



BOY SCOUTS OF AMERICA®

GREATER TAMPA BAY AREA COUNCIL

October 23, 2017

To: Scoutmasters, Cubmasters, Venture Crew Leaders, Explorer Post Advisors, Unit Committee Chairs

From: Ed Dadez, Council Commissioner
Jeff Rock, Director of Field Service

The on-line recharter process for all December renewal units in the Greater Tampa Bay Area Council will open officially on November 1st. Your designated on-line recharter processor will need your unit's recharter code to access the system. Your code will be sent in a separate email. If you have not received your Rechartered code by November 1st please contact the council service center.

There are a few points to remember as you work through the on-line recharter process:

1. After completing the on-line process remember to print out the final paperwork and get all appropriate signatures from the unit chairperson, unit leader and Chartered Organization Representative. This paperwork along with the correct fees must be submitted to the Greater Tampa Bay Area Council no later than December 31, 2017 to be on time.
2. All adult leaders (and youth 18 or older for Venturing) must have completed Youth Protection Training and be current in their certification. Adult leaders cannot be registered without a current YPT certification. This can hold up processing the unit if key leadership positions cannot be processed.
3. The new fee schedule (enclosed) is in effect for this recharter cycle. Please remember to add the \$1.50 per registered adult and youth for the accident insurance. That fee should be automatically added this year through the on-line process.
4. If you cannot complete the process on-line for some reason and require a printed version of the recharter paperwork please contact the council service center.
5. If you add new youth or adults to your roster during recharter, please remember to submit their applications with your recharter packet

Please complete your process in a timely manner. The units will begin being processed in the Council office in the order in which they are received beginning on January 8, 2017 after we close the 2017 year. If all paperwork and fees are correct your unit can be processed quickly.

Thank you for all that you do for Scouting and good luck completing the recharter process for your unit.

Lewis H. Hill, III Service Center
13228 N. Central Avenue
Tampa, FL 33612-3462
813.872.2691 — Office
813.875.5890 — Fax
813.935.3030 — Scout Shop
www.tampabayscouting.org



Prepared. For Life.™

Jesse W. Johnson Service Center
11046 Johnson Boulevard
Seminole, FL 33772-4715
727.391.3800 — Office
727.392.1080 — Fax
727.391.5373 — Scout Shop
www.tampabayscouting.org

New items for the 2018 Recharter year

- All registered members are required to pay an additional \$1.50 for Accident and Sickness Insurance Coverage Plan. This fee is automatically added to the totals of your recharter application online.
- For your convenience you can pay your Recharter fees online.
- You must submit the Full Package Report **not** the EZ Summary ,the Charter agreement and all new applications of any new youth or adults added (if they are listed on the first page you must submit their application).
- Q: How will electronic authorization work?
A: Before final submittal of the unit renewal, the renewal processor will give the chartered organization representative (or institutional head) the opportunity to review and approve the renewal on behalf of the chartered organization. If this is done, the approval will appear on the Unit Renewal Application and for the council in Internet Rechartering Administration. Instructions will be provided in an online FAQ linked to Internet Rechartering.
- 2018 Recharter Fees:
 - National BSA Registration youth & adult- \$33 per person
 - Boys life magazine fee- \$12
 - Unit Liability Insurance fee(Charter fee) \$40.00
 - Accident and Sickness Insurance Coverage Plan \$1.50 per person

Still Important:

- Submit youth protection certificate with every new adult application. If the youth protection is set to expire between Jan-March, please renew it before submitting the recharter
- For boys recruited during the month of October and November, please submit a copy of the application along with their 2018 fee.
- 2018 recharters are due in the Council Office by 12/31/2017.
- Link for JTE instructions: <https://servicehours.scouting.org/includes/files/popHelp.htm>

2018 Recharter Fees

***National BSA Registration/youth \$33.00**

***National Boys' Life Subscription/child (Optional) \$12.00**

***National BSA Registration/adult \$33.00**

***National BSA Unit Liability Insurance Fee (Charter Fee) \$40.00**

Accident and Sickness Insurance Coverage Plan (per person) \$ 1.50

***National registration fees go directly to the National BSA and not to the Greater Tampa Bay Area Council.**

Internet Rechartering FAQ's

How does Internet Rechartering work in my browser?

To use Internet Rechartering, use Internet Explorer 11.0 or higher (with Compatibility View turned off). Also, JavaScript must be enabled in Internet Explorer. Or you may use the supported browsers of Firefox or Chrome.

To enable JavaScript:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the Security tab. On the Security screen, in the Security level for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

Why doesn't Internet Rechartering remember me?

If you want your system to remember logon information, please go to the browser provider site for information.

For Internet Explorer:

1. In Internet Explorer, select the **Tools** button, and then select **Internet options**.
2. On the **Content** tab, under **AutoComplete**, select **Settings**.
3. Select the **User names and passwords on forms** check box, and then select **OK**.

For Firefox:

1. Click the orange Firefox button and then **'Options' > 'Options'**. If you don't have the orange Firefox button (top left), then click **'Tools' > 'Options'**.
2. Click the **'Privacy'** heading/tab and where it says **'Firefox will:'** choose **'Use custom settings for history'**.
3. Make sure **'Remember search and form history'** is checked.
4. Click the **'Security'** heading/tab and make sure **'Remember passwords for sites'** is unchecked.

For Chrome:

1. Click on the **Wrench/Elipsis** button > **Settings > Show Advanced Settings > Passwords and Forms > Offer to save your web passwords**.

Why can't I click the Back button on my browser?

