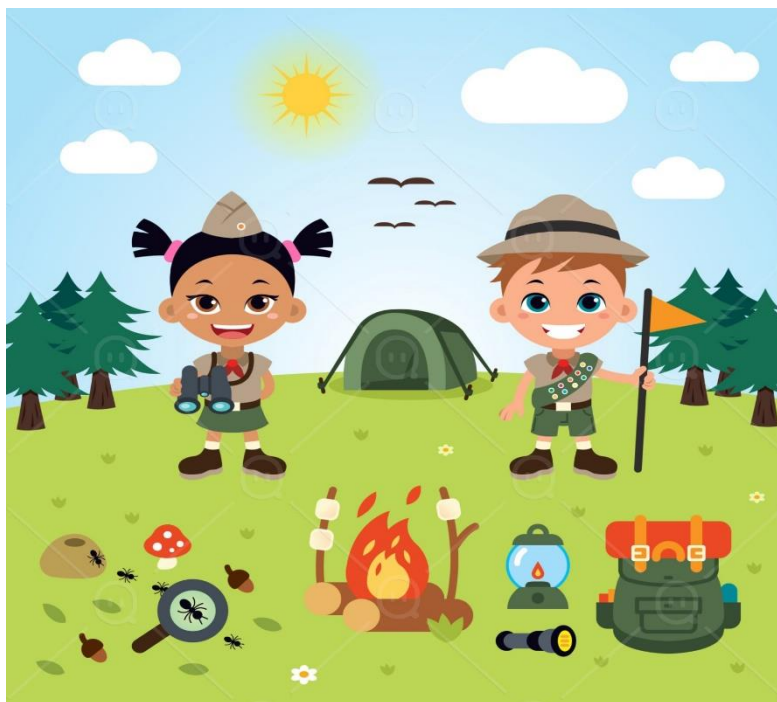


2024
Annual Membership
Renewal Handbook
Year of the Scouts



Tips for Completing Your Unit's
Annual Membership Renewal



BOY SCOUTS OF AMERICA®
NATIONAL CAPITAL AREA COUNCIL

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Renewal Updates For 2024

May 2023

New registration fees approved by the National Executive Committee and announced at the annual National meeting will become effective August 1, 2023.

- 📌 **\$80** for Cub Scouts, Scouts BSA, Venturing and Sea Scouting participants
- 📌 **\$60** for all adult volunteers
- 📌 **\$25** one-time joining fee for new program participants in Cub Scouts, Scouts BSA, Venturing and Sea Scouts
- 📌 **\$30** for Scoutreach (Not prorated)
- 📌 **\$25** for Merit Badge Counselors (Applies only for MBC not already registered as leaders)
- 📌 **\$50** for Exploring participants Youth & Adult
- 📌 **\$100** for a unit charter/affiliation fee
- 📌 **\$15** for *Scout Life* magazine
- 📌 Prorated fees were eliminated August 1, 2023
- 📌 Beginning August 1, 2023 all registrations will be for a period of 12 months. The date of registration will establish the renewal date (subscription date).

June 2023

NCAC established an annual participation fee for all Youth enrolled in a Scouting program. The fee will be \$80.00 and will take effect for all registrations **on or after January 1, 2024.**

- 📌 Families with 4 or more youth enrolled in Scouting units will be capped at paying no more than 3 participation fees.
- 📌 **Youth registered between August 1, 2023 and December 31, 2023 will not pay the participation fee this year. These Scouts will pay the participation when they renew their membership in 2024.**

July 2023

- 📌 Working on a new payment method for the annual membership renewal using a “Pay at Council” option through Black Pug. (3% fee)
- 📌 Units can also send in a check (no fees) to council or call council and add money to their unit account with a credit/debit card. (3% fee)
- 📌 Units requesting financial assistance for Scouts will be required to “Pay at Council.”

September 2023

📌 Effective September 1, 2023, all adults staying overnight in connection with a Scouting activity involving a Scouts BSA, Venture Crew or Sea Scout Ship unit must be currently registered as an adult volunteer or an adult program participant. Adult volunteers must register in the position(s) they are serving in. Registration as a merit badge counselor position alone does not meet this requirement. Adults registering

in a unit may register as a leader, assistant leader, Pack Trainer, New Member Coordinator, member of the committee, or unit Scouter Reserve. **Currently National says adults only registered as MBC cannot camp overnight. MBC who are also registered as unit adults may camp overnight.** Adults registered in units who paid the \$60 National fee and are MBCs do not pay for their MBC position; that is a no fee multiple registration.

Additional changes

For the Family

- Changing to an annual renewal cycle of the member's registration via an online link
- Email reminders beginning 60 days before the renewal date with a link to renew or Opt-Out
 - Emails at 60, 30, 15, and 7 days before and then 24 hours before. If needed, 7 days after the renewal date.
- Parents can renew the registration via Credit Card payment or pay at the council office if they prefer
- Reminder notification will be in Scoutbook beginning 45 days before the renewal date

For the Unit

- Units will be able to choose to pay renewals for all members, this option will block the online payment by the parent
- Units will be able to opt out of a member so as to not pay for someone who has quit
- Units will get notifications via email for members to be renewed and members who renewed
- Renewal status will show on the unit roster
- Unit will have access to reporting in My.Scouting for members due to renew, members renewed, and members dropped (opt-out)
- Unit renewal will be simplified and streamlined. The unit will validate the leadership and YPT requirements, validate the membership requirements, and pay the Unit Charter fee. This can all be done from one screen in My.Scouting by one of the unit Key 3 leaders.



COUNCIL COMMISSIONER'S CHARGE

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 organizations 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 annual membership renewal handbook explains the timelines, key roles, major process steps, and common challenges. Use this handbook along with resources found on these pages as well as your district's commissioner staff to submit your Membership Renewal Application on time and error free.

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 membership renewal. A list of district POCs can be found on page 17. If using Email, send a copy to ncac.recharter@ncacbsa.org

Why is timely charter renewal important?

We, as the adult volunteers and leaders for our Scouting units, owe each and every Scout who are on NCAC registration rolls the opportunity to learn, grow and advance in their Scouting experience with trained leaders in a valid Scouting unit. While the renewal process may seem overwhelming, broken down into small bites and done by multiple members of the unit, these bites are easy to accomplish. The membership renewal process can be done in 2 days or less when the preparatory work suggested in the handbook is done in August and September before the Membership Renewal System opens on 2 October. I urge each and every one of you who are involved in the 2024 membership renewal season to Give Your All and Do Your Best to complete your unit's renewal in the timeframe outlined in the handbook.

Best wishes to all for a successful membership renewal season.

Julia Mae-Shen Lesko
Council Commissioner

DEFINITIONS AND ABBREVIATIONS

Definitions

Dropped Member – A dropped member is an individual who no longer has a current registration

Dropped Unit – A dropped unit is a unit that is not currently registered and did not re-register within the two-month lapsed period after unit expiration.

Executive Officer – The executive officer is the head of the community-based organization and is sometimes referred to as the institutional head. The EO is the only person that can approve a CR application.

