



BOY SCOUTS OF AMERICA®
GREATER TAMPA BAY AREA COUNCIL

TO: Unit Leader(s), Committee Chairs, Charter Organization Representatives

FROM: George Romagnoli, Council Commissioner

Thank you for your service to our youth membership as a leader in your unit's Scouting program. A critical and sometimes overlooked ingredient in a successful scouting program is successfully navigating the Recharter process. Now is the time to start preparing your unit for that process.

Your unit is due to re-register in December of this year and we are asking that all units complete the process by **December 16, 2019. [Steps 1 – 8 and submitted to Council or Council rep.]**

National fees increased to \$60 per youth in Cub Scouts, Scouts BSA, Venturing and Sea Scouts and \$36 for adults. National fee for Exploring is now \$36 for youth and adults.

NEW REQUIREMENT FOR 2020 RENEWAL

This year all adult leaders that will be rechartering with your unit **MUST** sign the enclosed Criminal Background Check Renewal Form. We are asking units to collect these forms and turn in with your completed Recharter Paperwork. *Please make copies of the enclosed form for all your adult leaders*

Important Recharter Information

1. **Unit access codes** will be sent to commissioners as well as the unit Key 3, and the District Executive by email.
2. **Electronic Signatures** will be accepted if the chartering organization chooses to use this feature, eliminating the need to track down hard copy signatures.
3. **Payment by Credit Card** will be accepted at time of on-line submittal, however once the recharter funds are submitted to National there are no refunds from the council on those fees. So please insure accuracy.
4. **Paperwork Defects-** Units will be contacted within 72 hours of their submittal to council if their recharter packet is turned in with mistakes. Our intent is to eliminate all the mistakes prior to having the final recharter application submitted to council. Commissioners will review paperwork when possible prior to units submitting their final application.
5. The Council requires the **FULL** report when printing out the final recharter application. The summary report will not be accepted as the final recharter application.
6. The On-Line recharter window will open on **November 8, 2019.**
7. All Adults **MUST** have the new Youth Protection Training before the system will allow them to be registered in the on-line program. You will receive an error message if an adult has not completed the training and will not be allowed to be entered into the system.
8. An **INTERNET RECHARTER** button will be placed on the home page of the council website. This will allow you to register if you are a first-time user and complete the tutorial. You will not have access to your roster until November 1st.
9. Once you have completed the on-line process, and your recharter is ready to turn in please contact your unit commissioner for them to review and approve prior to turn in. This helps to eliminate any mistakes and speed up the process of getting your recharter processed.

Some important things to remember:

- ▶ When you access Internet Recharter from our website, please do the Tutorial first if you have never done an Internet Recharter.
- ▶ The GTBA Council will not provide a roster printout. The roster that downloads from Internet Recharter is the most current roster available. Please contact the council office to reconcile issues with the current roster.
- ▶ The enclosed material covering Internet Recharter will help guide you through the process. Please remember to hit the **"SUBMIT"** button, then print the FULL RECHARTER report. **ALL** units must submit the recharter paperwork to the council service center (13228 N. Central Avenue Tampa 33612), even if you utilized the electronic signature feature and on-line payment feature.
- ▶ Units that fall in a lapsed state on January 6th will be unable to access online advancements, tour and activity plans. To avoid, please get your recharter completed and submitted by the deadline.
- ▶ **Leaders**, please use the prior months to collect the fees for recharterers from existing youth and adults. For newly recruited youth and adults, please submit an application (or copy) as prompted by the system.

If you have questions/concerns, need review, or to submit, please contact your District Commissioner or District Executive listed below:

District	Commissioner	Executive
Fort Brooke	Doc Torres drgtorres@verizon.net	Jeremy Twachtman Jeremy.twachtman@scouting.org
		Kelsi Meliah Kelsi.meliah@scouting.org
		Austin Gary Austin.gary@scouting.org
Lake Region	Elissa Motter ejmred@earthlink.com	Sharrod McCree Sharrod.mccree@scouting.org
Miccosukee	Charles Love CharlesJLove@outlook.com	Ryan Cooper Ryan.cooper@scouting.org
Suncoast	Mike Taylor suncoastdc.bsa@gmail.com	Ward Bramlett Ward.bramlett@scouting.org
Thunderbird	Mark Dye mark.e.dye.ctr@mail.mil	Hector Centeno Hector.Centeno@scouting.org
Timucua	Donna Williams pamperedchef.dfw@gmail.com	Kyle Molldene Kyle.Molldene@scouting.org Clarissa Castillo Clarissa.Castillo@scouting.org
Withlacoochee	Michael Pecora mpecora@tampabay.rr.com	Brandon Kathman Brandon.Kathman@scouting.org
Skyway	Danny Wendt Fabman3@aol.com	Patrick Brennan Patrick.Brennan@scouting.org

2020 Recharter Fees

*National BSA Registration/youth \$60.00

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

*National BSA Registration/adult \$36.00

*National BSA Unit Liability Insurance Fee (Charter Fee) \$60.00

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

ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION

Additional Disclosures

The state disclosures below are included because state law requires them to be provided in writing. Some of the below rights, notices, or information also may apply to individuals from, applying to, or volunteering in states not listed below. There may be additional requirements, options, or provisions applicable to you and you may have additional rights under applicable law that are not required to be disclosed to you in writing.

Minnesota: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

New York: Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to Company at Boy Scouts of America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving Texas 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org.

Authorization

(Please print)

Name: First _____ Middle _____ Last _____ Suffix _____

List any other names used (nickname, maiden/married last names): _____

Date of Birth: _____ Unit Type and Number: _____

To the extent permitted by applicable law, I hereby consent to and authorize the Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (the "Company") to procure consumer report(s), which may include criminal background check(s) and/or investigative consumer report(s), on my background from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA"), as described in the **Background Check Disclosure** (which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure**, as well as these **Additional Disclosures & Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree Company can procure additional consumer report(s), which may include criminal background check(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with Company's current or prospective clients, customers, others with a need to know, and/or their agents for business reasons (e.g., to place me in certain positions, work sites, etc.). I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

☐ **For Minnesota, or Oklahoma individuals:** If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that Company may procure, please check this box.

Signature _____ Date _____

Steps to Rechartering Success

Step One: Select an adult from your unit to serve as the Recharter Processor (RP).

Step Two: RP logs onto internet recharter site either by clicking on Internet recharter button on homepage of the council website or by going to <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>.

Step Three: RP creates account if first time user or log in to site with Unit code provided by council and password.

Step Four: Download your roster by clicking on the Load Council Information.

Step Five: Update your roster by performing the following steps:

1. Update Chartered Organization Information
2. Select Members for Renewal
3. Select Members from another unit to become members of your unit (within the Chartered Organization- Example- Webelos moving from Pack to Troop)
4. Add New Members- Be sure to turn in application forms with recharter paperwork
5. Update member information
6. Update Adult Positions- the internet rechartering system will assist you in making sure each required adult position is filled.

Step Six: Check roster for accuracy. In this stage, your unit information will be validated against BSA unit requirements. You will be informed of any errors. These errors must be corrected prior to submitting your on-line roster and paperwork to council. You cannot proceed to the next stage until all errors are corrected. The system will provide you with suggestions on how to correct your errors.

Recharter system is showing zero errors you may hit the submit recharter button. Once you have done this you will be given the option to use Electronic Signature approval and the option to pay on line. Signatures may also be submitted through the traditional paperwork method if Electronic approval is not utilized. Fees may be paid online or by submitting the fees with the paperwork to Council. Once completed print out the **FULL** recharter report.

Step Eight: Contact your Unit Commissioner or assigned commissioner to review and collect your recharter paperwork for submission to the council office by December 16th.

HOW DO I

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

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

Add new members?

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

Change someone's contact information or position?

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

Mark someone as a multiple?

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

Add Boys' Life for someone?

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

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

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

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

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

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

Everything is fixable!!! As long as the charter has not been submitted online, we can reset a unit's rechartering process so that leaders can start from scratch, as if no one has ever been in the system.

Call the Council office at (813) 872-2691 if you need to reset your process from the beginning.