If you click the browser's Back button after entering information, you will lose information you entered. To return to a previous window, click the Previous button on the Internet Rechartering screen.

How can I print the roster before the final steps?

Go to **Review Roster** on the right panel and click Review/Print Roster. The roster appears in a new window. You can print this page, but this roster is not final and cannot be turned in to the council.

To print the roster:

1. Right-click in the new window.
2. From the drop-down menu, click **Print**.
3. In the print dialog box, choose a printer. Click **Print**.

How do I resolve an error at Print Renewal Application after Submittal?

To view and print the final roster, you must have Adobe Reader. [Get Adobe Reader](#)

How do I resolve a processing error if it occurs at Check Roster?

This is highly unusual. A processing error when clicking Check Roster step may mean there is an invalid birth year on a record in the roster. To fix this, view birth dates for members uploaded into Internet Rechartering and correct any invalid dates.

Can an adult hold two positions in the same unit?

Generally, the chartered organization representative (CR) is the ONLY adult allowed to hold two positions in the same unit. The CR may hold only the additional position of committee chairman (CC) or multiple committee member (MC). The CR's additional position is always multiple in the same unit. The Executive Officer (IH) may also hold a volunteer position, such as CR, or serve in another position. Tiger Adult and Lion Adult are not volunteer positions and may hold an adult leader position. In the Lion Pilot Program, some duplication is also allowed.

What is a "transfer" member?

A transfer member is a member from another unit that is generally an out-of-council unit. The transfer must have an unexpired registration that is one or more months beyond the expiration date of the destination unit. Webelos Scouts advancing to Boy Scouts in the unit with the same expiration date are **NOT** transfers. Use Promote Members to bring in these records.

After Load Roster is done, why might an adult not have a leader position?

If an adult was previously registered as Parent Coordinator, this position will not display on the roster for that adult. The Parent Coordinator has been discontinued by BSA. You should select the New Member Coordinator (NM) position to replace Parent Coordinator. Or you may select another position for this person if the adult is renewing. You will not be able to proceed past Check Roster unless this is resolved.

What is the Update Unit Roster function and when should it be used?

Update Unit Roster will refresh member data to add new records and update Youth Protection status from the council's information. This should be done multiple times during the renewal process, especially if done over one or more days. For example, if the unit accepted Online Registration members or the council processed new members, adult or youth, use this feature. And if there are adults without Youth Protection that is current, do this to update status if the record may have changed from having completed a course online. This avoids duplicate entry and saves you time. If you are in a later Stage step and use this process and there is a new record added, it will return you Select Members for Renewal. If the member will renew then leave the record checked and navigate to your prior step.

If our unit is chartered to the LDS Church is Promote Members used for adults?

Yes, LDS Church units (and all other units) may use Promote Members. This will lessen effort and avoid creation of duplicate records. An LDS Troop may need to move adults from an LDS Crew or Team, for example. Promotion works from any unit for adults. If the unit is not in the same chartered organization family, the other unit's Access Code is needed to obtain records.

How does Promote Members function for youth registrants?

Youth members will not be shown for selection unless age eligible to join the promoting unit. For youth who are old enough to be adult leaders, the record of the youth may be selected for an adult position. Use Promote Members instead of creating a new adult record to maintain the continuity of the person's history and to avoid duplication.

What is the process for resolving an error with Youth Protection Training?

Youth Protection is required to be current for each adult leader as of the effective date of the new charter term. If YP is not current, then at Check Roster an error will occur that must be resolved. Update Unit Roster is used to find if an existing registrant has recently completed training. Errors are also resolved if the adult provided their YP completion certificate, Enter the course and date completed on the person record at Update Member Data. Keep a copy of the certificate to turn in to the Council with the unit renewal. If an adult is new, YP completion is entered as the record is created. If an adult was promoted without YP, enter the completion. Each volunteer adult leader is verified for YP being current on her or his record.

How does the optional electronic approval work for the unit renewal?

The unit renewal processor will find the approval feature in the Submit stage. For approval to occur the renewal processor gives account access to the chartered organization representative or to the executive officer. (Assuming this person is not the processor.) The approver reviews the roster and, if satisfied, selects their name from a pick list, enters their initials, and provides their electronic signature. When this is saved, approval has been given. If back navigation is done to make other changes, approval is reset and must be done again.

What if electronic approval is not used?

After Submit to the Council, the renewal processor prints the renewal report requested by the Council and physical signatures are obtained.

How does the optional online payment work for the unit renewal?

Online payment using credit card is available in the Submit stage following online approval. The credit card entry form is open by default and will display the calculated registration fees. If there is applicable fee for Accident Insurance this will display. A 3% Administrative Fee will be added to the fee subtotal to arrive at the Total Fee due. The Administrative Fee offsets the cost of credit card processing. If the unit processor continues then the valid credit card information is entered and saved. Upon acceptance, the Credit Card Payment Confirmation will display. This will also appear on the unit renewal application following Submittal. No further changes can be made to the unit roster once payment is made.

What if online payment is not used?

The unit renewal processor will click the Cash Payment button if credit card payment is not selected. The total fees due will then be remitted to the council by check, unit deposit account charge, if authorized, or in cash or another accepted form of tender.

If there is a fee for Accident Insurance, can this be paid with the charter renewal?

Yes. If your council has a charge for Accident Insurance this may be calculated in the total fees due. If this item does not appear, your council may have a charge but payment will be separate from the renewal. Please review your council information for instructions.

When should an Adult Application be completed and submitted to the Council?

