



# RECHARTER 2024

[www.cccbsa.org/resources/internet-rechartering](http://www.cccbsa.org/resources/internet-rechartering)

## RECHARTER OVERVIEW

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### Highlights For This Year

This year, rechartering will happen online **ONLY** in a National system called Internet Rechartering which will be described more below. The system will open on October 1, 2023 and there are **NO ACCESS CODES**.

**This process will be the same as in prior years. No changes have been made for this cycle.**

Use this document and the resources within to guide you through the process step-by-step. Please submit your recharter in Internet Rechartering by November 19, 2023.

**ALL PAPERWORK WILL BE DONE ONLINE. PAYMENTS CAN BE DONE ONLINE OR VIA CHECKS (WHICH CAN BE MAILED OR DROPPED OFF). PLEASE CONTACT YOUR COMMISSIONER OR DISTRICT EXECUTIVE IF YOU REQUIRE HELP, OR, NEED TO HAND IN CHECKS OR ANYTHING ON PAPER. PLEASE READ THE FOLLOWING FOR MORE INSTRUCTION!**

### Key Date Summary

- **NOW:** Guides and video available  
<https://www.scouting.org/commissioners/internet-rechartering/>
- **OCT 1:** Internet Rechartering opens <https://advancements.scouting.org>
- **OCT 20:** Lunch & Learn Zoom – ask your rechartering questions. 11:30am
- **NOV 19:** Submit your recharter online by this date and fill out the [Recharter Completion Form](#).
- **NOV/DEC:** Follow up with Recharter Team if necessary.

## BEFORE YOU LOG INTO INTERNET RECHARTERING

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### Confirm All Adults are Trained

- **Youth Protection Training and Position Specific Training is required for all registered members.** Training reports for each unit can be found at [my.scouting.org](http://my.scouting.org) under the training manager tab. Run a training report for your unit to see the YPT and position-specific training status for all registered adults.
- **Position-Specific Training:** Direct contact leaders (CM, DL, SM, ASM, NL, SK, CC) are given six months to complete position-specific training. Leaders not trained in this time period will need to change roles to Committee Member.
- **YPT:** All members (except IH/EO who are not in any other position) must have current YPT training. The Chester County Council Executive Board requires all members to have YPT valid through the last



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day of the Recharter period to register (**resulting in YPT to be taken yearly**). Each Volunteer and Staff member must have **taken YPT in 2023** to be valid for the entire 2024 Year.

### Confirm All Adults have Current PA Mandated Background Checks

- PA clearances are considered “current” for 5 years from the issue date. Volunteers can obtain the Pa Background checks for free. Members may reapply after 57 months (just after 4.5 years) to update your existing clearances. For more Information/links to the state websites, go to: <https://www.cccbsa.org/resources/pa-background-checks>
- Submit clearances to the Self-Service CCCBSA Clearance Portal: [clearances.cccbsa.org](https://clearances.cccbsa.org).
- Do not upload clearances to the Internet Rechartering system during the recharter process!
- Please try to upload clearances BEFORE November 17, 2023.
- Unit leaders on the unit distribution list will receive a report of the clearance status for all adults in their unit from the CCCBSA Clearance Portal.
- Maryland residents do not need to submit PA clearances, but they do need to submit the [MD Waiver](#). These waivers do not expire.

### Register New Scouts and Scouters

- You should always submit new youth and adult applications **as soon as you get them**. It is ethically responsible to do so as new members expect and deserve to be officially registered once they have handed in their applications.
- New applications should be either be done online, dropped off at PARC, or emailed to [registrar@cccbsa.org](mailto:registrar@cccbsa.org). Applications should be signed and accompanied by all necessary YPT, clearances, and fees.
- Additionally, it is preferred to submit new youth and adult application BEFORE starting Internet Rechartering because waiting to submit applications during Internet Rechartering means more paperwork for you.
- To add new scouts and scouters during Internet Rechartering, you will need SCANNED paper applications to upload.
- New adult applications must be signed by the COR and accompanied by a **Youth Protection Training completion certificate AND state-mandated clearances**.
- New youth applications must be signed by the parent as well as a Unit Leader (CM, SM, etc.)
- Be sure the adult applicants sign the Background Check Authorization page.

### Collect Fees From Families

Collect all 2024 registration fees from the families in your unit. Feel free to share our FAQ for Families PDF located at [www.cccbsa.org/resources/internet-rechartering](https://www.cccbsa.org/resources/internet-rechartering) to help answer questions they may have.

### Make Any Chartered Organization Changes

Chartered Organization Changes should be made PRIOR to recharter. Contact [registrar@cccbsa.org](mailto:registrar@cccbsa.org) for help.

## WHILE YOU ARE LOGGED INTO INTERNET RECHARTERING

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Internet Rechartering **Access Codes are NOT NEEDED THIS YEAR.**



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### What is Internet Rechartering?

