

2020 Charter Renewal Guidebook



**Greater Tampa Bay Area Council,
Boy Scouts of America**



Charter Renewal 2020

TO: *Unit Leaders, Committee Chairs, Chartered 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 Friday, December 4, 2020. Throughout this document you will see abbreviations like COR and CC. A reference guide for these abbreviations can be found on page 22 of this document.

REQUIREMENT FOR 2020 RENEWAL

As was the case last 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.

Notice: The 2020 Membership Fees have been changed. The new fees are:

- \$66 per youth in Cubs, Troops, Venturing, Sea Scouts
- \$42 Exploring youth
- \$42 for all adults
- \$ 2 Accident and Sickness Insurance Coverage Plan (per person)
- \$75 for each unit a chartered organization charters
- \$25 One – Time “Brand New to Scouting” Joining Fee

The following fees are unchanged:

- \$12 Boy’s Life Magazine Subscription

Read the 2020 Membership Fee Changes [FAQ](#) for further information. Other GTBAC Rechartering information is being updated. Check back on our website often for updates.

The 2020-2021 Charter Renewal Handbook is your guide to the annual recharter process. With the assistance of your unit commissioner, this book will lead your unit step by step through rechartering your unit.

Before beginning Internet Rechartering, collect all member information, including new member applications with appropriate signatures. Consult the [help](#) and the tutorial and [Frequently Asked Questions \(FAQs\)](#) for additional instructions on using Internet Rechartering.



What is a charter?

In the BSA, a charter authorizes an organization to operate BSA Scouting units. It certifies the agreement between a chartered organization – an organization that agrees to utilize Scouting as a part of its service to youth– and the Boy Scouts of America, setting expectations for the quality of program to be delivered. Issuing a charter is one of the oldest traditions in Scouting.

Why is a charter renewed annually?

Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the Council annually to renew its charter.

The requirement to renew a charter:

- Fosters a formal, timely plan for regular dialogue between charter organization and BSA, and
- Assures membership is current so Scouts can participate in Scouting activities and advance in rank.

What will I find in this handbook?

This Charter Renewal Handbook explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on the Charter Renewal Support pages at tampabayscouting.org, the Internet Rechartering Tutorial, and your district's commissioner staff to submit your Charter Renewal Application (CRA) on time and error free.

[https://scoutnet.scouting.org/ucrs/Files/pdf/Internet Rechartering Update Version 12 October 1 2020.pdf](https://scoutnet.scouting.org/ucrs/Files/pdf/Internet_Rechartering_Update_Version_12_October_1_2020.pdf)

Who can I contact with specific questions?

Contact your unit commissioner (UC) or your district's charter renewal point of contact (POC) for help with charter renewal. A list of district POCs are found in two different locations in this guidebook and on the GTBAC website (tampabayscouting.org).

Best wishes to all for a successful charter renewal season.

George Romagnoli
Council Commissioner



WHY SHOULD YOU RE-CHARTER YOUR UNIT ON TIME?

- Units must remain registered to be covered by the BSA liability insurance policy.
- Adults must be registered to be covered by the BSA liability insurance and council accident insurance policies.
- Being late with this process will affect your youth members' advancements and unit/individual registration tenure.
- Youth members must be registered to be covered by the council accident insurance policy.
- Criminal records background checks are conducted on adults when applications are turned in to the council office.
- Boy's Life and Scouting magazine subscriptions may be suspended if a unit's re-charter is turned in late.