The following is required: All new adult volunteer leaders must complete the Adult Application and provide their certificate of completion for Youth Protection Training. This applies to any adult record entered online during Internet Rechartering, any youth member who is promoted to an adult position during Internet Rechartering, and any adult who was previously only in the position of Executive Officer, Lion Adult Partner, and Tiger Adult. For youth in Venturing and Sea Scouts who become Venturing Participants at age 18, the Adult Application is required to comply with authorization to conduct a Criminal Background Check. If done during Internet Rechartering, the Adult Application must be submitted to the Council.

What BSA registration fee is paid with our unit renewal?

Effective December 1, the registration fee for a 12-month term will be \$33. Units that expire on November 30 (effective date is December 1) and on December 31 (effective date is January 1) and thereafter will pay the new fee. The **Boys' Life** subscription fee remains as \$12 for a one-year subscription. (The rate for **Boys' Life** delivery to Non-US addresses is higher. Please consult with your Council about International delivery if there are questions.)

Membership fees support the services that are necessary to provide Scouting to youth from 7 to 21 years of age. From education to high-adventure experiences you can't get anywhere else, the BSA provides unique growth opportunities at a great value.

Services include primary liability coverage for all volunteer leaders and chartered organizations, ongoing advances in technology, fundraising support, adventure and new program development and membership recruiting strategies, and support materials. In 2016 alone, the BSA served 2.3 million youth members through 270 local councils across the United States and its territories.

THE ANNUAL CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Chartered Organization Local Council

Pack No. _____ Troop No. _____ Team No. _____ Crew No. _____ Ship No. _____

(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: www.scouting.org/Membership/Charter_Orgs/resources.aspx.
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.
- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed _____ Title _____ Date _____
For the chartered organization

Signed _____ Title _____ Date _____
For the BSA local council

Signed _____ Title _____ Date _____
Chartered Organization Representative



BOY SCOUTS OF AMERICA*

524-182
2014 Printing

Annual Meeting With Chartered Organization

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing *Scouting: It Works for Your Youth*. The video can be downloaded from www.scouting.org/Membership/Charter_Orgs.aspx.

Agenda

1. **Review *Scouting: It Works for Your Youth* together.** Discuss how the chartered organization and the local council are working together.
2. **Review highlights or concerns.**
 - a. The chartered organization representative
 - Is the chartered organization representative carrying out his or her function well?
 - b. Quality unit leadership
 - What is the training status of the unit leaders?
 - Is two-deep leadership in place?
 - If there are vacancies, the head of the chartered organization will need to approve quality leadership to fill them, including the verification of references.
 - c. Unit committee
 - Is it meeting regularly?
 - Is the committee functioning well?
 - d. Unit program
 - What level of Journey to Excellence award has the unit achieved and is more progress expected?
 - Discuss advancement, membership, summer activities, and *Boys' Life* magazine subscriptions.
 - e. Chartered organization's mission
 - How does the unit support the aims and mission of the chartered organization?
 - Is there an opportunity for an additional new unit in the chartered organization?
 - f. Charter review process
 - Review charter renewal meeting agenda and charter presentation ceremony and set tentative dates.
3. **Develop an action plan to address concerns.**

See other side for charter agreement.

UNIT RENEWAL APPLICATION INSTRUCTIONS

UNIT INSTRUCTIONS

Cross out any incorrect information, and enter the correct information in the blank space directly below each item.

District name and number, subdistrict name and number, county, unit number, status, term, and expire date can be changed if any are incorrect and the change is approved by the local council.

Chartered organization name, address, code number, and executive officer's name, address, and phone number can be changed if in error. The chartered organization can be changed only with the approval of the local council.

For BSA units, the *Boys' Life* term, begin date, and end date **MUST RELATE TO UNIT EXPIRE DATE**. *Boys' Life* end date must be two months after unit expire date. Cross out incorrect information and print new information.

A special interest code and description should be entered for units with a special interest or special need. A list of codes and description: Traditional Program—code 0413, Scouting through Soccer—code 0414, Scoutreach—code 0418, Physically disabled—code 0416, and Mentally disabled—code 0417.

UNIT REGISTRATION FEES

Enter the number of paid youth members and their fees. Each unit must have at least five paid youth members.

Executive Officer Certification

The executive officer of the chartered organization, by signature, certifies that the organization approves the application. The executive officer also certifies that the organization has approved all registering adults. In BSA units, the responsibility for approval of adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, policy of nondiscrimination, and the Scout Oath or Promise. Adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America.

Enter the number of multiple youth members.

Enter the number of youth member *Boys' Life* subscriptions and the fees. Please calculate and remit the appropriate state and local taxes. On late registrations, it may be necessary to deliver back issues.

Enter the number of paid adults and their fees.

Council Representative Certification

An individual representing the council must sign here indicating that all procedures and policies have been followed.

Enter the number of multiple adults.

Enter the number of adult *Boys' Life* subscriptions and fees. Please calculate and remit the appropriate state and local taxes. On late registrations, it may be necessary to deliver back issues.

Unit Liability Insurance Fee. All units are required to pay an annual unit liability insurance fee of \$40. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Enter the total fees required.

Unit Leader Certification. The unit leader certifies that each member meets the age requirements as follows:

Packs. The Cubmaster certifies that each Tiger Cub is under the age of 8, is in the first grade (or is age 7), that each Cub Scout has completed

first grade but has not completed third grade (or is age 8 or 9), and that each Webelos Scout has completed third grade but has not completed fifth grade (or is age 10 but not yet 11½) and has parental consent.

