheck name from drop list on charter screen and continue. Do Not Re-enter online.
7. **No One should be marked as a transfer;** there are NO transfers at recharter time.
8. **There must be at least 5 paying youth for a Unit to Recharter.**
9. Check and confirm all multiple registrations. (*See section on “Multiple Registrations”*)
10. If a Scout or adult leader wants *Scouts’ Life*, please be sure to mark it and include fees in final payment.

Note: Please make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance and the youth may not qualify for advancement. Be sure to quickly approve the online applications anytime during the year.

RECHARTERING CHECKLIST

Gather appropriate information:

- a. Current Unit Roster online at my.scouting.org
- b. List of youth and adults to remain on roster.
- c. List of youth and adults to be removed from roster.
- d. List of youth and adults who want *Scouts' Life* magazine.
- e. **New** youth and adults would submit an online application. **Online applications submitted 90 days prior to charter renewal will be charged for all of 2023 as well. Showing up on the renewal as prepaid members.**
- f. Verify that all adults have completed their required trainings.

All new applications for youth or adults go to beascout.org link search unit # to fill out application, pay online. New members can be invited in the new online renewal system. Uploads for paper applications is now available in the recharter package.

Lion (LP) and Tiger (AP) Partners are not members, and no fee is collected – their data is part of the youth application only. If these adults wish to register as a unit leader, they will need to complete an online application for the renewal system prior to submitting the charter.

- Minimum 5 paying registered youth**
- No Transfers**
- Membership fees**
 - \$100 Unit Liability Insurance fee
 - National registration fees youth \$75.00 plus Council fees \$72.00
 - National registration fees adult \$45.00 plus Council fees \$12.00
 - \$15 per *Scouts' Life* subscription (available for any registered youth or adult) The unit is considered *100% Scouts' Life* if at least one person from each family receives a copy of the magazine.
- Signed Disclosure form** including scouts who turned 18 this year plus adult application for those who are continuing as VP's with a Crew. Available for upload to charter.

Units have access to the online recharter system beginning October 1st. we recommend not beginning until at least November to allow recruitment and new members to be processed prior to upload for renewal. Please be sure to process your recharter accurately and submitted by December 10, 2022

Go to <https://my.scouting.org> > BSA Web Tool > Internet Advancement 2.0: Online renewal system requires Google Chrome, Firefox, or Explorer 11 (if not using Explorer 11, you may need to select compatibility mode.) Please clear browsing history before beginning.

<https://www.scouting.org/commissioners/internet-rechartering/> Video on recharter renewal and FAQ's
*Recharters are to be completed **no later** than the December Roundtable, December 10, 2022.*

Note: Best Practice: Select “Refresh Roster” often through the process, updates showing YPT completions and invited members too. You can save at any time, log off the system, and begin again where you left off

STEPS TO RECHARTER

Step 1 – Log into Internet Advancement: using your my.scouting.org login with username & password click BSA Web Tools, internet advancement.

Step 2 – Update Roster. Select any adult or youth not returning and drop them from roster, change positions. New members can be invited to sign up from charter renewal, completing online application and payment. Accept app and continue the recharter process.

New: You also can upload a paper application.

Step 3 – Check Roster - Review & Validate the data to be submitted conforms to BSA rules (such as adults in required positions and all Lion and Tiger Cubs members have an adult partner)

Step 4 – Update Member Fees, assign multiple status, and sign-up members for *Scouts' Life*.

Step 5 – Review draft version before selecting the “Submit to Council” button. Submit roster and pay fees online: via e-check or credit card (3% credit card convenience fee applied) or submit unit check with final paperwork. Please complete the youth not renewing survey.

Follow up with any leaders that have a change in position, the take or have the appropriate training for the new position. Leaders have 30 days after the charter is submitted online to complete trainings for the charter to be processed by council.

The Refresh Button can be selected anytime during the recharter process. This button allows units to upload additional youth and adult applications that were recently posted to the unit roster. The refresh does not overwrite any changes already made to the system.

Privacy Policy

Charter renewal involves confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside the Boy Scouts of America. If the recharter processor cannot accept this responsibility, a different person must be identified to complete the recharter.

SCOUTS' LIFE SUBSCRIPTIONS

SCOUTS' LIFE Is ~~Optional~~ Essential! Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that *SCOUTS' LIFE* magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use **SCOUTS' LIFE**.

MULTIPLE REGISTRATIONS – *indicating dual will remove \$\$ - please list where the primary membership is and the unit #*

For Same Unit registration - Only the Chartered Organization Rep (COR) can hold more than one BSA registered position. (Not a functional role) The COR may serve in a multiple capacity as a member of the committee (MC) within the same unit. The COR cannot serve as the unit leader (Cubmaster, Scoutmaster, or Crew Advisor). Den Leaders (DL or WL cannot multiple register as MC.)