Lapsed Unit – A lapsed unit is a unit that has expired and not yet renewed but is still within the BSA's two-month grace period.

New Member – A new member is an individual who has never been registered.

New Member Fee – The one-time \$25.00 joining fee for *new* program participants in Cub Scouts, Scouts BSA, Venturing and Sea Scouts is still required; however, there is no joining fee for Exploring participants, participants previously registered in any BSA program, those transferring from one program to another, council-paid memberships, or adult volunteers.

New Unit – A new unit is a unit that has never been chartered before or has not been chartered in more than 12 months.

Official Membership Roster – This is the roster you will find in my.scouting.org. It is the official roster of all registered Scouts and Scouters in your unit.

Scoutbook – This is an additional product used to assist units in record keeping but is not an official membership registration tool.

Abbreviations

CC – Committee Chair

CR – Chartered Organization Representative

CRA – Charter Renewal Application

CRS – Charter Renewal System

NLT – Not Later Than

RP – Renewal Processor (One of the unit Key 3 or Key 3 Delegate)

UL – Unit Leader

PREFACE

Privacy Policy

Membership 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. If you cannot accept this responsibility, you must notify your unit's Committee Chair and withdraw from viewing or working with these documents.

Unit Membership Renewal Overview

Since 1916, Chartered Organizations renew their charters annually. In this process, the unit Key 3 (chartered organization representative (CR), Committee Chair (CC) 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.

The Internet Charter Renewal is actually a two-step process that is independent of each other. Step one deals with the annual membership renewal of your currently registered Scouts and Scouters. This step is time sensitive as defined by the Charter Renewal window and should not be delayed for any reason. If your Scouts and Scouters are not renewed within the time frame established the Scouts will lose the ability to have their advancements properly recorded while the Scouters would lose access to YPT information and all could lose access to the insurance afforded them as registered members of the BSA. Failure to renew your unit's membership in a timely manner as prescribed could jeopardize the charter renewal of your unit. The second step, which can be done before or after the membership renewal step, is the completion of the Annual Charter Agreement between the Chartered Organization, the local BSA Council and the unit. It is recommended that the Annual Charter Agreement be completed prior to the recharter system opening so you know that there is a commitment from the Charter Organization to continue supporting Scouting and your unit.

During the membership renewal, the Committee Chair (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, completing a membership inventory, updating leader training, confirming leader positions, collecting fees, entering data into the Charter Renewal software, 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 can assist the CC and the committee throughout the renewal process. Units that need help with a warning or error should first contact their District Renewal Processor or District Commissioner for help in resolving these issues. The Council Charter Renewal Processor (ncac.recharter@ncacbsa.org) can also provide assistance, if needed.

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. Individuals involved with Explorer Posts or Clubs pay a separate fee.
- STEM Labs have a different renewal process and schedule, conducted by the NCAC Director of STEM and Exploring and are not included in this handbook.

The success and ease of completing your membership renewal is directly proportional to the amount of effort you put in completing the preparatory items before the renewal system opens on 2 Oct 2023.

Common Errors and Mistakes

This past year saw a lot of common errors and mistakes that caused many membership rosters to be marked as defective or otherwise rejected during the initial review by the Registrar. It must be remembered that the final roster the unit has open when they select the “Pay and Submit” button is what the Registrar will see and what the system will process. It will not matter if you find an error and mark up a copy of the unit membership roster and forward that by email. There is a way to prevent a lot of these errors and mistakes but the unit has to take the initiative and the first step in this process.

Before the unit clicks on the “Pay and Submit” button, they should print a copy of the membership renewal roster and contact their Unit Commissioner, District Renewal Processor or District Commissioner to review it and see if they can find any errors or mistakes that should be corrected before the final submission. Share the draft copy of what you intend to submit with other members of the unit to see if they spot any errors or mistakes before you submit your roster.

Remember:

1. What is submitted is what will be processed and posted.
2. Print a draft of what you intend to submit and review it with the Key 3 and Unit Commissioner.
3. **Don't use Scoutbook data as it is not official** and is irrelevant to the renewal process.

CHAPTER ONE

Unit Information

In 2021, the Boy Scouts of America introduced new Renewal software. The new program is part of Internet Advancement and does not require an access code to use it; however, it is only accessible to those members of the unit who are part of the Key 3 or have been designated as a Key 3 Delegate. To access the system, eligible individuals use their my.scouting and Scoutbook User Name and Password. As you work through the renewal system, the software will alert you to inconsistencies in your data. All warnings and errors will have a pop-up notice. If its an error, it will also be a blocker, so an error notice would keep you from proceeding until it is resolved. A warning will only have a pop-up appear letting you know something will need to be further addressed. Units that need help with a warnings or errors should first contact their District Renewal Processor or District Commissioner for help in resolving these issues. The Council Charter Renewal Processor (ncac.recharter@ncacbsa.org) can also provide assistance if needed.

Below is information that is extremely important to the Committee Chair and Unit Leader about what needs to be done to complete the Internet Advancement Renewal process for their unit this year.

Membership Renewal Process

The membership renewal process is broken down into two steps – The **Data Collection** step and the **Data Input** step. There are specific processes required in each part and neither is more important than the other. In fact, the Data Input step cannot be done without the Data Collection step being completed first.

For the **Data Collection** step, the following actions need to be completed:

- ❖ review the Council Membership Renewal Handbook
- ❖ attend the District Renewal training
- ❖ identify the unit Renewal Processor (RP) and their team
- ❖ conduct a Membership Inventory comparing the roster from my.scouting.org to your unit roster, identify Scouts who are not returning and reason why along with adults who are not returning
- ❖ identify adults and Scouts from the unit’s roster that do not appear on the official my.scouting.org roster
- ❖ submit applications for them along with the appropriate fees
- ❖ with the assistance of the Charter Organization Representative (CR), select leaders for the next charter year
- ❖ with Unit Leader (UL) assistance, select direct contact leaders for the next charter year and have them approved by the CR
- ❖ update your unit roster in my.scouting by moving the new leaders into their new positions
- ❖ ensure the unit is properly coded (especially for Packs (Boy Pack (BP), Girl Pack (GP) or Family Pack (FP))
- ❖ identify volunteers with expired YPT or YPT that will expire before 1 January 2025 and encourage them to retake their Youth Protection Training
- ❖ the membership renewal system will not allow anyone to be registered without valid Youth Protection Training
- ❖ identify a committee member to collect the registration and Scout Life magazine fees for renewal.

While the above task may seem daunting, they can be completed in the two months leading up to the Data Input part and will reduce the overall effort needed to complete it. As the Cub Scout and Scouts BSA mottos say “Do Your Best” and “Be Prepared.” Doing this part right, will allow you to complete the next part in record time while maintaining the accuracy needed.

For the **Data Input** step, its just a matter of entering the data collected during the previous part into the actual renewal system. This part of the renewal process should be easy to do if you have saved all of the data you have amassed during the **Data Collection** step. Failure to complete the tasks identified under the **Data Collection** step will increase the

difficulty in doing the renewal **Data Input** step, will slow the process down, will cause you to create errors and could ultimately cause you to fail in getting your renewal done.

