



Crossroads of America Council

Boy Scouts of America

CHARTER RENEWAL GUIDE BEFORE YOU BEGIN

Table of Contents

Before You Begin	1
Top 6 Rechartering Problems	2
Internet Charter Renewal Instructions	3
How Do I... and FAQs	4
Charter Renewal Checklist	5
Youth Protection & Leader Training	6

1. Select an adult leader to be the renewal processor for Internet Rechartering.
2. Your unit Key 3 leaders can get a current unit roster with Youth Protection training dates at my.scouting.org using the Member Manager tool. Your unit Key 3 are Committee Chair, Chartered Organization Representative, and Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, or Ship Skipper). This information is also available in Internet Advancement. Internet Advancement cannot be used for charter renewal.
3. Review your roster so you know what changes and additions need to be made and which applications need to be collected.
4. Make sure all adult leaders have completed the Youth Protection training course. Any leader who has not completed all three mandatory training modules and the Youth Protection certification test will need to do so before you submit your recharter paperwork online. **Current and new adults WILL NOT be registered without current Youth Protection training.**
5. **All direct contact leaders in traditional units must be fully trained** in their position in order to reregister. Cub Scout direct contact leaders include: Lion Guides, Tiger Leaders, Den Leaders, Assistant Den Leaders, Cubmasters, and Assistant Cubmasters. Scouts BSA, Venturing, and Sea Scout direct contact leaders are the Unit Leader (Scoutmasters, Crew Advisors, and Skippers) and their assistants. You can access training records at my.scouting.org using the "training manager" tool.
6. If you are adding any new youth or adults BEFORE charter renewal, make sure you turn in the original applications to the Council office as soon as possible. **DO NOT WAIT** to turn in applications during your charter renewal. Youth and adults not properly registered are not part of the unit, not insured, not eligible for youth advancement and cannot participate in activities.



IMPORTANT: You are going to view and handle information confidential to your unit's members and the Boy Scouts of America. By working with this information, you accept the responsibility of maintaining the privacy and confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America. This information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit Committee Chair and withdraw from seeing or working with these materials.

TOP 6 RECHARTERING PROBLEMS

1. Missing or incomplete applications (adult and youth)

A completed BSA Membership application is required for every new unit a person joins, and for adults, every position held, with the exception of the Institutional Head (a.k.a. Executive Officer) and Adult Partners for Lions and Tigers. Adult applications are required to register new members ages 18 and up in all Packs, Troops, Crews and Ships.

A completed adult application must include the following: Full legal name (no nicknames), address, date of birth, a **valid** Social Security number, #6 answered, and signatures from the applicant (with initials where required) and chartered organization representative. It must also include the Criminal Background Check authorization form found on the last page of the revised adult application, and a copy of the Youth Protection Training Course certificate (see #2 below).

A completed youth application must include the following: Full legal name (no nicknames), address, date of birth, parent signature, and unit leader signature (i.e., Cubmaster/Scoutmaster). Lions and Tigers must also have an Adult Partner with the adult's date of birth on the youth application.

2. Missing or outdated Youth Protection training for adults

Every adult registering with the Crossroads of America Council is required to complete the updated Youth Protection training course prior to registration, and every two years thereafter. This updated course has three mandatory modules (Overview and Policies, Sexual Abuse Prevention, and Bullying Prevention) and a certification test. All three modules must be completed, and the test passed in order for Youth Protection training to be complete. Current Youth Protection training is required of all adult leaders, new and returning, in order to recharter the unit. See "Youth Protection Training" on page 6 for more information.

3. Rechartering paperwork missing signatures (Executive Officer/Unit Leader)

The rechartering paperwork must have the signatures of the **Executive Officer** of the chartering organization (also known as the Institutional Head), and the **Unit Leader** (Cubmaster, Scoutmaster, Advisor, or Skipper). Signatures must match the names of the persons holding those positions on the recharter. The Executive Officer may approve the roster electronically during the Summary Stage (Stage 4, Step 3).

4. No money or not enough money included for recharter fees

Recharter fees must be paid in full before the charter paperwork is submitted to the district or council. Payment may be submitted online with a credit card or E-check, or a check from the unit may be included with the paperwork at the district turn-in night.

5. Not enough required adult positions or more than one position listed for an adult

Units are required to have the following adult positions: Chartered Organization Representative, Committee Chairman; 2 Committee Members, and the Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, or Ship Skipper). A New Member Coordinator or Pack Trainer may count as a Committee Member. Additionally, a Pack must have at least one Den Leader. An adult leader may hold only one leadership position, except for the Chartered Organization Representative, who can multiple either as a Committee Member or the Committee Chairman.