Also review the important information below:

1. **Internet Rechartering Tutorial** when you access Internet Recharter from our website, please do the Tutorial first if you have never done an Internet Recharter.
2. **Unit access codes** will be sent to commissioners on September 30, 2020 as well as the unit Key 3, at District Roundtables, and included in a separate 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. *[May changed based on National, BSA]*
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 ensure accuracy.
4. **Paperwork Defects**- Units will be contacted within a reasonable timeframe 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 prior to units submitting their final application. Packets will not be accepted in the Service Center without Commissioner authorization.
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. Unit rosters will be loaded into Internet Rechartering just prior to release of the internet access codes.
7. Units are asked to have recharter packets reviewed by a Unit Commissioner and turned in no later than Dec. 4th, 2020. This allows time for recharterers to be checked and processed by the district and be submitted to council for review and processing before the recharter lapses.
8. 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.
9. An **INTERNET RECHARTER** button will be placed on the home page of the council website on



October 26, 2020. 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 1, 2020.

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.

District Points of Contact

District	Commissioner	Email	Scouting Professional
Council	George Romagnoli	pascohouser@gmail.com	Dwayne Jones dwayne.jones@scouting.org
Rechartering/Western Service Area	Bill Haggard	willhh3@gmail.com	
Administration/Eastern Service Area	Matt Kamat	matthew.kamat@gmail.com	
Fort Brooke	Mike Eldert	michael.eldert@gmail.com	Jeremy Twachtman Jeremy.twachtman@scouting.org
			Kelsi Meliah Kelsi.meliah@scouting.org
Lake Region	Elisa Motter	ejmred@earthlink.com	
			Julie Plante Julie.plante@scouting.org
Miccosukee	Charles Love	CharlesJLove@outlook.com	
			Ryan Cooper Ryan.cooper@scouting.org
Suncoast	Mike Taylor	suncoastdc.bsa@gmail.com	Clarissa Castillo Clarissa.castillo@scouting.org
Thunderbird	Art Dye	agdpad@aol.com	Sharrod McCree [Interim D.E.] Sharrod.mccree@scouting.org
Timucua	Donna Williams	pamperedchef.dfw@gmail.com	Kyle Mollidene Kyle.mollidene@scouting.org
Withlacoochee	John Coble	scoutmaster@troop370.us	Brandon Kathman Brandon.Kathman@scouting.org
Skyway	Danny Wendt	Fabman3@aol.com	Dwayne Jones [Interim D.E.] dwayne.jones@scouting.org



UNIT CHARTER RENEWAL OVERVIEW

Since 1916, annually, chartered organizations renew their charters. In this process, the unit Key 3 (committee chair (CC), chartered organization representative (COR), and unit leader (UL)) confirm and record their members and leaders for the coming year and pay national membership fees. At the same time, the institutional head of the chartered organization recommits to offering the Scouting program to youth for the new charter year.

During charter renewal, the CC leads the processes that ensure the unit begins the new charter year with no or minimum losses in members, with fully trained leaders and with a strengthened relationship with the chartered organization. These processes include forming the charter renewal team, setting timelines, inventorying members, updating leader training, confirming leader positions, collecting fees, entering data into Internet Rechartering, reviewing and approving the charter renewal application, submitting materials on time, printing new membership cards and participating in the new charter presentation. When listed, these processes seem daunting. In fact, the committee accomplishes these processes routinely throughout the year and merely validates them during charter renewal. The Unit Commissioner will assist the CC and the committee throughout the renewal process.

Note: Explorer Posts and Clubs do not have Charters or Chartered Organizations and do not have Chartered Organization Representatives. Instead they have Memorandums of Agreement and Participating Organizations. However, the renewal process for these units is basically the same as for traditional Scouting units.

CHARTER RENEWAL DATES AND TIME PERIOD

Units turn in charter renewal packets the month prior to the unit charter expiration month. The month to turn in packets previously varied by district; now all district units will renew so their expiration is December 31, 2020. District's charter renewal timelines are established to ensure packets are reviewed, corrected, and finalized prior to delivery to the District Executive (DE) for turn-in to the registrar. Access to the Unit Charter Renewal System (UCRS) or Internet Rechartering starts 90 days before and ends 30 days after the unit's charter expiration date. In practical terms, units must accomplish the precursor activities before updating the charter using Internet Rechartering. Contact your UC to coordinate the date for the unit's charter review meeting.

