

# IMPORTANT AND NEW CHANGES FOR 2019 RECHARTER

## Hoosier Trails Council

The 2018 Recharter season officially begins October 1, 2018 with the opening of the online recharter system.

**Recharter paperwork is due to the Hoosier Trails Council Office by November 30, 2018.**

Paperwork and recharter fees must be delivered to the Council office for your recharter to be considered submitted.

For complete recharter instructions and required forms, please visit the Hoosier Trails Council website at:

<http://www.hoosiertrailsbsa.org> .

On the home page, select PROGRAM RESOURCES and then select RECHARTER.

### RECHARTER FEES

Registration fees for youth and adult members is \$33.

Annual Charter Fee is \$40.

This fee is collected by National BSA to provide liability coverage to our Charter partners.

Boy's Life Magazine is \$12 annually at the time of re-charter.

All fees are due when the recharter paperwork is submitted to the Council. Fees may be paid via check payable to HTC or credit card. If you are using a unit debit card, please make sure your bank does not have a daily charge amount limit that is less than the unit recharter fee.

### YOUTH PROTECTION TRAINING



*"Youth Protection training is required for all BSA registered volunteers. Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of re-charter, the volunteer will not be reregistered."*

**No registered adult will be renewed as part of the 2019 recharter process if they have not taken the NEW Youth Protection Training. On Feb. 1, 2018, BSA introduced an updated version of YPT. All adults who had taken YPT prior to Feb. 1, 2018 are required to update their YPT to the current version to be renewed for the 2019 recharter.**

Youth Protection Training is critical in the Boy Scouts of America. It serves as the front-line defense against verbal, physical, and emotional abuse in our organization. It also serves as an educational tool for volunteers and staff, teaching best practices.

**To complete Youth Protection Training, visit: <https://my.scouting.org/>**

Youth Protection Training may be accessed via a volunteer's My.Scouting.org account. If they cannot access their My.Scouting.org account, **please ask them to contact the My.Scouting volunteer Help Desk at: 972-580-2489 for assistance.** The Help Desk is available from 8 a.m. to 8 p.m. Eastern time, Monday through Friday. They should avoid creating a new MyScouting.org account as we may not be able to access training they complete under a second My.Scouting.org account.

#### **Video Tutorials:**

Please note that these videos were created by the Lincoln Heritage Council. In those places where they may instruct to select "Lincoln Heritage Council" you will want to be sure to substitute "Hoosier Trails Council." The videos are excellent resources and we thank our fellow Scouters at LHC for their use.

How to complete Youth Protection Training Online: <https://youtu.be/ZJhMMmR5qYQ>

How to merge your BSA Membership ID with your My.Scouting.org profile:

[https://www.youtube.com/watch?v=z8K1QU\\_Ttck&t=10s](https://www.youtube.com/watch?v=z8K1QU_Ttck&t=10s)

# HOOSIER TRAILS COUNCIL, BSA

## 2019 UNIT RECHARTER CHECKLIST & TIMELINE

### WHY SHOULD YOU RECHARTER YOUR UNIT ON TIME?

1. Units and their members must remain registered to be covered by the BSA liability insurance policy.
2. Being late with this process will affect your youth members' advancements and unit/individual registration tenure.
3. Criminal background checks "CBC" are conducted on adults when applications are turned in to the council office.
4. Boys' Life and Scouting magazine subscriptions may be suspended if a unit's recharter is turned in late.

**2019 UNIT RECHARTER CHECKLIST:** (For a detailed, printable recharter checklist, see the CHARTER RENEWAL CHECKLIST on the HTC website Recharter page.)

- ◇ All chartered org/executive officer/unit/adult & youth info has been reviewed, updated, and/or corrected.
- ◇ Change of positions have been made on the online recharter system.
- ◇ If adults/youth do not appear on the roster, a completed application is turned in with recharter.
- ◇ All required positions are filled. (See Page 6)
- ◇ All adult Youth Protection Training is up to date and Youth Protection certification is submitted for all new adults.
- ◇ Unit's top leader (Cubmaster/Scoutmaster/Advisor) should meet basic training requirement.
- ◇ The Charter roster has been signed by the Executive Officer, and the Unit Leader.
- ◇ The Annual Charter Agreement has been signed by the Executive Office and Chartered Organization Representative.
- ◇ All fees are accounted for with a check payable to BSA submitted with the re-charter or unit credit card information.