6. Using a Mac or Apple Computer, non-compatible browsers, or dial-up internet connection

Supported browsers for Internet Rechartering are Chrome, Firefox, and Internet Explorer 11. It is not compatible with Apple, Safari, or other unlisted browsers. Non-compatible browsers or a dial-up connection will cause the system to return error messages or to freeze up entirely. For this reason, unit leaders should process their recharter on a PC or assign the task to someone from their unit who has a PC with a supported browser.

INTERNET CHARTER RENEWAL INSTRUCTIONS

Getting started:

Unit Access Codes for Internet Rechartering are emailed to unit Key 3 leaders prior to Internet Rechartering availability. Unit Key 3 leaders are Committee Chairs, Chartered Organization Representatives and Cubmasters, Scoutmasters, Advisors and Skippers. If you do not have an access code, please call the council office at (317) 813-7125 and ask to speak to one of the registrars.

Your unit's charter is accessible online 90 days before your unit's charter expiration date. For most units in our council, the Internet Rechartering System opens up October 1 and the charter expires on December 31.

1. Go to the council website (www.crossroadsbsa.org) and select Programs on the home page, then Forms and Resources then Recharter then Begin Your Recharter.
2. Click on Register/First-Time User, even if you have used the system in a previous year. Every year you are a first-time user because the Unit Access Code differs from year to year.
3. Enter the Unit Access Code, unit type (Pack, Troop, Crew, Ship) and your unit number. Unit number must be 4 digits - add zeroes as necessary (ex.; Troop 11 is entered as 0011.).
4. Agree to the Confidentiality statement.
5. Create your password and click Register.
6. If you've never used the Internet Rechartering system, or if you have a fuzzy memory from the previous year, it is recommended that you click on the Tutorial button.
7. Complete the information requested on each screen. You can stop at any time, log off the system and begin again where you left off by re-entering your access code and password as a returning user. You can also go back to a previous screen by clicking on that tab.
8. If you have turned in applications to the council for new members since beginning the rechartering process, click on Update Unit Roster to download current council information (in Stage 2, Step 2).
9. Do not change a youth's grade unless it is incorrect in the system as of that day. BSA's database system will automatically advance all youth grades in early June (called a "grade rollover"). Your roster should reflect the status of your unit at the time of rechartering, not what it will be at a future date.
10. Transferred memberships do not apply at Charter Renewal, they are considered new members. Do not mark a member as a transfer.

Questions? See "How Do I..." and FAQs on page 4.

Wrapping it up:

1. When you have completed all the information to recharter the unit click Roster Review and check for accuracy.
2. Once everything is correct, hit the Submit button.
3. **Print out all pages** of the Unit Charter Renewal Report Package, including the cover page. If you want a copy for your records (recommended), print out 2 copies.
4. Get paperwork signed by the Unit Leader and Institutional Head (Executive Officer).
5. Include youth and adult applications if prompted (on first page of the Charter Renewal Package).
6. Turn in the entire packet at the district turn-in night or to the council offices, along with money for the rechartering fees. Include the first (cover) sheet of the packet, even if it is blank.

HOW DO I...

Select members from another unit or change a youth to an adult leader?

Stage 2, Step 3 (Update Roster/Promote Members). When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also. If you are promoting a member from youth to adult or from another unit you must have an application to register them (*consider them new members*). **Make certain that youth members converting to adult leaders are not in the process of obtaining their Eagle rank; if so, leave them on as youth members (you will get a warning, but you can still proceed).**

Add new members?

Stage 2, Step 4 (Update Roster/Add New Member). You must have their completed applications before you begin this process. Complete new adults first (review adult applications for age requirements) and then add new youth (review youth applications for age and grade requirements). You must enter an ethnic background (*if not provided select not provided*). Enter and confirm new registrants' information to ensure accuracy. **DO NOT** enter a new member if you **do not** have an application.

Change someone's contact information or position?

Stage 2, Steps 5 & 6 (Update Roster/Update Member Data/Position). Review member data and make necessary changes to member records (i.e. address, phone number, position, etc.). **DO NOT change a name; if the information is incorrect note it on the print out after you submit the final version.** Use the remove selection to delete a member from the renewal.

Mark someone as a multiple?

Stage 4, Step 1 (Summary/Update Fees). Select Update to the left of the name, select member paid in another unit and complete the requested information. ***The renewal processor should verify with the member which unit is their primary registration.***

Add Boys' Life for someone?

Stage 4, Step 1 (Summary/Update Fees). To add a Boys' Life subscription, select Update to the left of the name and check Boys' Life. All paying adults receive Scouting magazine. Do not select Boys' Life unless they want to receive both magazines. Please click the **Boys' Life** button to verify and select 100% *Boys' Life* recognition for your unit.

FAQs

Why do I need applications for someone who is already registered in another unit?

BSA policy states that a youth or adult must have a membership application for every unit that the person belongs to, even if this person is registered as paid in another unit.

