Charter Renewal Instructions

Completed Annual Recharter Paperwork is to be submitted by December 2, 2019.

Rechartering is the process used to register youth and adult members in the Boy Scouts of America. It’s an annual process completed via the internet through the on-line rechartering system.

Important Announcements for the 2020 Recharter season. PLEASE READ!

1. BSA has announced that the current Membership fee of $33 for youth and adults will be increasing for 2020. The new fee will be announced no later than October 23, 2019. When the recharter system opens on October 1st, the fees WILL NOT BE CALCULATED. You may still work on your roster, prepare your charters, and save your work as normal. After November 1st, sign back on as a returning user (if you have already started the recharter process for 2020) or as a first-time user if you have not yet begun, and the fee information will then be available.

2. All BSA adult volunteers will need to sign a new Criminal Background Check Authorization form. These new CBC forms will need to be submitted with the recharter paperwork for each adult that appears on your roster or the charter will be defective. Details regarding the new CBC requirement were sent out to the unit Key 3 as part of the 2020 Recharter Instructions e-mail on Sept. 27, 2019.

3. If you have Special Needs Scouts in your unit who are now 18 and are registering Beyond the Age of Eligibility, a new position, UP – Unit Participant, has been created. Members need to complete an adult application and youth protection training before they can be included on the 2020 rosters. If the Special Needs Scout is NOT able to complete the youth protection training, please contact Holly Barton for assistance.

4. If you have members of your unit who joined Feb. 1, 2019 or later and were already age 16, and have been granted an Eagle extension, and they are now 18 years of age, then as above, they also need to complete an adult application and youth protection training and will be registered as an UP – Unit Participant.

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Suggestions to ease your rechartering process:

1. Select someone in your unit to take responsibility for completing the recharter process.

2. It will be helpful to obtain a current roster for your unit from My.Scouting. Unit Leaders, Committee Chairs, and Chartered Organization Representatives have access to the unit roster through their account on My.Scouting.org. These individuals can also assign permission for additional people to access this information. Units will want to print a current roster and work through who is active/inactive before they log onto the recharter system.

To Access the unit roster:
A. Log into My.Scouting.org
B. Click the Home button on the top left.
C. Select the unit from the drop-down menu.
D. Then select Member Manager.
E. Under roster details, the choices are Adult, Youth, or All.
F. Click on the green checkmark on the top right-hand side for select all.
G. Click the blue downward pointing arrow, also on the top right-hand side, to export roster into Excel.
H. Select your export type and click on submit. We suggest either Mailing List or Calling List. Both contain e-mail address if entered into My.Scouting.
I. Click “I Agree” on text that comes up.
J. Your roster will load, and a notification will appear on the bottom left-hand side of your screen with the name and Excel logo. Click on this to open the roster in Excel for viewing.

This process can be used anytime during the year to obtain a current roster for your unit and to print duplicate membership cards when needed.

3. Review the leaders training status to confirm that adults are up-to-date on Youth Protection Training and the specific leader training pertaining to each position. It is suggested to appoint a someone to serve as the unit training coordinator to take a proactive approach to this task during the charter year. Youth Protection Training is required for all leaders at the time of registration. You will not be able to include adults who do not have current YPT when submitting your recharter roster. All adults must have a YPT date after 02/01/2018.

It will be helpful to obtain a training report from My.Scouting.org. Training reports are available to the Unit Leader, Committee Chair, and Chartered Organization Representative. These individuals can also assign permission for additional people to access training report via the Member Manager function on their My.Scouting.org account. For more information on the Training Reports, please see the link on the recharter page for “Accessing Youth Protection Training Reports.”

4. Verify the correct addresses and phone numbers for your unit members.

5. Verify Boys’ Life status with your membership. Remember, Webelos who crossed-over and were receiving Boys’ Life under their pack memberships will appear as a “N” Boys Life recipient on the Troop roster. If the Scout wishes to continue to receive Boys’ Life, that should be changed back to an “I” (for individual subscription.) Likewise, if a Scout no longer wishes to receive a Boys’ Life subscription, the indicator should be changed to “N.”

