

RECHARTER 2020

<https://www.cccbsa.org/resources/internet-rechartering>

Highlights For This Year

- **Recharter Day is Saturday, November 14, 2020.** Please bring your completed paperwork and payment to your District Specific Location. [Sign up for your appointment time here](#)

Horseshoe Trail: Hopewell United Methodist Church

852 Hopewell Rd, Downingtown, PA 19335

Diamond Rock: East Whiteland Fire Company

205 Conestoga Road, Malvern, PA 19355

Octoraro: Wilson Residence

100 Lavender Hill Lane, Landenberg, PA 19350

- **Unit Training Reports-** 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 under the training manager tab.
- **Charter Certificates and Member Cards-** Once your charter has been processed, you can print certificates and membership cards from My.Scouting.org. Please see the last page of this Handout for Instructions.

Reminders For 2021

- **Internet Re-chartering** is available on my.scouting.org and can be found under **BSA Web Links**.
- **PA Mandated Background Checks** – are considered “current” for 5 years from the issue date. Volunteers are able to obtain the Pa Background checks for free. Members may Re Apply after 57 months (just after 4.5 years) to update your existing clearances. For more Information/links to the state websites: <https://www.cccbsa.org/resources/pa-background-checks>
- Paper applications for **new leaders** must be accompanied by a **Youth Protection Training completion certificate and state-mandated clearances**.
- Direct contact leaders are given six-months to complete position-specific training. Leaders not trained in this time period will need to change roles.
- **Youth Protection Training-** All members must have a current YPT date. The Chester County Council Executive Board requires all members to have a YPT valid through the last day of the Recharter period in order to register (resulting in YPT to be taken yearly). Each Volunteer and Staff member must have a **taken YPT in 2020** to be Valid for the entire 2021 Year.

Internet Re-chartering

Internet Re-chartering is found via my.scouting.org: Log in with your my.scouting username and password, click on **Home**, then select **BSA Web Links**, then **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. **Internet Recharter is available now.**

Internet Re-chartering Access Code

The **access code** required to use internet rechartering was sent via email to the registered Committee Chairperson. Please contact your district executive if you are unable to locate your unit code. The Access Code is unique every year, you will not be able to use last year's code.

THE HOME STRETCH!

Print the final roster. Save and print the PDF file that Internet Re-chartering provides. This file contains your revised roster. **PLEASE DO NOT USE THE SUMMARY aka RENEWAL REPORT E-Z.** After you've saved and/or printed your finished files, log off Internet Recharter.

Applications for New Members. If you added new youth or adult members to your unit, the IR roster printout will be preceded by a list of new youth members, if any, and a list of new adult members, if any.

a) For each new youth member in the list:

- i. Include a **completely filled** out youth application
- ii. Be sure the application is signed by the parent as well as a Unit Leader (CM, SM, etc.)

b) For each new adult leader in the list:

- i. Include a **completely filled** out adult application, including the references and answers to the questions. Be sure the application is signed by the chartered organization representative (CR) and the new leader. Even if the New Leader is already registered and serves in another Unit they will still need an application to join a new unit.
- ii. Include the completely filled out disclosure/background check authorization form, signed by the new adult.
- iii. **Attach proof of Youth Protection Training.**
- iv. Attach the PA mandated background clearances and/or waiver.

Corrections to Roster. After you complete IR, if you discover errors in the re-charter printout, you must manually correct the printout and recalculate the BSA National Charter Fee on the signature page of the printout. Corrections to existing information must be made by drawing a fine-point straight line through information to be changed. THE OLD INFORMATION STILL MUST BE READABLE SO THAT IT CAN BE FOUND AND CHANGED. Print new information as neatly as possible above the lined-out information. DO NOT USE A HIGHLIGHTER TO MARK CHANGES. If you add a new youth or adult member to the roster be sure to add the new member to the new youth or new adult lists on the page preceding the signature page.

Calculate rebates and new member fees. Complete the charter worksheet form included in the packet (also available on the council website at <https://www.cccbsa.org/resources/membership-fees>).

We strongly recommend that you do not pay by credit card online. Please wait until all calculations have been checked at your designated turn-in meeting to ensure you receive your Scout/adult rebates.

Obtain signatures on re-charter roster. Digital signatures are an option this year. You will see an option on the last page of the charter process. You must have permission from your Chartered Organization before selecting this option. You may also choose to print the charter and get physical signatures.