UCRS or Internet Rechartering access will open on November 1, 2020 for all districts. Unit rosters will be loaded into Internet Rechartering at that time. Once the unit begins to access Internet Rechartering, they should be careful with accepting BeAScout on-line applications to avoid cases when the member is only registered for the expiring year and not the new charter year. Download a copy of the online application before accepting it and be prepared to provide the copy of the application after Charter renewal if the member is not on the new roster. Alternatively, use paper applications and prepare to submit a copy with the charter renewal package and retain a copy until the member appears on the new Charter year roster.

Units turn in charter renewal packages by December 4, 2020.



CHARTER RENEWAL ROLES AND RESPONSIBILITIES

The unit's roles and tasks for charter renewal can be divided into four phases:

1. Be Prepared: Updating Members, Leaders & Training
2. Do Your Best: During Internet Rechartering – Entering Data
3. Finalizing and approving the charter renewal packet
4. Reviewing and presenting new charters

Here are the roles and steps for each member of the charter renewal team.

Phase 1- Be Prepared: Updating Members, Leaders & Training

Identify Charter Renewal Team and Timelines

To prepare for charter renewal, the CC and committee focus on key tasks for the next Scouting year. The CC normally appoints committee members to inventory members, verify training, and collect applications and fees. In addition, the CC selects one individual to serve as the renewal processor (RP) to update records using the UCRS.

The charter renewal team develops a plan for your unit. Include the following key dates in the unit's annual program plan:

- Membership inventory completion date,
- Scouts and adult leaders' fees due date,
- Training, especially YPT, completion date,
- Application completion date,
- Charter renewal meeting date (to review and sign the CRA) and
- Charter renewal packet turn-in date.

Membership Inventory

Conducting a thorough inventory of youth and adult members is key to successful charter renewal. Compare the unit's local roster to the member roster contained in Member Manager. Contact all inactive members and attempt to reactivate them. Make every effort to recruit additional youth and adults so that the unit reregisters with no loss in membership. Also, be sure to register any youth who are participating but are not yet registered.

A committee member should contact every family to:

- Verify members reregistering with the unit.
- Verify birth date, grade, telephone number and mailing address, and Boys' Life subscription.
- Verify email address. An accurate email address allows each family to receive important information from Council and the twice-yearly nationwide Voice of the Scout survey.
- Confirm fees and payment due date.
- Note the reason for members who are not reregistering and extend an invitation to continue in Scouting. The reason for dropping from Scouting will subsequently be recorded in the UCRS.

The GTBAC Scout Executive must approve charter applications for units with 100 or more youth, units with a loss of 50% of youth from the previous year, units with no change in youth, and units with less than 5 youth. If your unit is one of these types, your Commissioner will coordinate with the DE to seek Scout Executive approval.



Commissioner Support for Membership Inventory

Unit commissioners can help with the membership inventory. Give your UC the latest version of your unit roster. Ask your UC to help place a youth in another unit if a change will continue or enhance the Scout's experience.

Submit Applications Now

Complete and submit applications immediately. Do not hold youth or adult applications for submission with the charter renewal package. Scouts cannot advance or receive Boys' Life if they are not registered members of Boy Scouts of America. Submitting applications immediately will reduce your workload (you won't have to enter all of the data). Holding the application will not place the individual on your charter or in your unit until next year.

A complete application is required for all new youth and adult leaders added to a unit's roster during Phase 2 Internet Rechartering. If applications previously submitted to Council have not processed, when updating the roster in Internet Rechartering, submit the application again with the charter renewal packet. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application.

PLEASE NOTE: Be careful if you allow On-line BeAScout applications in the 30 days before your charter expires. Retain a copy of the on-line registration or use paper applications.

Here's why. As the registrar updates charter renewals, they cannot automatically process an application for multiple charter years (your current year before expiration and the new charter year). The registrar needs a paper application or a paper copy of the on-line application to manually add the registration in both charter years.