Important Dates for Units

The most important dates for units to remember are:

- ❖ 1 August – 30 September – Start and complete the Data Collection step and registration fee collection
- ❖ 1 August – New registration fees and subscription dates go into effect*
- ❖ 1 September – Adults wishing to camp with their Troop, Crew or Ship must be registered volunteers
- ❖ 2 October – Data Input step begins
- ❖ **23 October – NLT date for completed Membership Renewal files to be submitted to council**
- ❖ 31 December – Current unit charter expires
- ❖ 1 January – Units without new charters posted become lapsed units and lose the ability to accept or process On-line Applications for new members or for transfers in or out
- ❖ 1 March – Units without new charters posted become dropped units and members lose access to records in my.scouting.org and Scoutbook – members and units are no longer part of BSA

While units are only focused on their own renewal packets, the District Rep can be responsible for any number of units ranging from 30 to over 100 and the Council is focusing on almost 1,000 units to get processed and posted before 31 December. By working on your Data Collection and Data Input steps and completing them early so your renewal roster can get turned in early will greatly decrease the chances that your unit will become a lapsed unit or worse a dropped unit. **The Committee Chair is responsible for the consequences of a unit becoming a Lapsed Unit or a Dropped Unit.**

*** Effective 1 August 2023, new registration fees and subscription dates will go into effect. Any member registered after this date will pay the annual registration fee and will be registered for a full year. Applications will no longer be prorated after 31 July 2023.**

Membership Inventory

Conducting a thorough membership inventory of youth and adult members currently in your unit is the critical key to how smoothly your renewal will go. The Committee Chair should log in to their my.scouting.org account and download a copy of their unit's roster (council information). This is the official unit membership file and will contain a listing of all adults and youth currently registered in the unit and is the basis for the roster you will see when you log-in to the Internet Renewal System. Comparing your local unit roster against the official membership file, will reveal any adults and youth who are not officially registered in BSA. An application should be completed for any member on the local roster that is not on the official membership file. These applications with appropriate fees can be completed online. (Online applications must be paid with a credit card.) Alternatively, a slower process is for paper applications to be turned in to the District Renewal Expert or District Executive so they may be properly registered in the unit as soon as possible. **Remember that a roster from Scoutbook is not the official BSA Membership roster.**

Additionally, while conducting your membership inventory you will encounter individuals who are also registered in another unit. The Committee Chair or Unit Renewal Processor should contact the other unit the individual is registered with to determine who will be paying the renewal fees for them. This is important as you will need to identify the other unit on your renewal roster if your unit is not paying for the individual and they are to be marked as a "Multiple" on your roster. Individuals with multiple registrations only pay once so it is important to know where their registration is being paid. Also, in order to validate that the individual has a paid registration with another unit, the renewal roster for the other unit needs to be submitted and processed so when the Registrar gets to your roster, they are able to validate the paid registration and multiple status.

Commissioner Support for Membership Inventory

Unit commissioners can help with the membership inventory. Coordinate a Zoom meeting with your commissioner so they can assist with each step to ensure a thorough membership inventory is done. Give your UC the latest version of your local unit roster from Scoutbook or whatever unit application the unit uses. Your UC can help place a youth in another unit if a change will keep a youth in Scouting. Remember that not all Scouts will be a perfect fit in your unit, so helping them find the right unit is the right thing to do.

Do Not Hold Applications

Best practice is to use the Online Registration system, it will avoid delays and alleviate processing time. If you choose to use a paper application, complete, and submit it immediately. **Do not hold youth or adult applications for submission with the membership renewal file.** Scouts cannot advance or receive Scouts' Life if they are not registered members of Boy Scouts of America. Having members submit applications immediately will reduce your data entry in Internet Renewal and will help speed up the process. Holding the application will not place the individual on your charter or in your unit until next year. If applications could not be submitted early, be prepared to upload copies of the applications with the membership renewal file. Applications not processed before the unit submits its membership renewal roster will need to be uploaded with the renewal package.

A complete application is required for all new youth and adult leaders being added to a unit's roster. If paper applications previously submitted to Council have not processed, when updating the roster in Internet Renewal, submit the application again with the renewal file. A copy of an application previously submitted will suffice; for adult applications, the Social Security Number must be visible on the application. If the Online registration does not populate the unit roster, pull a copy of the completed online registration from <<my.Scouting.org>> and include it with the Membership Renewal Application package just as you would with a paper application.

For all on-line BeAScout applications completed earlier, ensure they are approved in Application Manager by the right leader in the unit, the Unit Leader approves Scouts and the CR approves adult applications.

Note: Direct Service units have different cycles for renewal. These units submit individual applications to: DirectService@ncacbsa.org.

It was found during the past renewal cycles that each document added to a renewal package slowed the processing of the renewal roster because the Registrar had to open and examine each attached document to ensure it was complete, i.e., all information needed was there, required initials and signatures were present, questions answered, etc. Submitting documents early helps avoid this. Not sure how to complete an adult or youth application? See Appendix B for what's needed. Don't forget the Criminal Background Check form and Youth Protection Training certificate for adults. The most common error last year was Unit Leaders not signing youth applications and CRs not approving and signing adult applications. This caused delays in processing the unit's membership renewal package. See highlighted area.

Paper Application Warning – Units that desire to use paper applications are advised to discard any copies of old applications they may still have. Numerous changes have been made to both the youth and adult paper applications over the years and the current application is easier to work with. Units that submit old applications are advised that the application must be completed in total and cannot skip items no longer needed on the current application. Only the current CBC form is acceptable. On the youth application, the Scout Life block has been pre-selected and the price has been entered at the bottom of the application along with the new Scout joining fee. If individuals do not desire to get Scout Life and they are not new Scouts, delete the fees shown. Both forms can be completed online and then printed.

Collect Membership Renewal Fees

The unit charter fee is \$100.00 per year. All units are required to pay this annual fee.

Adult Registration: \$60.00

Cub Scout, Scouts BSA, Venturing, & Sea Scouts Youth Registration: \$80.00

Exploring Youth & Adult Registration: \$50.00

Scout Life: Subscription: \$15.00

New Scout joining fee: \$25.00

Merit Badge Counselors (not registered in another paid position): \$25.00

Participation Fee (Youth only): \$80.00

Multiples: \$0

Transfers: There are no transfers during the annual renewal.

Make checks payable to NCAC-BSA.

Keep a copy of all forms you submit.

See Appendix D for Registration Fee Scale.

We strongly encourage all BSA families subscribe to Scouts' Life magazine as the magazine is an important part of the unit's program.

Identify Unit Leaders

The Charter Representative approves adult leaders. The Unit leader may recommend direct contact leaders for appointment while the Committee Chair identifies committee members. Ideally, leaders are identified at the beginning of the program year so they can take position-specific training prior to appointment.