### UNIT RECHARTER PLANNING TIMELINE

<u>TIME</u>	<u>TASK</u>
NOW	Assign and/or recruit a volunteer responsible for 2019 recharter paperwork.
SEPT – OCT	Review the recharter roster for 2019 and begin collecting fees/renewing existing members for the upcoming year and update their contact information.
SEPT – OCT	Recruit new youth and leaders. Obtain applications for all new adult leaders and youth members.
OCT	Online recharter is available October 1 <sup>st</sup> . <u>NOTE:</u> Once completed online, the finalized paperwork must be printed and submitted to the Council office with the required signatures and additional paperwork on new youth/adults. Fees should be submitted with the paperwork.
ASAP	Complete and submit your recharter paperwork and avoid trying to get this done around the holidays!

**November 30, 2018** Recharters are due! This will allow time for review, processing, and completion by January 1, 2019.

**LATE NOTICE JANUARY 1, 2019:** Charter renewal paperwork and payment that have not been submitted will be in lapsed status and not be registered with the BSA on January 1<sup>st</sup>. This will impact your unit's insurance coverage, advancement processing, and all accounts through the Council Office.

## HTC, BSA 2019 UNIT RECHARTER INSTRUCTIONS

For Detailed Recharter instructions and additional information, please see **CHARTER RENEWAL INSTRUCTIONS** on the HTC Recharter webpage.

- STEP 1: **Please make sure all information is correct for your chartered organization/executive officer/and returning members (addresses, phones, meeting times, etc.)**
- Note: If you need to correct or change information once the charter has been printed, strike through incorrect information with a red pen and legibly write the correct information immediately above or below it.
- STEP 2 **NEW Adult and youth members that are listed Page 1, the cover sheet of the recharter application, or who are not on the paperwork or roster online – must have applications submitted with the paperwork.**
- Only submit the “Council copy” of each new youth/adult application. Retain the unit and charter org. copies. Don’t forget the CBC authorization page for adult applications!
- STEP 3 **Collect all fees associated with the 2019 unit’s re-charter:**
- BSA registration is \$33 for one year for each returning youth and adult.
  - If you have unregistered members, please register them PRIOR to re-charter if at all possible. Make sure all new applications have the proper signatures to prevent delay in registration. (Attached a “copy” of the application to the re-charter or request an updated roster.)
  - Note: Adults may “multiple” (pay only one BSA fee) and serve in multiple units. Multiple registrations can be designated in the online recharter system.
  - Note: Boy Scouts and Venturers may “multiple” in both a Troop and a Crew and pay their registration fee within the program they wish to hold their primary registration. Multiple registrations can be designated in the online recharter system.
  - Boys’ Life annual subscriptions are \$12 for each subscription.
  - The Unit Charter Liability Insurance Fee is \$40.
- STEP 4 **Make sure you have all required leadership positions filled:**
- Adults changing positions: position changes for registered adults can be changed online.
  - If your charter organization charters more than 1 BSA unit (Pack, Troop, Team, Crew), they **must have the same Charter Representative for each unit.**
  - Only a Charter Representative may “multiple” within the same unit, and only as the Committee Chairman or a Committee Member. ***All other adults may register in only one position within a unit.***
  - All Required Positions Are Filled: (See Page 6)
  - Every registered adult is required to be Youth Protection trained and certification submitted for new adults.
  - All top leaders (Cubmasters/Scoutmasters/Advisors) should at least meet basic training requirements.
- STEP 5 **Obtain all necessary signatures:** Signatures should be obtained on the FULL copy of the recharter application NOT THE 2-PAGE EZ SUMMARY. If the recharter was approved online, the approver initials MUST be that of the Chartered Organization Representative or signatures WILL need to be obtained. Please do not submit 2-sided copies. All charters need to be scanned to National BSA for review and approval and our scanner cannot handle 2-sided copies.
- Executive Officer Signature: in the space provided on the top of recharter paperwork.
  - Unit Leader Signature: in the space provide on the recharter paperwork.
  - Signatures on Adult Applications: Applicant, Executive Officer/Charter Rep. and Committee Chair
  - Signatures on Youth Applications: Unit leader and Parent Signature
  - Executive Officer and Chartered Org Rep Signature: on the Annual Charter Agreement form.
- STEP 6 **Submit completed re-charter & fees to the HTC, BSA Office/District Executive/or Unit Commissioner.**

### New Adult Leader Process

See page 7 of this booklet for Common Defects on Adult Leader and Youth Applications.

Avoid Defective Applications!!

