



BOY SCOUTS
OF AMERICA®

NARRAGANSETT COUNCIL

Unit Charter Renewal Handbook 2018

December 2018-2019

Prepared. For Life.

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Letter from the Commissioner

Dear Unit 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 Scouting year. This is a very important process that must be completed in a timely manner. A completed charter is required for your unit to provide the BSA Scouting program. Additionally, the charter provides the members of your unit with insurance and liability coverage.

The unit leader, committee chairman and charter organization representative were sent an email with the electronic charter package. The electronic charter package allows us to provide the charter package to your unit much earlier and saves an immense amount of time and cost 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 at your October or November Roundtables. If for some reason, you cannot submit your charter in November, there will be a Council wide 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. Units 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 Scouting questions you can contact your unit commissioner.

Yours in Scouting,



Bob DeFelice
Council Commissioner

Getting Ready

Before you begin Online Rechartering

- 1) Identify your Charter Renewal Team.
- 2) Become aware of Due Dates and set up a chance to meet with your Charter Organization's Executive Officer to discuss your unit and sign off on all completed documents.
- 3) Review your roster.
 - a. Verify members who are reregistering with your unit.
 - b. Confirm that you have at least 5 youth who are **primaried** with your unit.
 - c. Identify members who are multiples, where they are primaried, and which unit is paying the fee.
 - d. Identify Charter Representative and confirm that they match between units under the same Charter Organization.
- 4) Confirm that all registered leaders have up-to-date Youth Protection Training for the entirety of 2019.
- 5) Identify your Unit Commissioner. They can be an invaluable resource when questions arise during the rechartering process.
- 6) Internet Rechartering starts fresh at the start of every charter year. Locate your new online registration Access Code and [log in here](#) as a "**First Time User.**"

Six Steps to Recharter

- 1) Annual Charter Agreement
 - a. The Annual Agreement must be signed by the Executive Officer (Institutional Head) on the Charter Organization Line and
 - b. Signed by the Charter Organization Representative (COR)
- 2) Unit Charter Renewal Report Package
 - a. Signed by the IH (Executive Officer)
 - b. Signed by the Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, or Skipper)
- 3) Completed adult applications for every new adult leader
 - a. Signed by the IH or COR
 - b. Signed by the Committee Chairman (CC) (For old forms)
 - c. Signed by the applicant
 - d. Include Social Security Number, DOB, Three References, and Four Statements initialed.
 - e. Completed Disclosure form
 - f. Completed CORI form with verification signature from a unit leader
 - g. Copy of Youth Protection Training (YPT) certificate
- 4) Youth Application for every new youth

Note: All Troop crossovers from Cub Scouts need to complete a new youth application.

Venturing Participants 18 or older must have a completed adult application, CORI form, and YPT certificate.

 - a. Signed by the adult leader
 - b. Signed by parent/guardian
- 5) Completed 2018 Journey to Excellence (JTE) award application
 - a. Signed by Unit Leader
 - b. Signed by Unit Commissioner
- 6) Payment of Registration and Boys' Life fees for adults and youth
 - a. Units have the ability to pay online via credit card. Unfortunately, when payment is submitted in this way we cannot correct registration overpayments and refund excess fees. It is recommended that units continue to submit their fees by bringing a blank check with them when turning in their charter so that any necessary corrections can be completed at that time.

Recharter Turn-In

Recharter Packets can be turned in as soon as they are completed to the council office. Each service area will also be accepting them at their October and November Roundtables.

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 our website at <http://www.ncbsa.org/recharter> for more information and to reserve a time slot to ensure prompt service.

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. CORI form and Youth Protection Training Certificates for each new Adult Leader.
- 3) Properly completed youth applications for every new youth signed by a unit leader and parent.
- 4) Annual Charter Agreement signed by the Executive Officer and the Charter Organization Representative.
- 5) Optional Boys' Life fees for adults and youth. (\$12 per person)
- 6) Completed 2018 Journey to Excellence award application signed by Unit leader and Unit Commissioner
- 7) Completed 2018 Commissioner Award application signed by Unit leader and Unit Commissioner
- 8) Registration fees for youth and adults (\$33 per person)
- 9) 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.

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>

Boys' Life

Boys' Life is available to all registered youth and adults at a special membership rate when submitted to the national office through the local council for \$1 a month. Subscriptions for the upcoming year are done through the recharter process. The unit will indicate which youth have elected to receive a Boys' Life subscription.

Subscriptions are related to the charter year and the first copy may arrive later than expected, especially if the charter application was filed late.