For all on-line BeAScout applications completed earlier, ensure they are approved in Application Manager.

Identify Unit Leaders

The COR approves adult leaders. Unit leaders may recommend direct contact leaders for appointment while the CC identifies committee members. Ideally, leaders are identified early so they can take position-specific training prior to appointment.

Fill leadership vacancies as soon as possible. A unit will not be able to renew its charter without the minimum required leaders.

Packs must have: Chartered Organization Rep (CR may be dual registered as CC or MC); Committee Chair (CC); two Committee Members (MC) or one MC and one Pack Trainer (PT); Cubmaster (CM); and one Den Leader (DL). Normally, a Pack should have a registered DL for each Den in the Pack. List a Tiger/Lion adult partner (AP/LP) for each Tiger/Lion in the pack. An AP/LP does not pay a fee or complete an Adult Application if they are the parent of a Tiger/Lion. Note, an AP/LP registering in a pack adult leader position must complete an



Adult Application, the Additional Disclosures & Background Check Authorization, and take Youth Protection Training.

Troops/Crews/Ships must have: Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK); Committee Chair (CC); Chartered Organization Representative (CR may be dual registered as CC or MC); and two Committee Members (MC).

Explorer Posts must have: Post Advisor (EA); Committee Chair (PCC); and two Committee Members (PMC).

Explorer Clubs must have: One Club Sponsor (ES) and one or more Associate Sponsors (AS).

Adult Position Changes

Adults changing position during the current charter year must submit an Adult Application verifying approval by the COR. Submit applications to change adult positions without delay. If a currently registered adult will only assume the position in the new charter year, do not submit an application to change position. The Institutional Head's approval of the CRA is sufficient.

Every paper-form adult application must include the signed application, signed disclosure form and YPT certificate. On-line BeAScout adult applications can be used for adults new to Scouting up to 30 days before expiration, but currently cannot be used for position changes.

Trained Leaders

Every Scout deserves a trained leader. All registered adults are expected to complete position-specific training. Scouting University provides position-specific training via the BSA Learn Center available at <https://my.scouting.org>. In-person position-specific training and outdoor training is offered frequently by your district and near-by districts.

As units select leaders for the new Scouting year, it is a good time to verify the training of all adults and encourage those in new positions to commit to completing training.

Youth Protection Training – an absolute must!

All registered adults (18 years or older) must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer cannot be registered. Successful districts and units separate YPT updates from charter renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as May and ask all adults to retake YPT if theirs expires within the next 12 months. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s must review their unit's YPT status. Unit Key 3 along with the unit trainer must review the unit's YPT status prior to recharter. Anyone with a YPT that will expire before April 1st of the following year should redo their YPT prior to recharter submission.

My.Scouting Tools & Resources

As noted above, tools are available at <https://my.scouting.org> to help leaders manage membership and training. My.Scouting works best with the latest version of Chrome and Firefox. It also works with the latest version of Safari, Edge, or Internet Explorer (v11). Older versions of IE are no longer supported. Each my.Scouting tool has a help manual. Select the question mark in the lower right corner of the screen within the tool to access the manual.



The unit Key 3 (COR, CC, and UL) plus three other registered leaders may use my.Scouting tools to update:

- Member profiles, and
- Training records to include YPT.

The UC can coach the unit on using my.Scouting tools. If you need help designating your “plus 3” or if you have questions about using the tools, please contact your UC.

Privacy Policy

Charter renewal involves confidential and/or private information and requires accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside of the Boy Scouts of America. Even within the BSA, info should only be shared inside the BSA on a need to know basis. If you cannot accept this responsibility, you must notify your unit’s CC and withdraw from viewing or working with these documents.