6. If your unit uses the New Member Coordinator Position, this position does fulfill one of the required two Committee Member positions. Some good information and videos on how this position can help your unit recruit and retain new members and get your new families off to a great start in Scouting can be found at the NMC Website: (copy and paste into your browser.)

http://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/

7. Recharter access codes were sent via e-mail to the unit Chartered organization representative, Committee Chairman, and the unit leader via e-mail. If you do not hold one of these unit “Key 3” positions, please contact your unit leadership to obtain your unit’s unique annual recharter access code. Recharter access code change each year!!! You may also contact the Council office for assistance. Each year you must log in as a “First-time User” when you begin the process even if you have previously completed rechartering for your unit.

8. Upon obtaining your access code, sign onto your account at My.Scouting.org from a Windows based computer. It is recommended that the CHROME browser be used. (Internet Recharter may not function correctly with an Apple/Mac/Safari computer.) Click on “MENU” and from the
Once you open **Internet Rechartering**, you can go through the **Tutorial** or you may go directly to **Recharter Now**.

If you are having technical problems logging on to My.Scouting.org or accessing Internet Rechartering, please call the BSA Help Desk for assistance: 972-580-2489. They are available from 8 a.m. to 8 p.m. Monday through Friday, (closes earlier the day before a major holiday.)

9. The Internet recharter process consists of 5 steps:

1. **Load Roster** – in this stage you will load your unit’s most current roster. The roster will include all adults, their positions, and youth members.
2. **Update Roster** – in this stage, you will be able to update your charter information, select members for renewal, add any new adults or youth, (Don’t forget to obtain and include adult or youth applications for new members. These must be turned in with the recharter paperwork for the new member to officially be added to your roster by BSA. You will also need the information from the application to add the new members.) Update your member data, and lastly, change adult positions. This is the only time of the year where you can change adult positions without submitting a new adult application.
3. **Check Roster** – resolve and warnings or errors the system finds, and double-check your roster changes.
4. **Summary** – in this stage you can indicate which members should be multiple registrations and verify your Boys’ Life subscriptions for each member, making changes if necessary. The system will also ask you to select a reason for non-renewal for those youth members that you have dropped.
5. **Submit Roster** - when you are satisfied that your roster is correct, the last stage is to submit.

10. Once the on-line process is complete, print a hard copy of the completed charter, NOT the 2-page EZ Summary! Please see the **2020 CHARTER CHECKLIST**, available on this website, for a detailed description of the items that must be submitted to the Council office to complete your recharter process. PAPERWORK MUST BE SUBMITTED TO THE COUNCIL OFFICE FOR YOUR RECHARTER TO BE CONSIDERED SUBMITTED!!! Completing only the online portion of the process does not submit your recharter. All paperwork and registration fees should be delivered to the Hoosier Trails Council, BSA, 5625 East State Road 46, Bloomington, IN 47401.

11. **THE INFORMATION BELOW WILL BE UPDATED AS SOON AS WE ARE ADVISED OF THE 2020 REGISTRATION FEE AMOUNT:**

The BSA Membership fee is $XX for all registered youth and adult leaders. Applications that are obtained after the recharter paperwork has been submitted should be delivered to the Council office as normal with the balance of the 2019 AND FULL 2020 registration fees. The Council will add the new member(s) to the 2020 charter.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Registration Fee</th>
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<tbody>
<tr>
<td>October Registrations</td>
<td>$8.25 + $XX.00 for 2020 = $XX</td>
</tr>
<tr>
<td>November Registrations</td>
<td>$5.50 + $XX.00 for 2020 = $XX</td>
</tr>
<tr>
<td>December Registrations</td>
<td>$2.75 + $XX.00 for 2020 = $XX</td>
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Boys’ Life amounts remain the same as in the past. $3.00 for October registrations and $2 for November registrations. Boys’ Life Subscriptions are not available in December. The annual subscription price is $12.

Please DO NOT make recharter payments online. If your unit wishes to pay via credit card, please contact the Council office and we will run it for you and deposit the money directly into your unit’s membership account.