Adults in registered paid positions receive Scouting Magazine. An adult will only receive Scouting magazine from the unit where they are primaried, if they have multiple registrations.

Adult Positions

Each unit is required to have:

- One Executive Officer (Institutional Head (IH))
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC)
- One Unit Leader
 - o Cubmaster (CM)
 - o Scoutmaster (SM)
 - o Crew Advisor (NL)
 - o Skipper (SK)
- A Pack must have at least one Den Leader
- If a pack has Tiger Cubs, there must be a Tiger Cub Adult Partner (AP) for each Tiger Cub.

The Chartered Organization Representative (CR) and the Institution Head (IH) are the **only** adults allowed to hold two positions **in the same unit**. The CR may only multiple as a Committee Chair (CC) or a Committee Member (MC) or a New Member Coordinator (NM). The Institution Head (IH) may multiple as a Chartered Organization Representative (CR), who may be a Committee Chair (CC) and/or a Committee Member (MC) or a New Member Coordinator (NM). The Executive Officer (IH) may also multiple as any other required position but may not be the Committee Chair in that instance.

Importantly, if your unit shares a Charter Organization with another unit, your Charter Organization Representatives MUST be the same person. If your charter organization sponsors more than one unit then the charter organization representative must be the same across each unit.

Adult Position Codes

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

POSITION DESCRIPTION	POSITION CODE	Cub Scouts	Boy Scouts	Venturing/ Ships
Assistant Cubmaster	CA	✓		
Assistant Den Leader	DA	✓		
Assistant Scoutmaster	SA		✓	
Assistant Webelos Den Leader	WA	✓		
Charter Organization Representative	CR	✓	✓	✓
Committee Chair	CC	✓	✓	✓
Committee Member	MC	✓	✓	✓
Crew Advisor	NL			✓
Crew Associate Advisor	NA			✓
Cubmaster	CM	✓		
Den Leader	DL	✓		
Institutional Head	IH	✓	✓	✓
Lion Guide	LG	✓		
Lion Adult Partner	LP	✓		
Mate	MT			✓
New Member Coordinator	NM	✓	✓	✓
Pack Trainer	PT	✓		
Scoutmaster	SM		✓	
Skipper	SK			✓
Tiger Cub Adult Partner	AP	✓		
Tiger Cub Den Leader	TL	✓		
Unit College Scouter Reserve	92U		✓	✓
Unit Scouter Reserve	91U		✓	✓
Venturing Participant (over 18)	VP			✓
Webelos Den Leader	WL	✓		

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. Forgetting about the 9-digit ACCESS CODE for Internet Rechartering that was sent to the Unit's Key-3. If you cannot find it, contact your Unit Commissioner, your Service Area Executive, or the Council Office.
2. Not selecting "First Time User" when performing the initial log-in each recharter year on the Internet Recharter website.
3. Adult Leaders without Youth Protection Training. Adult leaders are required to have up to date training to remain on the Unit Charter.
4. Not proofreading. Before submitting the Charter, print a draft copy and review it. Make sure that all unit members are present and that no one has been accidentally dropped.
5. Missing and incomplete applications. All new members must have completed applications included with the Charter. All required fields must be completed.
6. Adults transitioning from "Unpaid Registrant" status. Some adults who assist units in the role of Tiger Parent or Merit Badge Counselor are "Unpaid Registrants." When they become "Paid Registrants" they must submit a full adult application.
7. Multiples. A member who is registered in more than one unit must be listed as such. Members who are registered with more than one unit do not have to pay a registration fee for every unit they are with.
8. Multiple positions. Only the CR and IH can hold multiple positions within a unit.
9. Signatures. Check to make sure that the correct individuals have signed the charter.
10. Electronic Approval. Make sure that the electronic approval is initialed by the IH or CR.
11. 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

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

Charter Organization Representative – (CR) The chartered organization representative's primary responsibilities are to help units to be successful and to provide coordination between the chartered organization and Scouting.

Commissioner – The friend to the unit. These Service Area level volunteers are there for you. They represent the units to council and can provide guidance to the units.

Executive Officer – See Institutional Head

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

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

Multiple – An individual who registers with more than one Unit, or in more than one position within a unit. Occasionally described as “Cross Registered” or “Dual Registered.”

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

Promote – For youth who are old enough to be adult leaders, the record of the youth may be selected for an adult position. Promote this member instead of creating a new adult record to maintain the continuity of the person's history and to avoid duplication. A full adult application is still required.

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

Transfer – This describes the movement of registration of an already-registered member from one unit to another during the Charter Year, severing the registration in the original unit. Because all units recharter at the same time there should not be any transfers.

YPT – Youth Protection Training