Phase 2 - Do Your Best: During Internet Rechartering

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>

<https://tampabayscouting.org/about/council-commissioners>

Step Three: RP creates account if first time user or log in to site with Unit code provided by council and password. All RPs will initially log in as a first time user at the beginning of the recharter process using a new recharter code and password each year.

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.

When the 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 online. Signatures may also be submitted through the traditional paperwork method. 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. Drafts will not be accepted

Step Seven: Attend your District's Super Saturday to have your recharter paperwork reviewed for submission. If you are unable to make that date, get with your commissioner team to schedule a review. All recharterers **MUST** be reviewed by a Commissioner prior to submission to council on December 4, 2020.



HOW DO I...?

Frequently Asked Questions

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

Phase 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?

Phase 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?

Phase 2, Step 5 (Update Roster/Update Members). Using Member Manager in my.scouting.org, 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 printout after you submit the final version. Use the remove selection to delete a member from the renewal.**

Mark someone as a multiple?

Phase 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?

Phase 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. Once verified, if your unit has obtained 100% Boy's Life, select the appropriate button to verify to receive appropriate 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.

What is Super Saturday!!

Super Saturday is a date the district sets prior to the final turn in date which is December 4th. It allows units to come, ask questions, have their packet checked and hopefully turned in early! Each District sets their own Super Saturday date. Some Districts push is to get packets reviewed prior to Thanksgiving! Every effort should be made to attend your district's "Super Saturday" to get recharter packets reviewed before the deadline. Please be alert to email/facebook messages about your district's Super Saturday date. If you are unable to make the Super Saturday date, please contact your Unit Commissioner to coordinate a date for your unit's charter review meeting



TOP 6 RECHARTERING PROBLEMS

1. Missing or incomplete applications {adult and youth}

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

Adult applications are required to register new members ages 18 and up in all Packs, Troops, 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. All rechartering adults need a current YPT at the time of posting the charter. Volunteers retake YPT if it is due to expire before Mar 31 of the next year.

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 \$66 for each paid membership for youth and \$42 for adults. 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 \$2.00 for each paid member for insurance, for all youth and adults (excluding Adult Partners for Tigers and Lions). All "Brand New" registrations must include a one time joining fee of \$25 effective August 1, 2020.

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

Units are required to have the following adult positions: Chartered Organization Representative, Committee Chairman; 2 Committee Members, and the Unit leader (Cubmaster, Scoutmaster, Crew Advisor, or 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.

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.



Additional Background Authorization forms

Background Forms must be submitted for any new adult leader choosing to serve in the unit.

The Boy Scouts of America (BSA) is committed first and foremost to keeping youth safe. Part of that commitment includes continually updating our youth protection policies to help ensure we are always on the forefront of youth safety.

As you know, one of the BSA's many barriers to abuse is a mandatory criminal background check during the adult volunteer application process. **The BSA will now also perform periodic rechecks of criminal backgrounds to support the continued safety of youth in our programs.**

Please complete the process listed below at your earliest availability to help us continue to provide the safest environment possible for our Scouts and leaders. **Please note that these steps must be completed before your 2020 annual registration can be processed. This form must be sign and turned in with all new adult applications.**

1. Review the two separate disclosure documents linked below that are being provided to you separately for your review. They are titled "Background Check Disclosure" and "California State Law Disclosures (Non-Credit)."
2. Once you have reviewed them, print the separate document titled "Additional Disclosures & Background Check Authorization." Review the additional disclosures on that form, then complete and sign the Authorization using an ink/wet signature. *Note: A print signature is required for this document. Electronic signatures will not be accepted.*
3. Turn in the signed "Additional Disclosures & Background Check Authorization" form promptly to your unit leader or local council service center.

If an applicant declines to sign the background check or if the background check is missing from the adult application packet, the application will not be processed by council.

We are truly grateful for your continued commitment to keeping youth safe and for helping them learn, grow, and thrive through Scouting programs.