Troops. The Scoutmaster certifies that each boy is under the age of 18, has completed the fifth grade, and is at least 10 years old, or has earned the Arrow of Light Award and is at least 10 years old, or is age 11 or older.

Teams. The Varsity Scout Coach certifies that each boy is at least age 14 and not yet age 18.

Crews/Ships. The Advisor/Skipper certifies that each crew or ship youth member is at least 13 years of age with completion of the eighth grade, or 14 years of age, but not yet 21. The youth members in these two units may be male or female.

- The number of months indicates the completed tenure for this unit as of the last expire date.
- If the unit is serving a majority of youth with disabilities, indicate the disability on the proper line as follows:
Physically Disabled
Mentally Disabled
- Place a "Y" on the line indicating 100 percent *Boys' Life* if at least one subscription to *Boys' Life* magazine goes to the home of each youth member.

Adult Member Listing

Go through the computerized Charter Renewal sheets and draw a line through the complete information for any adult no longer active in the unit. Make sure every active adult in the unit is on the list. If any are missing, you must have an application for those individuals unless an application has been handed in since the Charter Renewal was originally run. In that case, write in the name and address on the Charter Renewal or the Overflow page. Check all the addresses, phone numbers, and birth dates. Correct those that are wrong or missing.

Reregistering With No Change. No action required.

Position Codes. Use the following codes to indicate a change in position. All positions may be male or female. The minimum age for these positions is noted in parentheses beside the position.

CR	Chartered organization representative (21)
CC	Committee chairman (21)
MC	Committee member (21)
TL	Tiger Cub den leader (21)
CM	Cubmaster (21)
CA	Assistant Cubmaster (18)
WL	Webelos den leader (21)
WA	Assistant Webelos den leader (18)
DL	Den leader (21)
DA	Assistant den leader (18)
PT	Pack trainer (21)
AP	Tiger Cub adult (18)
SM	Scoutmaster (21)
SA	Assistant Scoutmaster (18)
VC	Varsity Scout Coach (21)
VA	Assistant Varsity Scout Coach (18)
NL	Crew Advisor (21)
NA	Crew Associate Advisor (21)
SK	Ship Skipper (21)
MT	Mate (21)
PC	Parent coordinator (21)
91U	Unit Scouter Reserve (21)
92U	Unit College Scouter Reserve (18)
92V	Venturing College Scouter Reserve (21)



Requirements for Adult Leadership Registration

Youth Protection training is required for all BSA registered volunteers.

New leaders are required to take Youth Protection training within 30 days of registering. In addition, the applicant must complete a Disclosure/Authorization form.

Packs—Cubmaster is the top leader and must complete **C40—Cubmaster and Assistant Position Specific Training** as well.

Troops—Scoutmaster is the top leader and must complete **S11—Intro to Outdoor Leadership Skills** and **S24—Scoutmaster Specific Training** as well.

Crews—Venturing Advisor is the top leader and must complete **P21—Venturing Leader Specific Training** as well.

Ships—Skipper is the top leader trained and must complete **P44—Sea Scout Adult Leader Basic**.

Teams—Varsity Scout Team Coach is the top leader and must complete **S11—Intro to Outdoor Leadership Skills** and **V21—Varsity Coach Leader Specific Training** as well.

Requirements for Pack Registration.

Packs must have: IH, CR, CC, two MCs, or one MC and one PT, CM, and one den leader who may be a Tiger Cub den leader, or a Cub Scout den leader, or a Webelos den leader. There must be an AP registered with each Tiger Cub. This person does not pay a fee in this position or fill out an application if they are the parent of the Tiger Cub.

If they are not the parent, an application must be filled out for this person. The following are optional positions: CA, WA, DA, PT, PC, 91U, and 92U.

Requirements for Troop Registration.

Troops must have: IH, CR, CC, two MCs, SM. The SA, PC, 91U, and 92U positions are optional.

Requirements for Crew Registration.

Crews must have: IH, CR, CC, two MCs, NL. The NA, PC, 91U, and 92V positions are optional.

Requirements for Ship Registration.

Ships must have: IH, CR, CC, two MCs, SK. The MT, PC, 91U, and 92V positions are optional.

The above are the minimum requirements to register a unit. The only position that may register in more than one position in the same unit is the CR (who may also be the CC or an MC) and the PC (who may multiple as a CR). All requirements can be found inside the adult application.

Fee Paid in Another Position/Unit (Multiple Adult). An adult who paid a registration fee as an adult in another unit does not pay a registration fee in this unit. Circle the position.

Youth Member Listing

Go through the computerized Charter Renewal sheets and draw a line through the complete information for any youth no longer active in the unit. Make sure every active youth in the unit is on the list. If any are missing, you must have an application for those individuals unless an application has been handed in since the Charter Renewal was originally run. In that case, write in the name and address on the Charter Renewal or on the Overflow page. Check all addresses, phone numbers, and birth dates. Correct those that are wrong or missing.

Reregistering With No Change. No action required.

Registered but Not Listed. An individual who is registered in this unit now, but whose name is not on the renewal application. Print all information in the proper space on the first available line, or on an overflow sheet.

For **Venturing** youth members, indicate sex by using the letter "M" for male and "F" for female.

Boys' Life. A youth member wants to get *Boys' Life*. Mark a "Y" in the *Boys' Life* column.

Follow the same steps as for adults regarding individuals with no change, dropped individuals, and new members.

EXCERPT FROM THE DECLARATION OF RELIGIOUS PRINCIPLE

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life.

Only persons willing to subscribe to the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

POLICY OF NONDISCRIMINATION

Youth membership in the Boy Scouts of America is open to all boys and young adults who meet the joining requirements.

Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youths without regard to race or ethnic background and are based entirely upon individual merit.

Pack _____ of _____ District
2018 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and Budget: Have a program plan and budget that is regularly reviewed by the pack committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the pack committee.	Achieve Bronze, plus pack committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus pack conducts a planning meeting involving den leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Cub Scouting: Recruit new youth into the pack in order to grow membership.	Conduct a formal recruitment program by October 31 and register new members in the pack.	Achieve Bronze, and either increase youth members by 5% or have at least 40 members.	Achieve Silver, and either increase youth members by 10% or have at least 60 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 60% of eligible members.	Reregister 65% of eligible members.	Reregister 75% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to graduate Webelos Scouts into Boy Scout troop(s).	With a troop, hold two joint activities or 75% of second year Webelos have completed "The Scouting Adventure."	60% of eligible Webelos register with a troop.	80% of eligible Webelos register with a troop.	25	50	100
Program					Total Points: 900		
#5	Advancement: Achieve a high percentage of Cub Scouts earning rank advancements.	50% of Cub Scouts advance one rank during the year.	60% of Cub Scouts advance one rank during the year.	75% of Cub Scouts advance one rank during the year.	100	200	300
#6	Outdoor activities: Conduct outdoor activities and field trips.	Each den has the opportunity to participate in three outdoor activities or field trips during the year.	Each den has the opportunity to participate in four outdoor activities or field trips during the year.	Each den has the opportunity to participate in five outdoor activities or field trips during the year.	50	100	200
#7	Day/resident/family camp: Cub Scouts attend day camp, family camp, and/or resident camp.	33% of Cub Scouts participate in a camping experience or improvement over the prior year.	50%, or 33% and have improvement over the prior year.	75%, or 50% and have improvement over the prior year.	50	100	200
#8	Service projects: Participate in service projects.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Achieve Silver, plus at least one of the service projects is conservation-oriented.	25	50	100
#9	Pack and den meetings and activities: Dens and the pack have regular meetings and activities.	Hold eight pack meetings a year. Den or pack meetings have started by October 31.	Achieve Bronze, plus dens meet at least twice a month during the school year.	Achieve Silver, plus earn the Summertime Pack Award.	25	50	100
Volunteer Leadership					Total Points: 400		
#10	Leadership recruitment: The pack is proactive in recruiting sufficient leaders.	Have a registered assistant Cubmaster.	Achieve Bronze, and prior to recruiting event, the committee identifies pack and den leadership for the next year.	Achieve Silver, plus every den has a registered leader by October 31.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Cubmaster or an assistant Cubmaster or pack trainer has completed position-specific training.	Achieve Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of committee members have completed position-specific training.	50	100	200

- ☐ **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
- ☐ **Silver:** Earn at least 800 points by earning points in at least 8 objectives.
- ☐ **Gold:** Earn at least 1,050 points by earning points in at least 8 objectives and at least Bronze in #6.

Total points earned: _____

No. of objectives with points: _____

- ☐ Our pack has completed online rechartering by the deadline in order to maintain continuity of our program.
- ☐ We certify that these requirements have been completed:

Cubmaster _____ Date _____

Committee chair _____ Date _____

Commissioner _____ Date _____

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.

Scouting's Journey to Excellence

2018 Pack Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The pack has a program plan and budget that is reviewed at all pack committee meetings, and the pack follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. Program plans and budget are reviewed with den leaders and parents at the start of the program year. The pack's program plan should be shared with the unit commissioner.
Membership Measures	
2	A formal recruitment event is conducted and new members are registered by October 31, 2018. On December 31, 2018, the pack has an increase in the number of youth members as compared to the number registered on December 31, 2017. A membership growth plan template can be found at www.scouting.org/membership .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Cub Scouts. If the pack has a December charter, use the one expiring on December 31, 2017; otherwise use the one expiring during 2018.
4	Hold at least two joint activities with a troop or troops, and have graduating boys register with a troop. "The Scouting Adventure" for second-year Webelos is described in the <i>Webelos Scout Handbook</i> . If the pack has no second-year Webelos Scouts, this requirement is met at the Bronze level.
Program Measures	
5	Total number of Cub Scouts advancing at least one rank (Bobcat, Lion, Tiger, Wolf, Bear, Webelos, Arrow of Light) during the calendar year (A), divided by the number of boys registered at the end of the year (B). Advancement = (A) / (B). The pack is encouraged to use Scoutbook to track each individual boy's advancements.
6	The pack has activities and field trips in the outdoors, which could include outdoor pack meetings, hikes, family campouts, parades, outdoor service projects, etc. All dens have the opportunity to participate.
7	Cub Scouts attend an in-council or out-of-council Cub Scout day camp, family camp, and/or Cub Scout resident camp in 2018. STEM programs either as a day camp or resident camp are also included. All levels are total number of different Cub Scouts attending (A) divided by total number of Cub Scouts registered in the pack as of June 30, 2018 (B). Total = (A) / (B).
8	The pack participates in at least two service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project is conservation-oriented.
9	Have at least eight pack meetings or activities within the past 12 months, with one of those meetings being to review the pack's program plans and asking for parental involvement in the pack. Den meetings start by October 31, 2018, and all dens meet at least twice each month within the past year. Pack earns the Summertime Pack Award.
Volunteer Leadership Measures	
10	The pack has a Cubmaster, an assistant, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The pack identifies persons for next year's leadership for existing dens, including Cubmaster, Den Leaders, and Webelos Den Leaders prior to the start of the program year. All dens have a registered leader by October 31, 2018.
11	All leaders have completed youth protection training. <i>Bronze</i> : Cubmaster, an assistant, or pack trainer has completed position-specific training. <i>Silver</i> : Bronze, plus the Cubmaster and den leaders have completed position-specific training or, if new, will complete within three months of joining. <i>Gold</i> : Silver, plus 2/3 of committee members (including chartered organization representative) have completed training.