This web-based system provided by the BSA National Council helps you update your unit's roster to correct errors for existing members, add new members, and remove members who are no longer in your unit. **The Internet Recharter system will be active starting October 1<sup>st</sup>.**

### Where to Log in to Internet Rechartering

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their [Scoutbook.com](https://scoutbook.com) or My.Scouting Account. From [my.scouting.org](https://my.scouting.org), log in with your username and password, click on Home, then select BSA Web Links, then Internet Advancement 2.0. From the Scoutbook Dashboard, select Internet Advancement.

### Where to Get More Information

<https://www.scouting.org/commissioners/internet-rechartering/> has guides and videos available.

### Adding New Members

Use the Internet Rechartering interface to add and remove youth and adults on your roster and change their roles. When adding a new member, you will need to upload a document (the scanned application). IT IS PREFERRED THAT NEW MEMBERS ARE REGISTERED PRIOR TO BEGINNING INTERNET RECHARTERING!

### Validate Recharter and Pay

Your Recharter Fee will be shown at the end of the Internet Rechartering process. This year we are allowing the online payment option or the "Pay at Council" option. Either way, you will pay the amount shown during this process.

Once you are finished adjusting your roster, click on "Validate Recharter and Pay". From here you can select whether to pay with a credit card within Internet Rechartering or to "Pay at Council".

If you choose to pay with a credit card, either within the Internet Rechartering system, via phone with Council, or at PARC, you will be charged an additionally 3% credit card processing fee.

### Recharter Fees and Council Rebate

The fee shown at the end of the Internet Recharter process is the complete fee. The Chester County Council offers a rebate to help defray costs for families with either multiple youth OR with multiple adults who are registered in Scouting. The Council Rebate also includes 5% back on the CCCBSA Program Fees. This is intended to help units cover costs for families who are in need as they see fit.

- YOUTH MEMBERS
  - **Youth member fee = \$150** (includes \$80 for National fee and \$70 for CCCBSA Program Fee)
  - One-time fee for new youth member who has never been registered in Scouting = \$25
- ADULT MEMBERS
  - **Adult member fee = \$90** (includes \$60 for National fee and \$30 for CCCBSA Program Fee)
- SCOUT LIFE MAGAZINE
  - **Subscription = \$15 per year**
- UNIT FEE
  - **National BSA annual recharter fee per unit = \$100**



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### Signing the Recharter

Once submitted the Key 3 and Key 3 delegates will receive an email requesting a digital signature. This must be completed before you are considered complete.

## WHAT YOU NEED TO DO AFTER YOU SUBMIT YOUR RECHARTER

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### Recharter Completion Form

IMPORTANT! All units must fill this out in order to get your CCCBSA Rebate and to update our files with your most current information: <https://form.jotform.com/222644820187053>. This form includes:

- Payment options
- Rebate requests
- Distribution list update
- JTE form upload

### Payment Options

Once you have indicated how your unit will pay for recharter, you will need to make sure your payment is submitted. To pay with credit card over the phone, call the Registrar at 610-696-2900 (there will be a 3% credit card processing fee). To pay by check, make check payable to CCCBSA and mail or drop-off at PARC located at 1 Scouting Way, Exton, PA 19341.

### Unit Authorization Form

Fill out this form: <https://form.jotform.com/222645502151042> to update our records indicating who in your unit is authorized to use your Unit Account with CCCBSA.

### Journey to Excellence

If your unit wants to complete and submit their JTE information, scorecards can be found here: <https://www.scouting.org/awards/journey-to-excellence/unit/>.

## AFTER YOU'RE DONE

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### How to Print Membership Cards

After you complete Internet Rechartering, BSA ID cards can be printed out (or saved as pdf) via the [my.Scouting.org](https://my.scouting.org) portal by all registered members.

1. Log in to [my.Scouting.org](https://my.scouting.org).
2. Click on Menu (upper left), then select Roster from the dropdown menu.
3. Above the roster list, click on the downward arrow next to Print to view the dropdown with Membership Cards. Click to print.

### How to Print Your Finished Charter Certificate

After you complete Internet Rechartering, the Charter Certificate can be printed out (or saved as pdf) via the [my.Scouting.org](https://my.scouting.org) portal by the unit Key 3 and Key 3 designees.



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1. Log in to [my.Scouting.org](https://my.scouting.org).
2. Click on Menu (upper left), then select Organization Manager from the dropdown menu.
3. On the next screen, you will see a link labeled "Download Charter Certificate". Click to print.

## RECHARTER HELP

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Our district commissioner teams are your first point of contact if you need help. If we don't already know the answer to your question, we will help find it. OR, use our Recharter hotline email! Email us at [recharter@cccbsa.org](mailto:recharter@cccbsa.org) and one of our re-charter team members will respond quickly.

**Horseshoe Trail Units** - Melissa Pendill- [Melissa.pendill@scouting.org](mailto:Melissa.pendill@scouting.org)

**Diamond Rock Units** - Doug Pinard- [Doug.Pinard@scouting.org](mailto:Doug.Pinard@scouting.org)

**Octoraro** – Matt Gutherman – [Matthew.Gutherman@scouting.org](mailto:Matthew.Gutherman@scouting.org)