Fill leadership vacancies before the Internet Renewal window opens. Leadership turnover should normally happen at the beginning of the Scouting and school year and not wait until after renewals are processed and posted. Ensure that new and outgoing Key 3 leaders are in their registered positions or designated as Key 3 Delegates so they can coordinate the renewal approvals. A unit will not be able to renew its charter without the minimum required leaders. The Charter Representative can change individual positions in the Position Manager function under the Organization Manager section of your unit **provided** all members listed have a completed Criminal Background Check indicated by a shield with a check mark following their name. If even one member of the unit doesn't have an approved background check, then changes cannot be made until you are working your charter renewal.

Packs must have: Chartered Organization Rep (CR may be dual registered as EO, 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. **Note, an AP/LP registering in a pack adult leader position must complete an Adult Application, the Additional Disclosures & Background Check Authorization form, take Youth Protection Training and pay the registration fee. They can complete an online or paper application after creating a My.Scouting account and taking 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 EO, CC or MC); and two Committee Members (MC).

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

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

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. Appendix C outlines the NCAC goal of getting all leaders trained for their specific position.



Youth Protection Training – an absolute must!

All registered Scouters and Scouts over the age of 18 must take Youth Protection Training (YPT) at least every two years. If a Scouter's or Scout's YPT is not current at charter renewal they cannot be registered. Anyone whose YPT will expire any time before 1 January 2025 should retake YPT now. This will ensure that no registered adults whose YPT has expired mid-year are interacting with youth. Successful districts and units separate YPT updates from membership renewal so that waiting for YPT completion does not delay renewal. Such units choose a month such as May and ask all registered Scouters and Scouts over the age of 18 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 often.



Renewal Link

The unit can access additional resources to aid membership renewal at the NCAC website (ncacbsa.org/recharter). Once the unit RP has reviewed all of the resources available to them, they can access the Internet Advancement/Recharter system to complete the renewal at <https://advancements.scouting.org/login>. Remember that only a member of the Unit Key 3 or a Key 3 Delegate can input into the charter. There is no access code required. Log in to Internet Advancement 2.0 using the same Username and Password as your my.scouting and Scoutbook account.

How to Change Charter Organizations During Renewal

From time-to-time units need to find another charter organization to sponsor their Scouting unit. Here is what needs to occur for these changes to be made in the Scouting system.

First, if the unit and the current charter organization are going their separate ways and it is an agreeable separation, the current charter organization needs to provide the unit with a Letter of Release. In the letter, the charter organization needs to state that they are releasing the unit number along with all assets, both equipment and finances, to the unit to take with them to their new sponsor. If all assets are not being released, it should be specifically stated in the letter what is being retained by the current charter organization, i.e., the unit number will be retained because the current charter organization has other units using the same number and may decide at a later date to re-activate the unit.

Second, the unit needs to obtain from scouting.org/forms a copy of the New Unit Application and complete it with all the pertinent data relating to the new charter organization. Also on the form, the unit will indicate what the number will be for the new unit. The unit should contact the District Executive so they can see if the desired number is available for use. The unit should also ensure that the new charter organization is agreeable to using that number or if they would prefer something more closely aligned with their organization.

Third, the unit needs to have the Executive Officer of the new Chartering Organization identify and appoint a Charter Organization Representative (CR). This person needs to complete an adult paper application and have it signed by the Executive Officer. They will also need to complete the CBC form (part of the adult application) and take Youth Protection Training. The application along with the CBC and YPT forms need to be turned in altogether. The CR may be dual registered in the unit and could be the Executive Officer, the Committee Chair or a Committee Member. While the Executive Officer does not need to complete an adult application normally, they would if they were dual registering as the CR.

This paperwork should be submitted to the council Registrar's Office as soon as possible.

Promoting a Member

In some cases, you may need to promote a member from a youth to adult or maybe a youth to a participant, which are individuals who are over 18 but are continuing to earn advancement such as a Venturing Crew member who is over 18 or a Life Scout who has turned 18, but has been granted an Eagle extension. Before you can promote a member, you must click the box next to the youth you would like to promote. Click Manage Members and remove the youth from the charter. Then add them as a new member with the "New Paper Application" option. You will upload the new application, CBC form and YPT certificate. The member id for the individual will remain the same.

Scouts Who Turn 18 During the Charter Year

When a Scout turns 18 after the membership renewal has been submitted, they need to complete an adult application along with the Additional Disclosure Statement (CBC form) and take Youth Protection Training. To take the Youth Protection Training they will need to log in to my.scouting.org and create a profile for themselves. They should enter their current BSA ID number, if prompted. Look at the examples below and pick the one that best fits your Scout's situation. The Registrar will process these applications when they are received.

Example 1: They can register as an Assistant Scoutmaster or a Unit College Scouter Reserve. They may also register with the District as a Merit Badge Counselor after completing the required training.

Example 2: Scout has an approved Eagle Extension waiver so they can continue participating as a Unit Participant (UP). The position code they will enter on the application will be "UP" and the position title will be "Unit Participant." When their Eagle Extension expires, they will need to change their position to one of those identified in Example 1 above.

Example 3: Scout will transfer to a Venturing Crew. The position code they will enter on the form will be "VP" and the position title will be "Venturing Participant." The Scout may also register as a Venturing College Scouter Reserve. Additionally, they may register with the District as a Merit Badge Counselor.

Scouts who turn 18 must make a choice about how they will register. If they transfer to a Venture Crew, they will pay to the youth registration fee and the participation. They may then register with a Troop in an ASM position as a multiple. If they register with the Troop first as a multiple and then want to register in a Venture Crew, they will need to pay the youth fee and participation fee. There is a chance they will not get a refund from National for their registration as an adult. They will also not be able to add to the registration fee they already paid along with the participation fee to dual registered.

Special Scout Executive Approval Requirements

The NCAC Scout Executive must approve renewal applications for units with:

- a. 100 or more youth,**
- b. units with a loss of 50% of youth from the previous year,**
- c. units with no change in youth membership, and**
- d. units with less than 5 paid youth**

If your unit is one of these types, your commissioner will coordinate with the DE to seek Scout Executive approval. Any unit that meets the above criteria requires an explanation. Providing an explanation to the District Commissioner and District Executive when the Charter Renewal Application is submitted will help reduce the amount of time needed to get the approval.