[Background Check Disclosure](#)

[Additional Disclosures & Background Check Authorization](#)



Membership Growth Plans back in 2021

Units with Less than 12 scouts should want to and plan to grow, as restrictions begin to lift. Spring recruitments will be an emphasis for those units that are less than 12 Scouts. Growth Plans should be submitted your units recharter.



2021 Unit Specific Membership Growth Plan

Hello Unit Leader,

The National Council, BSA requires units to have a minimum of 5 registered youth. Here in the Greater Tampa Bay Area Council, we hold ourselves to a higher standard. We are asking every unit to commit to growing their rosters to a minimum of 12 youth by the next recharter cycle. A member of our District Executive team will be contacting you to discuss how we can help your unit by recruiting new members. To help that conversation, please give some thought to how you personally intend to grow your program in the next 9- 10 months and have your District professional and unit commissioner review and agree. Once we have an agreed upon plan to file with your unit's paperwork, we will provide your organization with a conditional charter. The conditions are simple, earnestly take steps to recruit and grow membership with the commitment of all involved in your unit.

The best things in Scouting happen at the unit level. It's true for life changing experiences that happen in every unit meeting, and it's true for recruiting as well. When units have high participation and get involved, more youth are introduced to the adventure of Scouting than through any other recruiting campaign or method. We can't do it without the unit leadership committing to recruit as many interested Scouts as possible! If your unit plans to recharter for 2021 with less than 12 youth, growth plan forms can be supplied by your District's Membership Chair, Unit Commissioner, District Commissioner, and/or District Executive.



2020 Recharter Fees

Notice: The 2020 Membership Fees have been changed. The new fees are:

- \$66 per youth in Cubs, Troops, Venturing, Sea Scouts
- \$42 Exploring youth
- \$42 for all adults
- \$ 2 Accident and Sickness Insurance Coverage Plan (per person)
- \$12 National Boys' Life Subscription/child (Optional)
- \$75 for each unit a chartered organization charters
- \$25 One – Time “Brand New to Scouting” Joining Fee

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

Frequently Asked Questions:

Why did these national fees increase?

Costs for essential services – including program resources, liability insurance for those participating in approved Scouting activities, youth protection, and more – have all risen year over year. Membership fees are one of the Boy Scouts of America’s only sources of annual operating revenue.

Will these fees go toward funding a victims compensation trust?

No. The national annual membership fee and the new member joining fee will help pay for the cost of essential services, including program resources, liability insurance for those participating in approved Scouting activities, youth protection and other resources.

What has the national organization done to cut costs?

In addition to ongoing efforts to streamline and simplify the organization, the national organization has taken several steps to address its financial challenges, which include recent furloughs and three rounds of reductions over the past year. These were in addition to ongoing consolidation of departments and elimination of some significant vendors for the most effective utilization of resources in support of Scouting.

Will these national fees continue to increase?

Although no decision about future increases has been made, the cost of operating our organization and services increases every year. Should it be necessary to increase fees in the future, the National Executive Board of the Boy Scouts of America has agreed to evaluate the needs and make such decisions, whenever possible, at the National Annual Meeting so that decisions can be announced with as much lead time as possible to allow councils and units to plan accordingly.



Is there some way to share my opinion on this with BSA?

You may contact the national Boy Scouts of America organization at 972-580-2000 or by email at membercare@scouting.org.



THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

Chartered Organization and the Local Council Council, BSA

Pack No. Troop 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:
Youth character development
Career skill development
Community service
Patriotism and military and veteran recognition
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: www.scouting.org/about/membership-standards/
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





ADULT POSITION CODES

Each adult position has a corresponding code used on the adult application. All adult positions may be male or female. The minimum age for each position is noted in the "Age" column.