Will the system let me know if there are errors with my charter?

Yes, the system will prompt you if there is a critical error with your charter (i.e., if you are missing a key position such as a unit leader, committee chair, etc.). Any text displayed in red is the system's way of making you notice issues that require your attention or further action. Warnings you can process through; errors must be corrected or you will not be able to submit the charter.

What do I do if I completely and totally mess up during the rechartering process?

Everything is fixable!!! As long as the charter has not been submitted online, council registrars can reset a unit's rechartering process so that leaders can start from scratch, as if no one has ever been in the system. Call the Council office at (317) 813-7125 and ask to speak to one of the registrars.

CHARTER RENEWAL CHECKLIST

Charter renewal signatures:

- Executive Officer/Institutional Head of Sponsoring organization.
- Council Representative (District Executive) can be obtained at turn-in.
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)

Required Adult members

- Executive Officer
- Chartered Organization Representative – *The only person who can hold more than one position in a unit; he or she can serve as a committee chairman or a member of committee.*
- Committee Chairman
- Minimum of 2 Committee members (*New Member Coordinator or Pack Trainer counts as a committee member*)
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper)
- Cub Packs must also have at least one of the following:
 - Lion Den Leader, Tiger Den Leader, Den Leader, OR Webelos Den Leader
 - Adult partner (*No-fee, non-registered position*) for every registered Lion and Tiger
- Packs and Troops should also have at least one:
 - Assistant Cubmaster or Assistant Scoutmaster (*required to qualify for the Journey to Excellence Award [JTE]*)
- Crews/Ships should also have at least one:
 - Associate Advisor/Mate (*required to qualify for the Journey to Excellence Award [JTE]*)

Youth members

- Verify Name, Address, Grade and rank for each registered youth
- Verify Boys' Life Subscription for each youth.
- Packs**
 - If a Lion, verify Adult Partner information is complete. A Lion must be 5 or 6 years old and in kindergarten.
 - If a Tiger, verify Adult Partner information is complete. A Tiger must be under age 8, have completed kindergarten **or** be in the first grade **or** be age 7.
 - A Cub Scout must have completed first grade but not completed third grade **or** be age 8 or 9.
 - A Webelos Scout must have completed third grade but not completed fifth grade, **or** be age 10 but not yet 11 ½.
- Troops**
 - **All** Scouts BSA youth **must** have completed the fifth grade **and** be at least 10 years old, **or** be age 11, **or** have earned the Arrow of Light Award **and** be at least 10 years old, but have not reached age 18.
- Venturing Crews and Sea Scout Ships**
 - **All** Venturing Crew/Sea Scout youth participants **must** be 14 years of age, **or** 13 years **and** have completed the eighth grade. The maximum age for youth participation is under 21 years. Venturing participants ages 18-20 must complete an adult application and Youth Protection training and undergo a criminal background check, but are still considered youth members until age 21.

YOUTH PROTECTION AND LEADER TRAINING

Every adult registering with Boy Scouts of America is required to complete the Youth Protection training course prior to registration, and every two years thereafter. Current Youth Protection training is required of all adult leaders, new and returning, in order to recharter the unit.

There are three modules and a certification test that must be completed in order to be Youth Protection trained:

1. Overview and Policies
2. Sexual Abuse Prevention
3. Bullying Prevention
4. Certification test (must pass test)

TO TAKE YOUTH PROTECTION TRAINING: Go to My.Scouting.org and create an account. You'll receive an email notification with your account information, including a member ID/Reference number.

From the My.Scouting.org portal, click Home then My Dashboard from the menu list. The My Training page displays to take Youth Protection training. Upon completion, you may print a training certificate to submit with a volunteer application. Your training will automatically be updated in our system and associated with the member ID/reference numbers issued when you created the account.

DIRECT CONTACT LEADERS IN PACKS, TROOPS, CREWS, AND SHIPS: All direct contact leaders in traditional programs must be fully trained in their position to reregister. Cub Scout direct contact leaders include: Lion Guides, Tiger Leaders, Den Leaders, Assistant Den Leaders, Cubmasters, and Assistant Cubmasters. Scouts BSA direct contact leaders are Scoutmasters and Assistant Scoutmasters. In Venturing Crews it is the Crew Advisor and Assistant Advisors, and in Ships it is the Skipper and the Mates. You can access training records at my.scouting.org using the "training manager" tool.

If you have any questions regarding Youth Protection or other training, please email the Council at training@crossroadsbsa.org.

To find out more about the Youth Protection policies of the Boy Scouts of America and how to help Scouting keep your family safe, see the Parent's Guide in any of the Cub Scouting or Scouts BSA handbooks, or go to <http://www.scouting.org/YouthProtection>.

Thank you again for volunteering and for your commitment to our young people and to Scouting.