Scoring the pack's performance: To determine the pack's performance level, you will use the above information to determine the points earned for each of the 11 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 800 points, and Gold level requires earning points in at least 8 criteria, meeting at least bronze standards in outdoor activities, and earning at least 1,050 total points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



JOURNEY TO EXCELLENCE

Troop _____ of _____ District
2018 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies related to fundraising.	Have an annual program plan and budget adopted by the troop committee.	Achieve Bronze, plus troop committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus troop conducts a planning meeting involving youth leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Boy Scouting: Recruit new youth into the troop in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the troop.	Achieve Bronze, and either increase youth members by 5% or have at least 25 members.	Achieve Silver, and either increase youth members by 10% or have at least 35 members.	50	100	200
#3	Retention: Retain a significant percentage of youth members.	Reregister 75% of eligible members.	Reregister 80% of eligible members.	Reregister 85% of eligible members.	50	100	200
#4	Webelos-to-Scout transition: Have an effective plan to recruit Webelos Scouts into the troop.	With a pack or Webelos den, hold two joint activities.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	25	50	100
Program					Total Points: 900		
#5	Advancement: Achieve a high percentage of Boy Scouts earning rank advancements.	40% of Boy Scouts advance one rank during the year.	50% of Boy Scouts advance one rank during the year.	60% of Boy Scouts advance one rank during the year.	50	100	200
#6	Short-term camping: Conduct short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
#7	Long-term camping: Participate in a long-term camp with a majority of the troop in attendance.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
#8	Service projects: Participate in service projects, with at least one benefiting the chartered organization.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	Participate in five service projects and enter the hours on the JTE website.	25	50	100
#9	Patrol method: Use the patrol method to develop youth leaders.	The troop has patrols, and each has a patrol leader. There is an SPL, if more than one patrol. The PLC meets at least four times a year.	Achieve Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.	Achieve Silver, plus PLC meets at least ten times. At least one Scout has attended an advanced training course, such as NYLT or Order of the Arrow Conference.	50	100	200
Volunteer Leadership					Total Points: 400		
#10	Leadership and family engagement: The troop is proactive in recruiting sufficient leaders and communicates regularly with parents.	Have at least one registered assistant Scoutmaster.	Achieve Bronze, plus the troop holds two courts of honor, where troop plans are reviewed with parents.	Achieve Bronze, plus the troop holds three courts of honor, where troop plans are reviewed with parents.	50	100	200
#11	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Scoutmaster or an assistant Scoutmaster has completed position-specific training.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members have completed position-specific training and at least one person has attended an advanced training course involving a total of at least 5 days.	50	100	200

- ☐ **Bronze:** Earn at least 525 points by earning points in at least 7 objectives.
- ☐ **Silver:** Earn at least 750 points by earning points in at least 8 objectives.
- ☐ **Gold:** Earn at least 1,000 points by earning points in at least 8 objective and at least Bronze in #6 or #7.

Total points earned: _____

No. of objectives with points: _____

☐ Our troop has completed online rechartering by the deadline in order to maintain continuity of our program.

☐ We certify that these requirements have been completed:

Scoutmaster _____ Date _____

Committee chair _____ Date _____

Commissioner _____ Date _____

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.

Scouting's Journey to Excellence

2018 Troop Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The troop has a program plan and budget that is reviewed at all troop committee meetings, and the troop follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. A meeting is held with youth leaders where they are involved in developing the plan for the next program year. The troop's program plan should be shared with the unit commissioner.
Membership Measures	
2	The troop has a growth plan, and conducts a formal recruiting event. On December 31, 2018, the troop has an increase in the number of youth members as compared to the number registered on December 31, 2017. A membership growth plan template can be found at www.scouting.org/membership .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Boy Scouts. If the troop has a December charter, use the one expiring on December 31, 2017; otherwise use the one expiring during 2018.
4	Hold at least two activities with a pack or Webelos den, and recruit new Webelos Scouts into the troop. Den chiefs are provided to one or more Cub Scout dens.
Program Measures	
5	Total number of Boy Scouts advancing at least one rank (Scout, Tenderfoot, Second Class, First Class, Star, Life, Eagle) during the calendar year (A), divided by the number of boys registered at the end of the year (B). Advancement = (A) / (B). The troop is encouraged to use Scoutbook to track each individual boy's advancements.
6	Conduct short-term (at least one overnight) campouts throughout the year.
7	Number of Boy Scouts who attend any in-council or out-of-council long-term summer camp (of at least five nights), high-adventure experience, or jamboree, or serve on camp staff within the past year, divided by the Boy Scout membership on June 30, 2018. Youth attending long-term specialty camps such as NYLT or STEM are also counted.
8	The troop participates in service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
9	The troop is separated into patrols and each patrol has an elected patrol leader. If the troop has more than one patrol, there is an elected senior patrol leader. If the troop has more than one patrol, the PLC meets at least four times each year. The troop holds patrol leader training each year, and youth have the opportunity to participate in advanced training.
Volunteer Leadership Measures	
10	The troop has a Scoutmaster, an assistant, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The troop conducts courts of honor where youth are recognized and program plans are shared with parents.
11	All leaders have completed youth protection training. Scoutmaster and 60% of the assistants have completed position-specific training or, if new, will complete within three months of joining. Two-thirds of active committee members (including chartered organization representative) have completed position-specific training. For Gold, one leader must have attended an advanced training course involving a total of 5 days or more, such as Wood Badge, Summit or Philmont Training Center, at some point in their Scouting tenure.