TOP 6 RECHARTERING PROBLEMS

1. Missing or incomplete applications (adult and youth)

A completed BSA Membership application is required for every new unit a person joins, and for adults, every position held, with the exception of the Institutional Head (a.k.a. Executive Officer) and Adult Partners for Lions and Tigers.

Adult applications are required to register new members ages 18 and up (youth and adults) in all Packs, Troops, Teams, Crews and Ships.

A completed adult application must include the following: Full legal name (no nicknames), address, date of birth, a valid Social Security number, #6 answered, and signatures from the applicant (with initials where required), chartered organization representative, and unit committee chair. It must also include the Criminal Background Check authorization form found on page 4 of the adult application, and a copy of the Youth Protection Training certificate (see #2 below).

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

2. Missing or outdated Youth Protection training for adults

All adult volunteers registering with the Greater Tampa Bay Area Council **MUST** have completed the new Youth Protection Training before they can be registered. Proof of completion must be submitted with recharter paperwork.

3. Rechartering paperwork missing signatures (Executive Officer/Unit Leader) -If not submitting electronic signatures.

The rechartering paperwork must have the signatures of the Executive Officer of the chartering organization (also known as the Institutional Head), and the Unit leader (Cubmaster, Scoutmaster, Advisor, or Coach). Signatures must match the names of the persons holding those positions on the recharter.

The new rechartering program allows unit to have the Chartered Organization to give an Electronic Approval that **removes the requirement for signatures.**

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

Rechartering fees are \$60 for each paid youth membership. For adults, rechartering fees are \$36 for each paid membership. There is no charge for multiples (youth or adults who have a paid membership in another unit). Boys' Life is \$12. Additionally, the council charges \$1.50 for each paid member for insurance, for all youth and adults (excluding Adult Partners for Lions and Tigers).

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

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

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

The Internet Rechartering program is based on Internet Explorer, a Windows-based program. Supported browsers are Internet Explorer versions 8-11, Chrome, and Firefox. It is not compatible with Mac or Apple computers or with other browsers. **Non-compatible browsers or a dial-up connection will cause the system to return error messages or to freeze up entirely.** For this reason, unit leaders should process their recharter on a PC or assign the task to someone from their unit who has a PC with a supported browser. In addition, two computers are available (first come, first serve basis) in the lobby of the Council service center.

CHARTER RENEWAL CHECKLIST

Charter renewal signatures:

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

Required Adult members

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

Youth members

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

YOUTH PROTECTION TRAINING

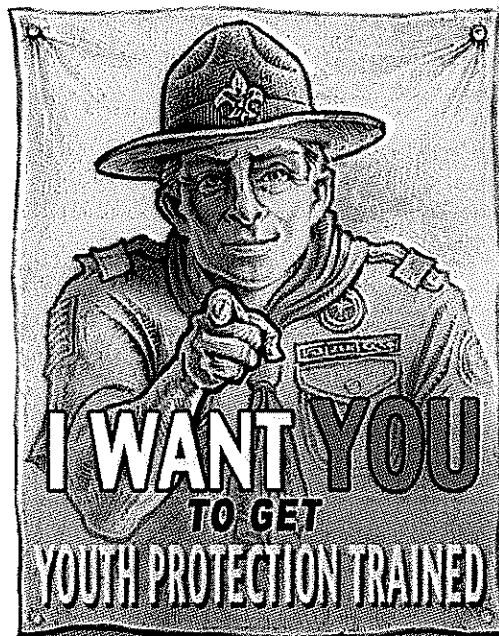
Every adult registering with the Greater Tampa Bay Area Council is required to complete a Youth Protection training course prior to registration, and every two years thereafter. Current Youth Protection training is required of all adult leaders, new and returning, in order to recharter the unit.

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

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

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

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



THE ANNUAL UNIT 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.
- Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
 - o Youth character development
 - o Career skill development
 - o Community service
 - o Patriotism and military and veteran recognition
 - o Faith-based youth ministry
- 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: <http://www.bsa.org/chartered-organization-resources.aspx>.
- Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action or controversial legal, political, or social issues or causes.
- 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 _____ For the chartered organization	Title _____	Date _____
Signed _____ For the BSA local council	Title _____	Date _____
Signed _____ Chartered Organization Representative	Title _____	Date _____

