



BOY SCOUTS
OF AMERICA®

NARRAGANSETT COUNCIL

Explorer Unit Charter Renewal Handbook 2018

December 2018-2019

Prepared. For Life.

Contents

Letter from the Commissioner	2
Getting Ready	3
Six Steps to Recharter.....	4
Recharter Turn-In	5
Charter Turn-in Locations.....	5
What to Bring to Recharter Turn-In	6
Recharter Fees.....	6
Adult Positions.....	6
Adult Position Codes	7
Youth Protection Training	7
Common Problems.....	8
Errors.....	8
Glossary	9

Letter from the Commissioner

Dear Exploring Post Leader,

Each year all units must complete the annual charter process commonly known as rechartering. This process renews the charter agreement with your sponsoring organization and registers the adult and youth membership with the BSA for the next year. This is a very important process that must be completed in a timely manner. A completed charter is required for your post to provide the Exploring program. Additionally, the charter provides the members of your post with insurance and liability coverage.

Unit leaders, Post Committee Chairmen and Executive Officers were sent an email with the electronic charter package. The electronic charter package allows us to provide the charter information to your post much earlier and saves an immense amount of time and cost versus preparing and distributing paper charters. If you misplace the email, you can find all the charter information on the rechartering web site, www.narragansettbsa.org/recharter.

This year all unit charters expire on 12/31/2018. December is a busy month for everyone. To avoid a last-minute rush please plan to complete and submit your charter with your Service Area Executive in November. If for some reason, you cannot submit your charter in November, there will be a Council-wide Last Chance Charter Turn-In day on Saturday, December 8th. All charters must be submitted no later than December 8th. This is necessary to allow enough time for your charter to be processed prior to its expiration on December 31st. Posts that do not submit their charter by December 8th risk having their charter expire, which in some cases requires that the unit complete new unit paperwork – all of this is additional work that we all want to avoid.

If you have any charter or Exploring questions you can contact your unit commissioner or Service Area Executive.

Yours in Scouting,



Bob DeFelice
Council Commissioner

Getting Ready

Before you begin Online Rechartering

- 1) Identify who will be working on the Charter.
- 2) Become aware of the due date.
- 3) Review your roster.
 - a. Verify members who are maintaining registration (for all or part of 2019).
 - b. Confirm that you have at least 5 youth whose primary registration is with your post.
 - c. Confirm that you have at least 4 Adults who are registering with your post and fill the required positions.
- 4) Confirm that **all** registered leaders have up-to-date Youth Protection Training. **All** leaders must have completed their Youth Protection Training since February 2018.
- 5) Identify your Service Area Executive. They can be an invaluable resource when questions arise during the rechartering process.
- 6) The first committee participant/Advisor/Sponsor to log in to the online system (MyParticipation.org) is automatically designated as the “Renewal Processor”, or the RP. The system resets each year. So, the first person that logged in last year will not be recognized as the RP the following year. The RP follows the intuitive process on the secure internet site to create a renewal file.

Six Steps to Recharter

1. The Post or Club eligible for renewal designates an adult participant as the RP.
(See “Getting Ready)
2. The RP gathers information and **properly filled out and signed paperwork**, including:
 - a. Participant number (from Exploring card or from the LFL office)
 - b. Applications for *NEW* youth and adults
 - c. Applications for adults changing positions
 - d. Form 28-573 (Criminal Background Check Waiver), if applicable and CORI form
 - e. Exploring Memorandum of Understanding
3. With the renewal information at hand, the RP logs into their MyParticipation.org account, clicks on the “My Tools” tab, and clicks the Online Explorer Renewal menu link.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. **Load Post/Club Information:** Use the Post/Club information.
 - b. **Update the Roster:** update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add *NEW* youth and adult participants, update participant data, and update participant positions. *Change the name of your new Executive Officer, if applicable, during this step!*
 - c. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.
 - d. **Fees:** If necessary, request invoice.
5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package. **Online submission is not the end.** A signed paper version still needs to be turned in.
6. Completed and signed paperwork, including the Annual Memorandum of Understanding, along with payment, should be submitted to your Service Area Executive or directly to the council office at:

10 Risho Avenue, East Providence, RI 02914

All Charters are due no later than December 8th 2018.

Recharter Turn-In

Recharter Packets can be turned in as soon as they are completed to the council office or with your Scouting professional.

The last chance to turn them in will be at the 2018 Narragansett Recharter Turn-In Event, which will take place on December 8th, 2018, the second Saturday of the month. Please find the location that is most convenient for you below. We recommend visiting <http://www.ncbsa.org/recharter> for more information and to reserve a time slot to ensure prompt service.