Scoring the troop's performance: To determine the troop's performance level, you will use the above information to determine the points earned for each of the 11 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 525 points in at least 7 criteria, Silver level requires earning points in at least 8 criteria and 750 points, and Gold level requires earning points in at least 8 criteria, meeting at least bronze standards in either short-term or long-term camping, and earning at least 1,000 total points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



JOURNEY TO EXCELLENCE

Crew _____ of _____ District
2018 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the crew committee.	Achieve Bronze, plus crew committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus crew conducts a planning meeting involving youth leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Venturing: Recruit new youth into the crew in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the crew.	Achieve Bronze, and either increase youth members by 5% or have at least 10 members.	Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.	100	200	300
#3	Retention: Retain a significant percentage of youth members.	Reregister 50% of eligible members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	50	100	200
Program					Total Points: 800		
#4	Adventure: Conduct regular activities including a Tier II or Tier III adventure.	Conduct at least four activities including a Tier II or Tier III adventure.	Conduct at least five activities and at least 50% of youth participate in a Tier II or Tier III adventure.	Conduct at least six activities and at least 50% of youth participate in a Tier II or Tier III adventure.	50	100	200
#5	Leadership: Develop youth who will provide leadership to crew meetings and activities.	Have a president, vice president, secretary, and treasurer leading the crew.	Achieve Bronze, plus officers meet at least six times. The crew conducts officer training.	Achieve Silver level, plus each crew activity has a youth leader.	50	100	200
#6	Personal growth: Provide opportunities for achievement and self-actualization.	Crew members earn the Venturing award.	Achieve Bronze, plus crew program includes at least three experiential training sessions.	Achieve Silver level, plus the crew has members earning the Discovery, Pathfinder or Summit awards.	50	100	200
#7	Service: Participate in service projects, with at least one benefiting the chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
Adult Volunteer Leadership					Total Points: 500		
#8	Leadership recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have a registered associate advisor.	Achieve Bronze, plus the crew holds a meeting where plans are reviewed with parents.	Achieve Silver, plus adult leadership is identified prior to the start of the next program year.	50	100	200
#9	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Advisor or an associate Advisor has completed position-specific training.	Achieve Bronze, plus the advisor and all associates have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus at least two committee members have completed crew committee training.	100	200	300

- ☐ **Bronze:** Earn at least 550 points by earning points in at least 6 objectives.
- ☐ **Silver:** Earn at least 800 points by earning points in at least 7 objectives.
- ☐ **Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

Total points earned: _____

No. of objectives with points: _____

- ☐ Our crew has completed online rechartering by the deadline in order to maintain continuity of our program.
- ☐ We certify that these requirements have been completed:

Advisor _____ Date _____

Crew President _____ Date _____

Commissioner _____ Date _____

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.

Scouting's Journey to Excellence

2018 Crew Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The crew has a program plan and budget that is reviewed at all crew committee meetings, and the crew follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. A meeting is held with youth leaders where they are involved in developing the plan for the next program year. The crew's program plan should be shared with the unit commissioner.
Membership Measures	
2	The crew has a growth plan, and conducts a formal recruiting event. On December 31, 2018, the crew has an increase in the number of youth members as compared to the number registered on December 31, 2017. A membership growth plan template can be found at www.scouting.org/membership .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Venturers. If the crew has a December charter, use the one expiring on December 31, 2017; otherwise use the one expiring during 2018.
Program Measures	
4	The crew conducts regular activities outside of meetings. At least one is a Tier II activity (may be less than four days, but requires planning and skill development) or a Tier III activity (at least 4 days and is mentally and physically challenging.)
5	The crew has youth leaders serving as president, vice president, secretary, and treasurer who are leading the activities of the crew. Crew officers hold regular meetings and receive training. Each crew activity has a youth leader.
6	Crew members complete the Venturing award shortly after joining. Experiential training at meetings allows crew members to learn from hands-on experiences. The crew encourages achievement through the advanced Venturing awards.
7	The crew participates in service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
Volunteer Leadership Measures	
8	The crew has an Advisor, an associate, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The crew holds a meeting where program plans are shared with parents. Volunteer leaders are selected prior to the next program year.
9	All volunteer leaders have current youth protection training. Advisor and associates have completed position-specific training or, if new, will complete within three months of joining. Two committee members have completed Crew Committee Training.

Scoring the crew's performance: To determine the crew's performance level, you will use the above information to determine the points earned for each of the 9 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 550 points in at least 6 criteria, Silver level requires earning points in at least 7 criteria and 800 points, and Gold level requires earning points in at least 7 criteria and 1,100 points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