District Renewal POCs

Your Unit Commissioners is prepared to assist you. District renewal experts are also available. You may also email questions to Council coordinators at ncac.recharter@ncacbsa.org

District	Renewal POC	Email	Phone
Potomac	George Gadbois	gdbsjr@aol.com	301-440-9248
Seneca	Loland Alex Pranger	lap.bsa@lapranger.com alt: dad@ryanflynn.com	301-332-4670
White Oak	Mary Abe Mike Holder	mc.abe@verizon.net thedukeholder@verizon.net	301-754-2632 301-367-3381
Francis Scott Key	David Roberson	fskrechartering@gmail.com	301-865-6276
Patuxent	Carolyn Miller	twinlight.2000@gmail.com	301-455-8761
Western Shore	Melanie Anthony	Melaroonie24@comcast.net	757-739-6740
US Virgin Island	Dylan Smith	dylansmith12a@gmail.com	340-773-0422
Goose Creek	Thomas Price	thomas.price3@verizon.net	626-372-6787
Powhatan	John Colwell	ScouterJohnPowhatan@gmail.com	703-395-4118
Sully	John Wallace	jkwallaceiv@gmail.com	571-723-5395
Aquia	John Patrick	acc4recharter@gmail.com	540-809-8337
Mattaponi	Wendy Latella	wendylatella@yahoo.com	571-484-1917
Prince William	Chuck Wilkinson	wilkinson2157@gmail.com	703-677-7832
Piedmont	John McCann	m2ca2john@aol.com	540-718-5159
Chain Bridge	Karl Gerdes	kermitkeg@gmail.com	703-489-6518
Colonial	Linda Hill	Lhill@diabetes.org	571-239-1741
George Mason	Rus Pittman	ruspittman@gmail.com	571-643-4926
Old Dominion			
Patriot	Lee Cass Ken Gaul	scouting@lensmen.org kgaulbsa@gmail.com	703-690-4528 703-732-1715
Washington, DC	Greg Fairbanks	greg.fairbanks@us.gt.com	571-332-3626
Direct Service	Gary Garay	garayg@yahoo.com	540-318-7553

CHAPTER TWO

Internet Recharter 2.0 (How Does It Work)

The new Internet Recharter is tied to Internet Advancement and is very simple to understand and work your way through provided the necessary preliminary work is done in the beginning. You can't complete the Renewal process without completing the ground work first. If you only half-way do the up-front work then you will struggle with completing your renewal package and will spend way more time on it than is necessary.

One major change that was made to the Charter Renewal System is that the Charter Organization Representative, the Committee Chair, the Unit Leader or a Key 3 Delegate are the only individuals allowed to access the system. The Key 3 Delegates must be listed in the Functional Role in the Organization Manager screen for your unit. These individuals will use the same User Name and Password for accessing the system as they use for their my.scouting.org and Scoutbook accounts.

What follows is a step-by-step walk-through of what you need to do in order to have a successful renewal experience.

The critical step in the membership renewal process is conducting a thorough membership inventory of all of your currently registered members listed on your membership roster contained in my.scouting.org to include new members marked as "Prepaid". To start this process, you first need to download a copy of your membership roster. The below instructions will help you to do this. A PowerPoint presentation, with visual cues, is available at Appendix A.

The CC should log in to their my.scouting.org account and click on "MENU" at the top of the page on the left

Scroll down until they come to Organization on the menu bar, then click on "ROSTER"

On the left-hand side of the roster, select the "Service Area" your district is in, then select your district and your unit number, then click on the "Navigate" Bar

Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"

The exported roster will show up as a link at the bottom left of the page, click on it

Highlight the first 10 lines (maybe more or less) and delete them

Delete the last 2 columns (Registration_Expiry_Date and Membership_Status)

This is a complete alphabetic list of all officially registered members along with their Position Name, Street, City, Zip, Email and Phone

Save as an Excel file and compare this file with the roster that you are using locally.

Once you have completed a review of your local roster against the official membership roster, make a note of anyone on your local roster who does not appear on the official roster. These individuals are not registered with BSA or in your unit. You need to have them complete a membership application and get it submitted as soon as possible along with the applicable fees. This will save you time when completing your charter. They can complete a paper application or, for faster action, an online application paying by credit card. Once the Unit Leader approves and signs the youth application or the COR approves and signs the adult application, these individuals will appear on your roster within 24-

48 hours (online applications only). New members will appear on the Internet Recharter roster when you select Refresh Roster.

With the completion of this review, each member needs to be surveyed to determine if they will be continuing with your unit in the coming year. For those who will continue, you need to collect the registration and participation fees and the Scout Life magazine fee, if they elect to subscribe to it. For those who are already registered in another unit, you need to contact the unit to determine who will be paying the fees for the member for the coming year. For those who are not going to continue, you need to ask them to share with you their reason for not continuing. (Their reasons should remain private between the Unit Key 3.) This is about 40 percent of your charter renewal workload.

Now that you know who is going to continue, the Committee Chair and the Unit Leader should discuss what positions need to be filled and who among those continuing would be a good fit for them. This is also a good time to approach other adults about taking on a leadership role. After talking with the individuals to get their commitment, their names should be passed to the COR who approves all adult leaders and the positions they will fill. There are a minimum number of leaders needed depending on what type of unit it is. This represents another 40-50 percent of your charter renewal workload. The positions needed are:

Packs must have: Chartered Organization Rep (CR may be dual registered as EO, 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. **Note, an AP/LP registering in a pack adult leader position must complete an Adult Application, the Additional Disclosures & Background Check Authorization form, take Youth Protection Training and pay the registration fees. They can complete an online or paper application after creating a My.Scouting account and taking Youth Protection Training.**

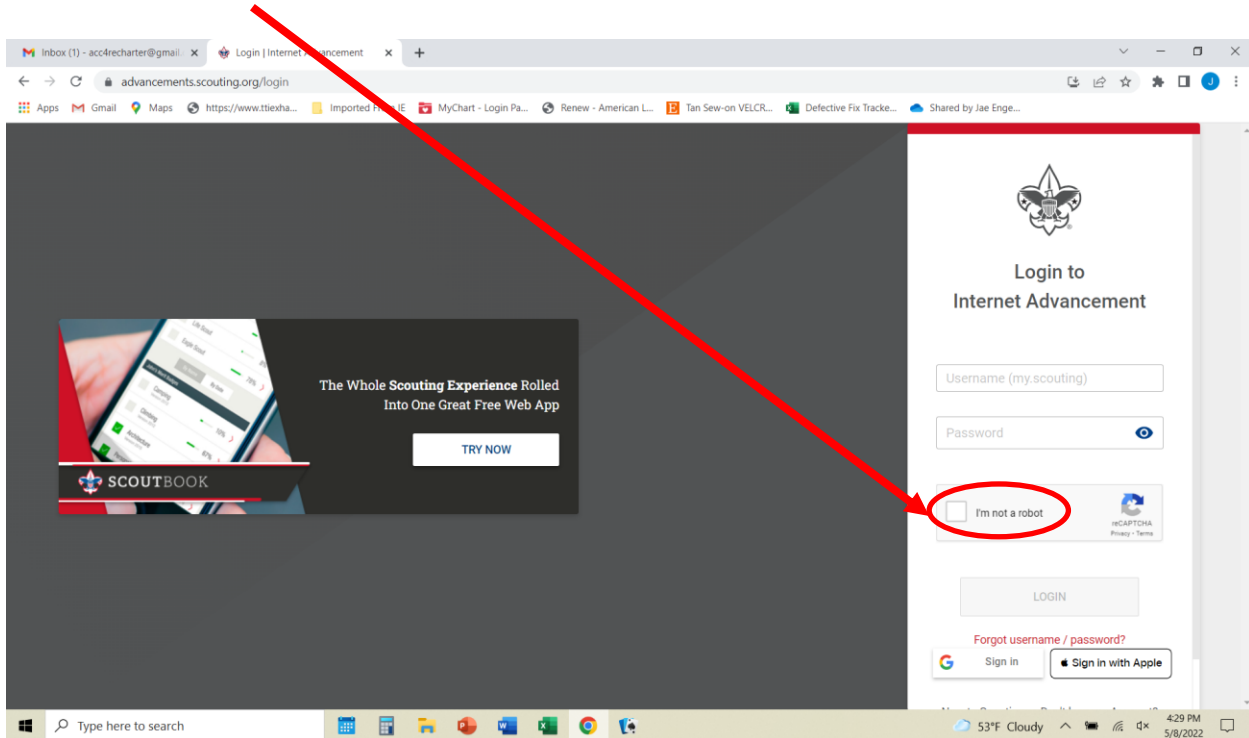
Troops/Crews/Ships must have: Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK); Committee Chair (CC); Chartered Organization Representative (CR may be dual registered as EO, CC or MC); and two Committee Members (MC).