Code	Position	Age
CR	Chartered organization representative	21
CC	Committee Chairman	21
MC	Committee Member	21
SM	Scoutmaster	21
SA	Assistant Scoutmaster	18
92U	Unit College Scouter Reserve	18
91U	Unit Scouter Reserve	18
NL	Crew Advisor	21
NA	Crew Associate Advisor	21
SK	Ship Skipper	21
MT	Mate	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
TL	Tiger den leader	21
LL	Lion Guide	21
PT	Pack Trainer	21
PC	Parent coordinator	21
P	Youth Participant over 18	18
IH or EO	Institution Head/Executive Officer	21
PCC	Post Committee Chair	21
PMC	Post Committee Member	21
EA	Exploring Post Advisor	21
AA	Exploring Post Associate Advisor	21
ES	Exploring Club Sponsor	21
AS	Exploring Club Associate Sponsor	21
EP	18-20 year-old Exploring Participant	18

Tiger/Lion adult partners (AP/LP) complete the bottom portion of the youth application



GLOSSARY

Chartered Organization Certification - The Executive Officer of the Chartered Organization signs the CRA. This certifies that the organization has approved all registering adults. The CRA may be approved and certified electronically by the Chartered Organization Representative (COR).

During the year, 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.
- Agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America;
- Are U.S. Citizens (or have declared intention or are otherwise qualified.)

Charter Fee - All units are required to pay an annual charter fee of \$75.00. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer – Is also known as the Institutional Head (IH). There is no cost for this position.

Multiple Registrations - An adult who pays a registration fee in one unit (or a district or a council position) does not pay a registration fee in any additional unit. Youth members paid in one unit are not required to pay more than once.

(No cost multiple registrations do not exist between Exploring Units or STEM Labs and Traditional Scouting Units. An individual registering in both programs must pay a registration fee in both programs.)



Greetings,

We have made this checklist to help with your unit’s recharter. We consistently have a lot of recharter packets forwarded with missing information. Our goal is to get your unit rechartered earlier this year by having a smoother process in place. The District leadership will set up opportunities for you to get help and have questions answered. To ensure recharter packets are at their best, they must go through the Commissioner Corps or the DE – please do not drop them off directly to council without consulting a commissioner or DE.

GREATER TAMPA BAY AREA COUNCIL 2020 RECHARTER CHECKLIST

- 2020 Recharter Checklist (this page)
- Unit Charter Renewal Report Package (from online system – FULL REPORT, NOT DRAFT VERSION)
 - Verify that the Unit Contact Person info is filled in on this form.
- The Annual Unit Charter Agreement form
 - Verify that the Charter Organization signature is on the **first page** (this is the Executive Officer/Institution Head of the Charter Organization)
 - Verify that that Chartered Organization Rep signature is on the **first page** (this is the Charter Organization Representative)
- JTE Scorecard for 2020 including appropriate signatures (Scoutmaster, Committee Chair & Commissioner)
- Payment: online payment through recharter system OR check (verify totals on payment and on recharter match)
- All Adults Marked **YES** with having current YPT or a current YPT certificate is attached
- New Adults require a completed and signed Adult Application, the new Additional Disclosures & Background Check Authorization form and proof of YPT certification
- New Youth Scouts require a completed and signed Youth Application form
- For Packs and Troops that are less than 12 members rechartering, include the filled out and signed “2021 Unit Specific Membership Growth Plan” (*this plan can be carried over from last year if applicable*)
- Date of Unit FOS presentation (*can be estimated*): _____
 - Occasion: _____
 - Time: _____
 - Location: _____ Point of contact: _____

For questions – please contact your Unit Commissioner. If you do not know who this is, please refer to the points of contact listed earlier in this document or contact Assistant Council Commissioner – Rechartering, Bill Haggard at willhh3@gmail.com, OR Director of Field Service, Dwayne Jones at dwayne.jones@scouting.org.

Printed Name of Checklist Administrator _____ Date: _____

Signature of Unit Person delivering recharter: _____ Date: _____

Signature of Commissioner: _____ Date: _____

Signature of District Staff Member: _____ Date: _____