JOURNEY TO EXCELLENCE

Ship _____ of _____ District
2018 Scouting's Journey to Excellence
"The BSA method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Planning and Budget					Total Points: 200		
#1	Planning and budget: Have a program plan and budget that is regularly reviewed by the committee, and it follows BSA policies relating to fundraising.	Have an annual program plan and budget adopted by the ship committee.	Achieve Bronze, plus ship committee meets at least six times during the year to review program plans and finances.	Achieve Silver, plus ship conducts a planning meeting involving youth leaders for the following program year.	50	100	200
Membership					Total Points: 500		
#2	Building Sea Scouting: Recruit new youth into the ship in order to grow membership.	Have a membership growth plan that includes a recruitment activity and register new members in the ship.	Achieve Bronze, and either increase youth members by 5% or have at least 10 members.	Achieve Silver, and either increase youth members by 10% or have at least 15 members with an increase over last year.	100	200	300
#3	Retention: Retain a significant percentage of youth members.	Reregister 50% of eligible members.	Reregister 60% of eligible members.	Reregister 75% of eligible members.	50	100	200
Program					Total Points: 800		
#4	Activities: Conduct regular activities including a super activity or long cruise.	Conduct at least four activities including a super activity or long cruise.	Conduct at least five activities and at least 50% of youth participate in super activity or long cruise.	Conduct at least six activities and at least 50% of youth participate in a super activity or long cruise.	50	100	200
#5	Leadership: Develop youth who will provide leadership to ship meetings and activities.	Have an elected boatswain, boatswain's mate, yeoman, and purser leading the ship.	Achieve Bronze, plus officers have Quarterdeck meetings at least six times. The ship conducts Quarterdeck training.	Achieve Silver, plus each ship activity has a youth leader.	50	100	200
#6	Advancement: Provide opportunities for advancement and personal development.	Ship members participate in advancement by earning the Apprentice Rank.	Achieve Bronze, plus ship has organized programs addressing fitness and citizenship.	Achieve Silver, plus the ship has members earning the Ordinary, Able or Quartermaster Ranks.	50	100	200
#7	Service: Participate in service projects, with at least one benefiting the chartered organization.	Participate in two service projects and enter the hours on the JTE website.	Participate in three service projects and enter the hours on the JTE website.	Participate in four service projects and enter the hours on the JTE website.	50	100	200
Adult Volunteer Leadership					Total Points: 500		
#8	Leadership recruitment: Have a proactive approach in recruiting sufficient leaders and communicating with parents.	Have a registered mate to assist the Skipper.	Achieve Bronze, plus the ship holds a meeting where plans are reviewed with parents.	Achieve Silver, plus adult leadership is identified prior to the start of the next program year.	50	100	200
#9	Trained leadership: Have trained and engaged leaders at all levels. All leaders are required to have youth protection training.	Skipper or a mate has completed position-specific training.	Achieve Bronze, plus the skipper and all mates have completed position-specific training or, if new, will complete within three months of joining.	Achieve Silver, plus at least two committee members have completed committee training.	100	200	300

- ☐ **Bronze:** Earn at least 550 points by earning points in at least 6 objectives.
- ☐ **Silver:** Earn at least 800 points by earning points in at least 7 objectives.
- ☐ **Gold:** Earn at least 1,100 points by earning points in at least 7 objectives.

Total points earned: _____

No. of objectives with points: _____

- ☐ Our ship has completed online rechartering by the deadline in order to maintain continuity of our program.
- ☐ We certify that these requirements have been completed:

Skipper _____ Date _____

Boatswain _____ Date _____

Commissioner _____ Date _____

This form should be submitted to the Scout service center or your unit commissioner, as directed by your council.

Scouting's Journey to Excellence

2018 Ship Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. The period for measuring performance will be the calendar year.

Planning and Budget Measures	
1	The ship has a program plan and budget that is reviewed at all ship committee meetings, and the ship follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form and any other publication that the council has developed for fundraising and fiscal management. A meeting is held with youth leaders where they are involved in developing the plan for the next program year. The ship's program plan should be shared with the unit commissioner.
Membership Measures	
2	The ship has a growth plan, and conducts a formal recruiting event. On December 31, 2018, the ship has an increase in the number of youth members as compared to the number registered on December 31, 2017. A membership growth plan template can be found at www.scouting.org/membership .
3	Number of youth members on the most recent charter renewal (A) divided by the number of youth registered at the end of the prior charter year (B) minus any age-outs (C). Total = (A) / (B-C). Age-outs are youth who are too old to reregister as Sea Scouts. If the ship has a December charter, use the one expiring on December 31, 2017; otherwise use the one expiring during 2018.
Program Measures	
4	The ship has regular activities (not including normal ship meetings). Number of youth participating in at least one super activity/long cruise, divided by the number of Sea Scouts registered in the ship on June 30, 2018.
5	The ship has elected youth leaders as boatswain, boatswain's mate, yeoman, and purser who are leading the activities of the ship. Officers hold regular Quarterdeck meetings and receive training. Each ship activity has a youth leader.
6	Ship members earn the Apprentice Rank shortly after joining. Meetings allow ship members to participate in fitness and citizenship activities. The ship encourages achievement through the advanced Sea Scout ranks.
7	The ship participates in at least two service projects during the year and enters them on the Service Hours website or through Scoutbook. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
Volunteer Leadership Measures	
8	The ship has Skipper, mate, and a committee of at least three members. Ideally, the chartered organization representative should not be dual registered as one of the committee members. The ship holds a meeting where program plans are shared with parents. Volunteer leaders are selected prior to the next program year.
9	Skipper and mates have had an orientation and have completed youth protection training. Skipper and mates (paid or multiple registration) have completed position-specific training or, if new, will complete within three months of joining. Two committee members have completed committee training.

Scoring the ship's performance: To determine the ship's performance level, you will use the above information to determine the points earned for each of the 9 criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning at least 550 points in at least 6 criteria, Silver level requires earning points in at least 7 criteria and 800 points, and Gold level requires earning points in at least 7 criteria and 1,100 points.

For more resources including workbooks and planning guides: www.Scouting.org/jte



JOURNEY TO EXCELLENCE