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

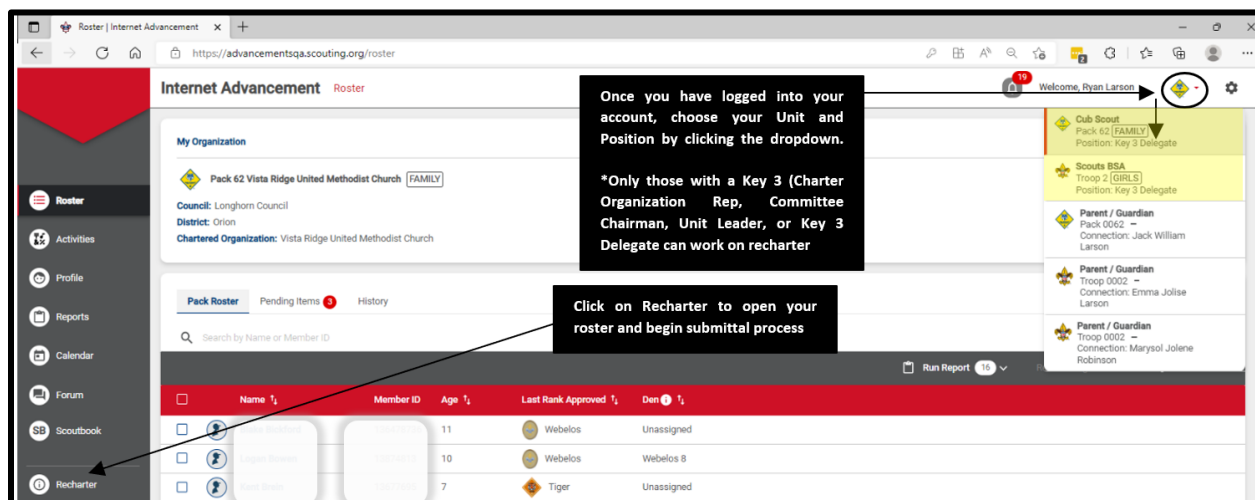
Exploring Clubs must have: One Club Sponsor (ES) and one or more Associate Sponsors (AS).

You are now ready to enter the home stretch and do the easiest part of the charter by entering the data into the membership renewal system. Take your time and don't rush.

To access the Internet Recharter system, the individual who will do the data input needs to log in to Internet Advancement at advancementscouting.org. They will use the same User Name and Password they use for accessing their my.scouting.org and Scoutbook accounts. When logging in, don't forget to check the block that says "I'm not a robot."



This will take the individual to the unit page in Internet Advancement.



By clicking on the Recharter button on the left-hand side of the page, you will be taken to the actual Renewal System.

Select your recharter term

All NCAC units recharter for 12 months so their charter expires on 31 Dec. At the top of the page, you will see information on the Charter Organization with member information at the bottom of the page.

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person’s profile or the YPT has expired – Warning at the unit level, error (and blocker) at the council level
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Red Exclamation Point – New Criminal Background Disclosure is not on file - Warning at the unit level, error (and blocker) at the council level
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (paid, multiples, or prepaid)

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 3850 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77602-2457

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M		1325 W Walnut Hill Ln, Vidor	Adult	Chartered Organization Rep.	13332946	●	●	●	\$ 45.00
Bronson Hatton	M		1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	115299012	●	●	●	\$ 45.00
Derek Braasher	M		5315 Canaby St, Irving	Adult	Executive Officer	111098471	--	●	●	\$ 0.00
Derek Braasher	M		5315 Canaby St, Irving	Adult	Committee Member	111098471	●	●	●	\$ 45.00
Jonathan Healy	M		1325 W Walnut Hill Ln, Vidor	Adult	Scoutmaster	10412872	●	●	●	\$ 45.00
Joseph Muckleroy	M		1325 W Walnut Hill Ln, Vidor	Adult	Committee Chairman	9177174	●	●	●	\$ 45.00
Marvin Lopez	--		--	Adult	Assistant Scoutmaster	--	●	●	●	\$ 45.00
Adem Braasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	128959725	--	--	●	\$ 72.00
Bronson Healy	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 72.00

Total 12 Items < 2 > 15 / page

[Validate Recharter and Pay](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
Connor	Clifton	M	11/08/2011	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 135.00
Pamela	Clifton	F	04/23/1988	1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	115299012	●	●	●	\$ 45.00
Rhone	Coe	M	07/02/2011	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 0.00
Iason	Coleman	M	12/26/2011	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 150.00
David	Colvins	M	01/12/2011	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 135.00
Zayden	Daley-Gillette	M	09/24/2011	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--	●	\$ 150.00

Unit View of Annual Membership

Registration	Qty	Fee
Paid Youth	<u>8</u>	<u>\$600.00</u>
Pre Paid Youth	<u>2</u>	<u>\$0.00</u>
Multiple Youth	<u>0</u>	<u>\$0.00</u>
Paid Youth SL	<u>3</u>	<u>\$45.00</u>
Pre Paid Youth SL	<u>0</u>	<u>\$0.00</u>
Paid Adults	<u>3</u>	<u>\$135.00</u>
Pre Paid Adults	<u>2</u>	<u>\$0.00</u>
Multiple Adults	<u>3</u>	<u>\$0.00</u>
No Fee Adults	<u>1</u>	<u>\$0.00</u>
Paid Join Fee	<u>0</u>	<u>\$0.00</u>
Paid Adult SL	<u>0</u>	<u>\$0.00</u>
Pre Paid Adult SL	<u>1</u>	<u>\$0.00</u>
Charter Fee		<u>\$100.00</u>
Council Fee		<u>\$600.00</u>
Administrative Fee		<u>\$0.00</u>
TOTAL AMOUNT:		<u>\$1,480.00</u>