Bring the following documents with you on RECHARTER DAY, which is November 14th, 2020:

- The complete **Internet Recharter**, *with signatures if applicable*
- Completed adult and/or youth applications, including all required signatures and forms, for each new member added to roster. The first page of the IR printout will list all applications that must be submitted with the charter. **Please return this list with the applications.**
- Completed "Charter Fee Worksheet" form (available on <https://www.cccbsa.org/resources/internet-rechartering/>)
- One or more blank checks (to be filled in by you after your paperwork is checked).
Journey to Excellence score sheet for 2020.

RECHARTER PROCESS TIMELINE

OCTOBER

- If you have any unregistered youth or leaders, please **submit their applications, clearances and YPT certificate** to the council before loading the roster. This will save you time and typing.
- Your committee chair appoints a **recharter processor**. The processor should review the online **tutorial** or **help** links that are located on the home page of IA. Send paperwork to registrar@cccbsa.org
- **Inventory your members, review your leader training records, collect clearances or waivers, and fees.** Collect BSA registration fee, Boys Life subscription fee, and program fee from each member that will be continuing membership. The unit's treasurer or another leader may do the actual collection, but you must know who is renewing and any changes to their personal data (address, phone #, etc.) and, for adults, Scouting position. Involve the Unit Leader and Committee in determining the status of those who do not respond about renewing. Get complete, new applications, including all required parts and signatures, for any new youth or adult members.
- **All adult leaders need to have taken or renewed Youth Protection Training (YPT) during 2020.** This course is available online at my.scouting.org – Login, click on **Home**, go to **My Dashboard**, then **My**

Training. Each UNIT LEADER who has direct contact with youth and your Committee Chair also must have completed position specific BSA training within 6-month of being in the position.

NOVEMBER

Stage 1 - Load the roster. The paper roster in your re-charter packet is for reference only. Click on 'Load Council Information' in order to import a current roster from BSA's registration system after you first access the system. Internet Recharter will record any changes you make, such as corrections, added or deleted members. At the end of the Internet process, you will print out the paper roster – **NOT the draft version without signature lines** - to use for gaining signatures.

Stage 2 - Update the roster. Using your updated member and leader rosters, correct the data on the BSA rosters. Identify which members are renewing, and which are not. Just follow the prompts.

Stage 3 - Check Updates. The BSA software will check for errors. Just follow the prompts to fix errors.

Stage 4 - Final Review. A chance to double check your work.

Stage 5 - Submit. This sends your information to our database and creates a PDF file as your re-charter roster (with signature page.) You can make no changes online after this point, but you can make manual corrections on the printed out roster created when you choose "submit".

ATTEND RECHARTER DAY ON NOVEMBER 14!

Recharter Help

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 and one of our re-charter team members will respond quickly.

Horseshoe Trail District- Melissa Pendill- Melissa.pendill@scouting.org

Diamond Rock- Adam Miller- adam.miller@scouting.org

Octoraro- Melissa Pendill- Melissa.pendill@scouting.org

ScoutReach- Jake Segal- jake.segal@scouting.org

my.Scouting.org – Training (and more) for Volunteers

Step 1 – Go to **my.scouting.org** and login. If you have difficulties logging in to your account, you can call the Member Care desk at 972-580-2489 or email myscouting@scouting.org.

Step 2 – Once you've logged in to your account, you'll arrive at your **my.Scouting** homepage. Training courses can be found by selecting the **Menu** button in the upper left corner, then **My Dashboard** in the menu list. It will default to the **My Training** section which has 4 tab selections:

- **YPT** – displays the **Youth Protection Training** courses available.
- **Training Center** – displays the Scouting programs containing the training courses applicable to the specific program.
- **Requirements** – displays training courses required to become position-trained for your current registered position(s).
- **Completions** – displays training courses that were completed.

Step 3 – When you have completed a YPT course, please save a copy of your training certificate in case we need to manually update your records. To do so, choose the **Completions** section to find and download the training certificate.

Step 4 – Come back to **my.Scouting** whenever you like to complete other trainings as a leader. From the **My Training** section: select **Training Center** from the top, then select the appropriate tab, and then choose the training you'd like to take. Feel free to return and take or re-take any training you like.

How to Print Membership Cards

BSA ID cards can be printed out (or saved as pdf) via the **my.Scouting.org** portal by all registered members.

1. Log in to **my.Scouting.org**
2. Click on **Menu** (upper left), then select **My Dashboard** from the drop down menu
3. This will default to the training center '**My Training**'
4. Click on **My Training** (or the horizontal lines next to it), and select **My Profile** in the drop down menu
5. In My Profile, you'll see an **image of an ID card** under your gender line. Click on the ID Card image to download and/or print it