

## 2017 Internet Rechartering Quick Guide

**IMPORTANT: *You are about to view and handle information confidential to your unit and the Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information.***

**\*\* All resources are also available at [colbsa.org/recharter](http://colbsa.org/recharter) \*\***

**Step 1:** Get recharter access code and other information from your District Executive or designee at your monthly Roundtable.

**Step 2:** Review unit roster in your My.Scouting.org account. **Please do not load the roster from the National rechartering system until you have all of the needed information to complete the processing.**

- ✓ Confirm status for the upcoming year for every Scout and Scouter currently registered.
- ✓ Set a unit turn-in deadline a **minimum of 4 weeks before the council recharter target date.**

**Step 3:** Confirm with each member:

- ✓ Each Scout and Scouter is staying active with your unit.
- ✓ Accuracy of birth date, address, phone number, school grade, and if the Scout wants Boys' Life.
- ✓ Exactly how much each family owes, how to submit funds to the unit, and by when.
- ✓ ***Make sure no member is lost without a reason and invite them to return if possible.***

**Step 4:** Update unit roster/information fields:

- ✓ Correct any out of date or incorrect data found in the previous step.
- ✓ Name entries for data entry consistency:
  - NO spaces between prefixes (DeCarlo not De Carlo)
  - NO apostrophes (OBrian not O'Brian)
  - NO hyphens (John SmithPayne not John Smith-Payne)
- ✓ Boys' Life:
  - 100% Boys' Life is strongly encouraged for all Cub Scouts and Boy Scouts.
  - One subscription per family counts toward 100% even if in different units.
- ✓ **Payment:** There is no national registration fee for the Institution Head or Tiger/Lion Adult Partner (AP) unless they have another paying leadership position. However, the Tiger/Lion Adult Partner **is** required to pay the \$2 insurance fee.
- ✓ **Transfer Fees:** Scouts and Scouters transferring from one unit to another, one Council to another, one program to another, or youth to adult **during the charter year** do not pay a fee. However, **there is no transferring at recharter time.** All units recharter at the same time, so a

Scout or Scouter will complete the current charter year with one unit and start the new charter year with another unit.

- ✓ **Adding Adult Leaders and Youth Members (i.e., those not already on the charter):** If adding youth or adults at recharter time, be sure to keep the unit copy of each application. If paperwork was already turned in and the name is not on the charter, please submit a copy of the Unit copy of that application.

#### **Cub Packs requirements:**

- One Cubmaster (CM)
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC) (Pack Trainer (PT) and Parent Coordinators (PC) count as Committee Members but the Committee Chair does not)
- At least one den leader who may be a Lion Guide, Tiger, Wolf, Bear, or Webelos Den Leader.
- Each unit must have FIVE paid youth members to recharter. (Multiple registrations **DO NOT** count as part of the five.)
- **Fifth grade Webelos must recharter with their pack.**

#### **Boy Scout Troops/Varsity Teams/Venturing Crews or Ships requirements:**

- One Scoutmaster (SM), Varsity Coach (VC), Crew Advisor (NL), or Skipper (SK)
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC) (Parent Coordinators (PC) count as Committee Members, but the Committee Chair does not)

#### **IMPORTANT:**

- **Youth Protection Training for ALL Scouters must be current through March 31, 2017.**
- PA Clearances: Please verify that all clearances are still within the five-year window of validity. See <https://colbsa.org/palaw> for information or to upload clearances for new Scouters.
- **Rank information and training is updated separately from recharter.**
- The Chartered Organization Representative (CR) is the **only** adult allowed to hold two registered positions **in the same unit**, but the CR may only multiple as Committee Chair (CC), Committee Member (MC), Pack Trainer (PT), or Parent Coordinator (PC).
- Unit Position age minimums:
  - Institution Head and Key Three Members (Committee Chair, Chartered Organization Representative, and (Scoutmaster, Cubmaster, Crew Advisor, Skipper, or Varsity Coach) must be 21 years or older.
  - Committee Members must be 21 years or older.
  - Crew Advisors and Mates must be 21 years or older.
  - Den Leaders, Pack Trainers, and Parent Coordinators must be 21 years or older.
  - Unit Scouter Reserve must be 21 years or older.
  - Unit College Scouter Reserve must be 18 years or older.
  - All assistant positions must be 18 years or older (Assistant Scoutmaster, Assistant Cubmaster, Assistant Den Leader, etc.)