100% Scout Life: N

My.Scouting – Unit Roster

Member ID	Prefix	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	State	Zip	Email	Phone	Registration Expiry Date	Membership Status
		Khloe	Mikela	Brown		Youth Member							09/30/2024	Multiple
		Quincy		Brown		Assistant Scoutmaster							12/31/2023	Multiple
		Alison	Elizabeth	Cheek		Youth Member							12/31/2023	Re-Registered
		Keri	Nikole	Cheek		Scoutmaster							12/31/2023	Re-Registered
		Paul		Cheek		Committee Member							12/31/2023	Re-Registered
		Layla		Childers		Youth Member							12/31/2023	Re-Registered
		Caroline	Elise	Finn		Youth Member							09/30/2024	Re-Registered
		Hailey	Marie	Glover		Youth Member							12/31/2023	Re-Registered
	Rev	Richard	James	Glover		Unit Chaplain							12/31/2023	Re-Registered
		David	Ryan	Griffin		Assistant Scoutmaster							08/31/2024	Re-Registered
		Madison	Blake	Griffin		Youth Member							08/31/2024	Re-Registered
		Angela		Hayes		Chartered Organization Rep.							12/31/2023	Re-Registered
		Brenna	Grace	Homuth		Unit College Scouter Reserve							12/31/2023	Multiple
		Laurel	Arlington	Jones		Youth Member							12/31/2023	Re-Registered
		Melinda	Melodie	Jones		Committee Member							12/31/2023	Re-Registered

Facts About Errors and Warnings

A warning will not stop you from completing your renewal but will stop it from being processed by the Registrar until it has been fixed because at the council level it becomes an error. In most cases, this is caused by an expired YPT certificate or no certificate on file in the YPT database. The same thing applies to CBC forms not being on file in the CBC database.

You can save yourself a lot of headaches by asking the individuals who do not have a valid CBC form on file to complete a new one or asking individuals to retake their YPT so that it is current. The best way to resolve YPT issues is to have all of your leaders retake their YPT if it will expire before 1 January 2025. This will ensure everyone is current. Leaders that will not take their YPT or fail to submit a valid CBC form will be removed from the renewal roster so it can be processed unless they are filling a critical position. If they are removed, they can be returned to your charter by providing the required forms. Leaders filling a critical position (COR, Committee Chair or Unit Leader) will block your renewal from being processed and posted until they provide the required documents or are replaced by the Charter Organization with someone else. This could also be effected by not having enough leaders in the right positions for your unit type (see page 19 for required leader positions).

Removing Members from the Renewal Roster

Under the Unit Roster heading you see another tab called “Manage Members.” Select the person(s) you want removed by clicking the box to the left of their name. Click on “Manage Members” and select “Remove From Recharter”. A popup will appear and you will choose “Remove.” At that point they will be moved to the “Removed Members Tab”.

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/> Donna Arnold	M	09/20/1964	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00
<input type="checkbox"/> Donna Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	1	\$ 45.00
<input type="checkbox"/> Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	1	\$ 0.00
<input type="checkbox"/> Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	1	\$ 45.00
<input checked="" type="checkbox"/> Donna Arnold	--	--	--	Adult	Committee Member	--	1	1	1	\$ 45.00

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold X

If you go to the “Removed Members” tab you will be able to see a list of everyone you have removed from the roster.

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) Payment Logs Refresh Roster Print Roster

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on “Remove Member” tab
2. Check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A popup box will appear - click “Add”

Internet Advancement Recharter Welcome, Derek Brasher

1 Complete

2 Payment and Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2021

ADDITIONAL MEMBERS

ADULTS (1)

Donna Arnold X

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 5890 Packard

Chartered Organization City: Vidor

Chartered Organization State: TX

Chartered Organization Zip: 77662-2457

4. Click Add

1. Click on the Removed Member tab

2. Click Add To Recharter

3. Click Add To Recharter

2. click the checkbox next to the name you would like to add back into the Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

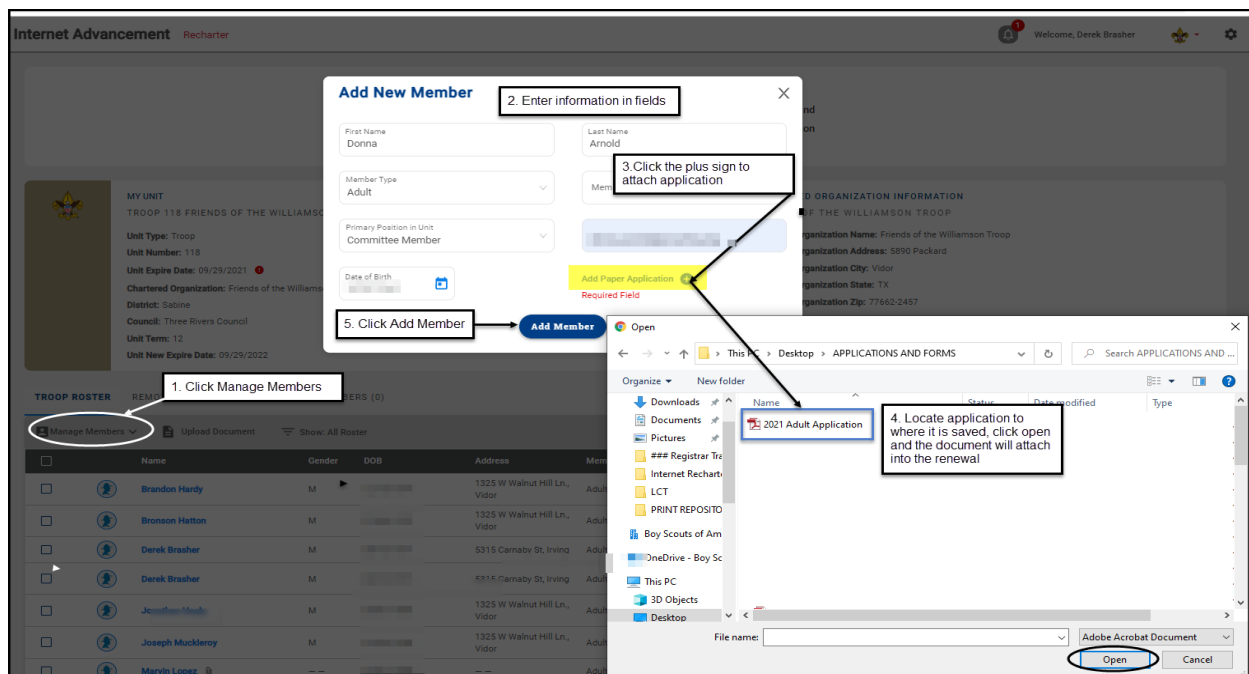
Now that you have identified and removed all members who are not going to continue with the unit in the new year, click on the “Refresh Roster” to pull into the roster anyone who has signed up recently. This will capture new members who signed up using the online application. If you still have new members who completed a paper application, you can now add them to your charter. First, make sure that the applications are complete and signed by the individual/parent and the Unit Leader for youth and the CR for adults. If you are changing your CR, a paper application is required signed by the Executive Officer. Scan each application into a PDF document and use the person’s name for the file title. For adults make sure you scan all 3 pages into a single file (application, CBC and YPT). You need a separate file for each new member. You will need to collect the registration fee for the year and forward a copy of the application with the fees to council to get the new members on your membership roster.