Charter Turn-in Locations

First Chance Charter Turn In: October Roundtables
Second Chance Charter Turn In: November Roundtables
Last Chance Charter Turn In*:
Saturday, December 8, 2018
8:30-11:30 AM

Council Administrative Office 10 Risho Avenue East Providence, RI 02914	
West Bay Scout Shop Summit Square Plaza 1276 Bald Hill Road Warwick, RI 02886	East Bay Scout Shop 79 Swansea Mall Drive Swansea, MA 02777
Panera Bread 180 Smithfield Crossing Smithfield, RI 02917	Silver City Galleria 2 Galleria Mall Drive Taunton, MA 02780
Yawgoog Scout Reservation 61 Camp Yawgoog Road Rockville, RI 02873	Panera Bread 84 N Dartmouth Mall North Dartmouth, MA 02747

* Please select a 30-minute time slot and location by visiting

<https://goo.gl/forms/KIWdogC3sEv1JlzU2>

What to Bring to Recharter Turn-In

- 1) The printed Unit Charter Renewal Report Package with the Executive Officer and Unit Leader signatures. **“Draft” printouts will not be accepted.**
- 2) Properly completed adult applications. Including: All required signatures, CORI form or waiver, and Youth Protection Training Certificates for each new Adult Leader.
- 3) Properly completed youth applications for every new youth or youth not on your charter signed by a unit leader and parent.
- 4) Registration fees for youth and adults (\$33 per person)
- 5) Annual Unit Liability Insurance Fee (\$40)
 - a. This fee is submitted with the unit’s application and helps defray the expenses of the general liability insurance program.

Recharter Fees

The fee to recharter an individual is \$33 a year.

All Units are required to pay an annual liability fee of \$40. This fee is submitted with the unit’s application and helps defray the expenses of the general liability insurance program.

Adult Positions

Each Post is required to have:

- One Executive Officer (IH)
 - One Advisor (EA)
 - One Post Committee Chairman (PCC)
 - Two or more Members of the Post Committee (PMC)
 - o There is no maximum number of adults required
- Posts can have as many associate advisors and participants of the post committee (minimum of two) as they wish.

Adult Position Codes

Each adult position has a corresponding code used on the adult application according

POSITION DESCRIPTION	POSITION CODE
Executive Officer	IH
Explorer Post Advisor	EA
Explorer Post Associate Advisor	AA
Post Committee Chair	PCC
Post Committee Member	PMC

Youth Protection Training

Youth safety is our number one priority. As of February 2018, the BSA has released a new Youth Protection Training course. Every registered leader must have completed this new training to reregister.

As charters cannot be processed with an adult who does not have a current Youth Protection Training Certificate, leaders with expired training may not show on your unit roster.

Training reports can be pulled through the Training Manager on My.Scouting.org so that you can confirm which leaders are up-to-date.

Training can be done individually online through My.Scouting.org. There are 3 modules and a test that must be completed. Please make sure you include a copy of the certificate with the recharter packet.

Common Problems

1. Adult Leaders without Youth Protection Training. Adult leaders are required to have up to date training to remain on the Post Charter.
2. Not proofreading. Before submitting the Charter, print a draft copy and review it. Make sure that all Exploring post members are present and that no one has been accidentally dropped.
3. Missing and incomplete applications. All new members must have completed applications included with the Charter. All required fields must be completed. The Charter printout will list all “new” members.
4. Multiples. A member who is registered in more than one post must be listed as such. Members who are registered with more than one post do not have to pay a registration fee for every post they are with.
5. Signatures. Check to make sure that the correct individuals have signed the charter, Annual Memorandum of Understanding, and all applications.
6. Missing or incorrect payment.

Errors

In the event that your Charter is accepted by the Council with errors, we will attempt to process the Charter if possible. We will remove any individual whose issue might be preventing the charter from processing and hold them aside with their registration fee. We will attempt to contact the Unit leaders and the individual to correct the issue and add them back to the charter. If we cannot correct the individual’s issue within 30 days, we will return the application in the mail and refund any fees to the Unit Account.

Glossary

Commissioner – A volunteer member of the service team who helps units with a friendly, objective, and outside view of their program.

Executive Officer – (IH) The leader of the Participating Organization. Also known as an Institutional Head.

Institutional Head – (IH) See Executive Officer

JTE – [Journey to Excellence](#). The self-graded metric that allows units to examine how they are operating year after year.

Memorandum of Understanding - This annual agreement between the Participating Unit and the Boy Scouts of America outlines the responsibilities and guidelines for both organizations.

Multiple – An individual who registers with more than one Unit, or in more than one position within a unit.

Participating Organization – The Boy Scouts of America issues Charters to organizations allowing them to create a Unit.

Primaried – The Unit where an individual who is “Multiplied” pays his registration fees.

Service Area Executive – These professional Scouters help units by providing resources in membership, training, and program.

YPT – Youth Protection Training

Remember: Failure to Recharter means that your unit and members are no longer covered under the Boy Scouts Group Insurance Program!