#### **Steps to take to become a NEW Adult Leader and Unit Checklist for turning in Adult Applications at Council Office.**

1. Fill out New Leader Application with Disclosure Form. Turn it into the Unit Leader. The Unit Leader should look over the application for missing information.
2. Take Youth Protection Training (YPT) at My.Scouting.org
3. Print YPT Certificate and turn into the Unit Leader
4. Unit Leader gives application to Committee Chair and Charter Representative for approval
5. After the CC/CR approves the application, the application, YPT certificate and payment should be submitted to council office.

**Multiple Adult and Youth Applications** are handled as above except payment may not be due. Council will verify memberships held within Hoosier Trails Council.

### “Promoting” Members in the Online Recharter System

This feature may be used when:

1. A member is moving from one unit to another **WITH THE SAME CHARTERED ORGANIZATION** only.
2. The member will not retain membership in the unit they are being promoted away from. If the member is to be part of both units, they should be on the charter as a multiple, not a promotion. An application would be needed for the unit they are being added to for a multiple scenario.
3. An application (either youth or adult) is not required for a valid promotion. The members being promoted will appear under a separate heading on the recharter page 1 cover sheet.
4. A member may be “promoted” from a Troop to a Pack (in the case of a leader.) BSA promotions are not limited from Pack to Troop or Crew only. Promotions may also occur from a Troop to a Crew and vice versa, or a Crew to a Pack, etc... **AS LONG AS ALL UNITS HAVE THE SAME CHARTERED ORG!**

### Transfers Are Not Applicable On Recharterers!

**No new member to a unit should be marked as a TRANSFER on Hoosier Trails Council charters!!!** ALL HTC charters begin and end on the same date, therefore no previous memberships are in place after 12/31 and all charter year registrations begin Jan 1.

The **ONLY** valid possible transfer scenario would be if you had a new member coming from an out-of-council unit that re-charters some time other than 12/31. For out-of-Council transfers, the COUNCIL NAME, unit number, and BSA member number (if available) should be provided. If the member does not currently have a BSA registration in place, the unit’s account will be charged the regular registration fees.

## Internet Rechartering Login Instructions

### Here's how to get started:

1. Select an adult to process your unit's recharter. Sixty to forty-five days before the unit expiration date, recharter materials should be gathered. The adult handling the unit's recharter should have reviewed the instructions and materials on the Hoosier Trails Council's website on the RECHARTER page under the PROGRAM RESOURCES tab.
1. Access Internet Rechartering via My.Scouting.org account. If assistance is needed, contact the My.Scouting IT Help Desk at: 972-580-2489.
2. From the drop-down menu in My.Scouting.org, select LEGACY WEB TOOLS.
5. Select INTERNET RECHARTERING from the drop-down options under Legacy Web tools.
6. You will select **First Time User** and enter the unit's access code and 4 digit unit #. **Access codes and passwords change yearly.** Access codes were distributed via e-mail to Committee Chairs, unit leaders, and Chartered Organization Representatives. If you do not have your 2019 access code, please contact Holly Barton at the Council Office or your District Executive.
7. Select the unit type and unit number.
8. Create a password as instructed. The Hoosier Trails Council cannot recover passwords but can reset them.
9. Complete the information requested on each screen. You can stop at any time, log off, and begin again where you left off by selecting Returning User and entering the unit's access code and password.

### Here's how to wrap it up:

10. When you've completed all the information to recharter the unit, click the Submit button.
11. Print the Unit Charter Renewal Report Package and the Annual Charter Agreement. This package includes the charter renewal application and lists of new members, promotions, multiples, and no-fee adults. Acquire the appropriate signatures on the application and the Annual Charter Agreement then take the entire packet along with new applications and fee payments to the council office. **IMPORTANT: Signatures should be obtained on the FULL copy of the recharter application NOT THE 2-PAGE EZ SUMMARY. If the recharter was approved online, the approver initials MUST be that of the Chartered Organization Representative or signatures WILL need to be obtained. Please do not submit 2-sided copies. All charters need to be scanned to National BSA for review and approval and our scanner cannot handle 2-sided copies. THANK YOU!!!**

Important Payment Information: If your unit will be paying through the online recharter system with a credit card, please note that the paid amount must match the FINAL recharter amount. If you think that there is any possibility that members will be dropped or added from your charter before the final posting, we encourage you to pay through the COUNCIL with a credit card or via check. Credit card fees collected through the online recharter system go directly to National BSA and cannot be changed OR refunded once collected. **Excess fees WILL NOT be returned to the unit.** However, fees collected by the HTC Council go through your local Council custodial unit account and we only charge what is needed for the final amount at posting. Any excess funds then remain in your unit account. There is NO refund of registration fees, either by National BSA or the Council, during the charter year once a member has been registered.