Other adults may register in only one position per unit. If a unit feels that better service can be provided by an adult already serving in another unit, that individual may still hold only one position in each unit. Example: Unit approves online applications after 10-15-21 or after the date when the unit initially started the renewal process. Use the refresh button to upload the new people and continue the recharter process.

Youth who are registered in Scouts BSA may dual register as youth of a Venturing Crew. Registration fees are paid only once at the primary position. Some leaders choose to have their primary registration with the District or Council. Mark them as multiple in the recharter process and remind them to pay their registration fees to their Council Unit Serving Executive by December 31st.

If a new individual is registering as a multiple, write MULTIPLE on the application. please indicate what unit they are with as primary.

Only youth (18 years and older) in a Ship or Crew may multiple register as both an adult and youth.

18-Year-Old Youth Scouts BSA- Qualified male or female scouts over age 18 working towards their Eagle Scout Rank must register with as a youth member but must use the Adult application & use position code UP (Unit Participant). Scouts who are 18 years old and registering with a Venturing Crew (VP) or Ship as a youth, and who are also an adult assistant Scoutmaster or 92U with a Troop, would pay membership with Crew or Ship as a youth for their primary registration and the dual role as the adult.

All new youth and any youth turning 18 in the new year must complete an Adult Application with position code or VP if 18 years or older. If working toward Eagle a UP and if not a 92U College Scouter

Please ask the Council Registrar or District Executive for assistance.

SCOUTER RESERVE POSITIONS – someone that holding a functioning role

- These positions are for adults that wish to remain on their unit roster for continuous membership with the BSA. The positions use the same application, fees and registration process, as any other adult volunteer or scout over 18 years old but the only training requirement is Youth Protection and AB506. If an adult supports the unit but is not an ongoing participant in meetings, activities and outings the Unit Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

If a young person or adult continues to be highly active with the unit (attending at least 1 meeting per month and/or participating in any campout or other activity during the program year), then registering them as a leader is required. In that case, they will need to complete the appropriate Position Specific Leader, Hazard Weather, and outdoor leader trainings.

UNIT COLLEGE SCOUTER RESERVE
(Position code 92U)

For Packs and Troops
Minimum age requirement of 18

VENTURING COLLEGE SCOUTER RESERVE
(Position code 92V)

For Crews and Ships
Minimum age requirement of 21

- If a young person is away at college, on a mission, or in the service and wants to stay registered with the unit, the Unit College Scouter Reserve or Venturing College Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

UNIT SCOUTER RESERVE
(Position code 91U)

For Packs, Troops, Crews and Ships
Minimum age requirement of 21

****Defective Charters****

Charters can be kept on hold for a variety of reasons. We ask that you review this guide to complete an error free recharter package. Should the council staff find errors, we WILL send communication to the District Executive to correct deficiencies. Please be courteous and return communication as soon as possible so that your charter may be processed on time and prevent delays with *Scouts' Life* subscriptions and advancement purchases.

FREQUENTLY ASKED QUESTIONS**Where can I get a copy of our current BSA Roster? My.scouting.org - unit link and roster.**

Rosters are available through the Online Advancement System and my.scouting.org or from the Council Service Center, email the registration department.

Where can I check the training status of unit leaders?

If you are a Unit Key 3 leader Go to <https://my.scouting.org>. Go to Training manager icon and run the Training Detail Report or email registration department. The unit may have assigned a Training chair which would also have access to the report from my.scouting.org

How do I change my Charter Executive Officer/IH?

Unselect the previous IH. Add the New Executive officer as new adult and choose position IH.
Do not type over the existing IH.

How do we change our Chartering Organization?

Contact your District Executive. Attach a new unit application to your Recharter, along with a letter from the previous Organization releasing the number and all property to the new Organization.

How to add Den Leader if parent is also an AP or LP.

To avoid errors or unable to add a new leader. The Tiger Parent, Lion Parent title must be added first to the charter. Then add the Tiger Den Leader position.

Recharter was submitted to Council prior to year-end and forgot to add someone, what can I do?

Have the new member complete an online application through BeAScout.org and submit fees for current year plus the new recharter year.

Why do you need my Social Security Number?

All adults must supply their social security for a National BSA background check. It is policy and BSA takes youth protection seriously.

I'm changing my position do I need to fill out a new application? The COR can do this now online provided you hold a Leadership position.

No, not during renewal. **Yes, if you are a Lion or Tiger partner** and wish to register in a paid leader position with the unit. After the annual renewal, any time you change positions the COR from the unit will process this via their Organization Manager tool. To transfer yourself during the year to a different unit, go to your my.scouting.org account and click the options under My Applications.

Do I need to take AB506 training, California Background and Live Scan? Yes

<https://californiascouting.org/faq/>