

2017 Unit Recharter Plan

All recharter resources are available at colbsa.org/recharter.

1. Plan: Completed charter renewals should be submitted to Cradle of Liberty Council by 4:30 PM, Wednesday, November 30, 2016.
2. Organize
 - a. Resources
 - i. Unit: Identify a volunteer responsible for online charter renewal.
 - ii. BSA
 1. Sample recharter online tutorial (13 minutes): <https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>
 2. Help resource - online (8 minutes): https://scoutnet.scouting.org/ucrs/Help/EndUserHelp/End_User_Help.htm
 3. Units have access via the Key 3's "My.Scouting" account to their own rosters, YPT expirations, and adult training deficiencies
 4. Training Resource: <https://my.scouting.org>
 - iii. COLBSA: PA Child Protective Services Law: colbsa.org/palaw
 - b. Units
 - i. Chartered Organization Personnel
 1. Institution Head (IH) – New Unit application is required if changing
 2. Chartered Organization Representative (CR) – signer of adult applications
 - ii. Adult leaders
 1. Adequate number:
 - a. Application for new Scouters: scouting.org/forms
 - b. Youth Protection Training valid 3 months into new charter year (03/31/2017)**
 - c. PA Clearances – see COLBSA reference 2. A. iii. above
 2. Position-specific training - Requirements: see Check List (attached)
 - iii. Youth
 1. Application for new Scouts: www.scouting.org/forms
 2. Minimum of 5. Fewer Scouts needs Scout Executive's approval.
 - c. Registration amounts
 - i. National annual membership registration: \$24 per person (not Tiger/Lion Adult partners)
 - ii. Boys' Life subscription (optional): \$12 per each subscription
 - iii. National Unit Liability Insurance Fee: \$40 liability
 - iv. Accident and Illness Insurance Fee: \$2 per person (does not show up in National's fee calculation. Tiger/Lion Adult Partners ARE charged.)
 - v. Example: 30 Cubs (including 5 Tigers/Lions); all Scouts getting Boys' Life; 8 Adult Leaders
 1. 30 Cubs * \$24 (National registration) plus 30 Cubs * \$12 (Boys' Life) = \$720 + \$360 = \$1,080
 2. 8 Adult Leaders * \$24 (National registration) = \$192
 3. 1 Unit * \$40 (National) = \$40
 4. (30 Cubs + 8 Adults Leaders + 5 Tiger/Lion Adult Partners) * \$2 (Council liability) = \$86
 5. Total fees due to Council = \$1,398
3. Submit: **PAPER AND ELECTRONIC SUBMISSIONS ARE REQUIRED TO BE SUBMITTED BY NOVEMBER 30th**
 - a. Electronic submission – Complete the 5 steps online and hit "Submit" to transmit to Cradle of Liberty Council
 - b. Paper submission
 - i. Print the Unit Charter Renewal Report Package.
 - ii. Obtain the appropriate signatures for the renewal application (for both Institution Head and Unit Leader).
 - iii. Attach the signed new member applications if applicable.
 - iv. Attach payment for fees.
 - v. Deliver all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and payment for fees to your district executive or unit commissioner by November 30th.