# PROGRAM POSITION REQUIREMENTS

All traditional programs require the following positions, which **MUST** be filled by individuals who are at least 21 years old:

<b>ALL UNITS:</b>
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| <ul style="list-style-type: none"> <li>• Institutional Head (IH)</li> <li>• Chartered organization representative (CR)</li> </ul> | <ul style="list-style-type: none"> <li>• Committee Chair (CC)</li> <li>• Two Committee Members** (MC)</li> </ul> |
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In addition, each program has its own leadership position requirements.

<b>PACKS:</b>
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| <ul style="list-style-type: none"> <li>• Cubmaster (CM) (Required)</li> <li>• Assistant Cubmaster (CA)</li> <li>• Den Leader (DL)*</li> <li>• Assistant Den Leader (DA)</li> <li>• Webelos Leader (WL)*</li> </ul> | <ul style="list-style-type: none"> <li>• Assistant Webelos Leader (WA)</li> <li>• Tiger Leader (TL)*</li> <li>• Lion Leader (LL)</li> <li>• New Member Coordinator (PC)**</li> <li>• Pack Trainer (PT)</li> </ul> |
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\*At least one den leader is required for Cub Scout Packs. This can be a DL, TL or WL.

\*\*One New Member Coordinator (PC) may be substituted for one (1) committee member. A pack may have one MC and one NM.

<b>TROOPS AND CREWS:</b>
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| <ul style="list-style-type: none"> <li>• Scoutmaster (SM) (Required) <b>Troops</b></li> <li>• Assistant Scoutmaster (SA)</li> <li>• Crew Advisor (NL) (Required) <b>Crews</b></li> </ul> | <ul style="list-style-type: none"> <li>• Assistant Crew Advisor (NA)</li> <li>• Unit College Scouter Reserve (92U)</li> <li>• New Member Coordinator (PC)**</li> </ul> |
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## BASIC TRAINING REQUIREMENTS BY POSITION

***YOUTH PROTECTION TRAINING IS REQUIRED FOR ALL ADULT LEADERS!***

For additional training information, go to LEADERSHIP TRAINING under PROGRAM RESOURCES on the Hoosier Trails Council website.

<b>CUB SCOUTING</b>	Youth Protection Training Leader Specific – By Position BALOO for leaders who will be leading outdoor programs.
<b>BOYS SCOUTING</b>	Youth Protection Training Leader Specific – By Position ** Intro to Outdoor Leader Skills***
<b>VENTURING</b>	Youth Protecting Training Leader Specific by Position** (All adults in Crews)
<b>CHARTERED ORG REPS</b>	Youth Protection Training Chartered Org Representative Training

## Common Defects on Adult Leader Applications

There are two pages of the adult application that need to be completed and turned into the council office, along with a Youth Protection Training certificate.

The Disclosure/Authorization Form contains information about the Criminal Background Check (CBC) and asks for the name of the applicant and their signature, authorizing the Council to complete a CBC. Applications without the signed DAF page cannot be processed.

The following items are common defects on adult applications – if any of these are missing, the application cannot be processed:

- ◆ Disclosure/Authorization Form (DAF)
- ◆ Applicant's Signature
- ◆ Applicant's Initials where indicated
- ◆ Social Security Number
- ◆ Charter Org Representative Signature AND/OR Committee Chairman signature. On the NEW BSA applications, only the COR signature is required. On the older applications, the Committee Chair is also required. If there is a space for the CC signature on the application, the signature IS needed.
- ◆ Questions #1 thru 6 (6 A-F Answered) with applicable explanations. Scout Executive approval is needed for any adult application with a "yes" answer. All questions on the right-hand side of the application MUST be answered, and a minimum of ONE reference provided where indicated or National BSA will consider the application defective.
- ◆ Youth Protection Training

*For communication purposes, always encourage your members to provide a current e-mail address.*

## Common Defects on Youth Applications

The following items are common defects on youth applications – if these are missing, the application cannot be processed:

- ◆ Youth member's date of birth
- ◆ Youth member's grade
- ◆ Unit Leader Signature
- ◆ Parent/Guardian Signature
- ◆ Parent's Date of Birth

***NOTE: If the youth member is in Kindergarten or First Grade, the parent section at the bottom of the youth application must include the parent's date of birth. If a Kindergarten or Tiger Adult Partner resides at a different address than the Lion or Tiger Scout, a fully completed adult application and youth protection training is required, even in those cases where the adult partner is a parent residing at a separate address. There is no registration fee collected for an Adult Partner.***

*For communication purposes, always encourage your Scout's parents to provide a current e-mail address.*