NOTE: It was discovered over the past two years, that each piece of paper added to a renewal actually slows the processing of the renewal roster down because the Registrar has to open and examine each document to make sure it’s complete. If the document doesn’t come through then the renewal becomes defective and is set aside until the document can be obtained from the unit.

Now, let’s look at how to add new members to your charter.

Adding New Members

1. Click on “Manage Members”
2. Select “Add New Member”
3. Enter all required information in the popup box
4. Click on the Plus sign next to Add Paper Application (Select the file and attach the application along with the CBC form and YPT certificate.)
5. Click on the “Add Member” button.



Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. If an individual is paying in a district or council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s). The Charter Processor will need to contact the other unit to confirm that they are paying for their member who is multiplying. Multiples will have “+” next to their name to confirm their status.

Note 1: For those multiplying from a council position select “Non-unit Position”

Note 2: Individuals cannot multiple into multiple positions in the Unit

MY UNIT
PACK 1381 HIGHER GROUND ACADEMY FAMILY
Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 3
Unit New Expire Date: 04/30/2022

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY
Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

Click Manage Members and check the box next to the name that is a multiple and click on Mark as a Multiple in the drop down

PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00
Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00
Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00
Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13650063	✓	✗	☐	\$ 20.00
Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	11194885	✓	✗	☐	\$ 20.00
Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	☐	\$ 20.00

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

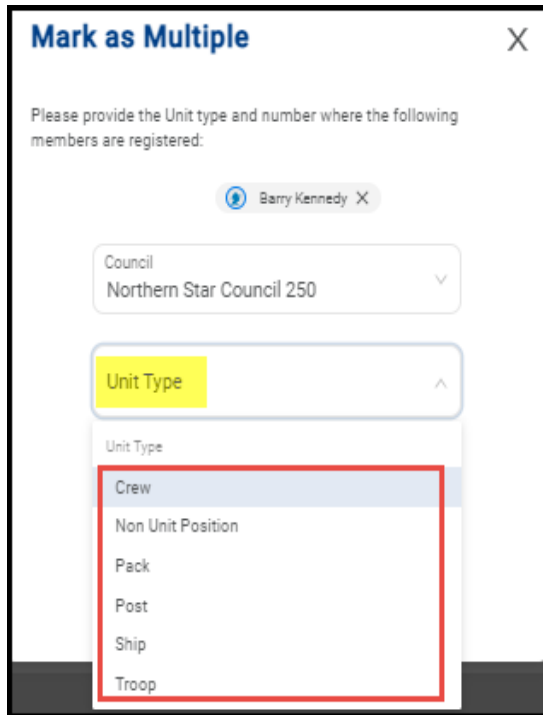
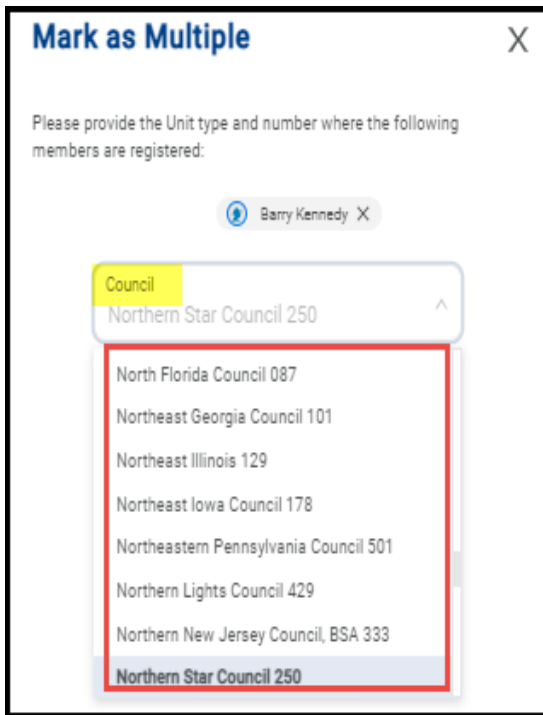
Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

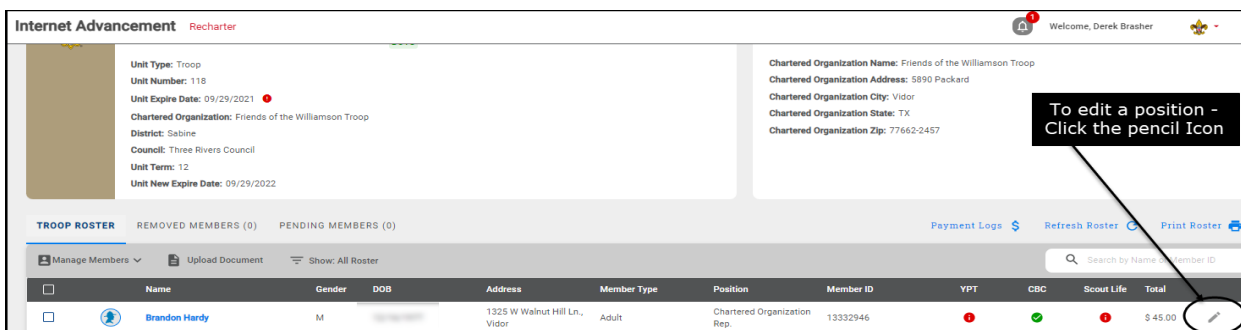


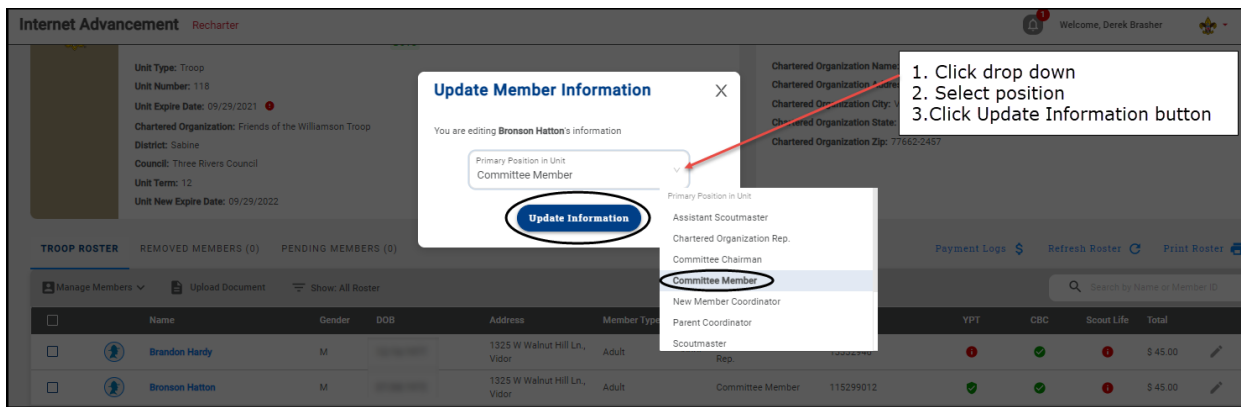
Once you have finished adding new members to your charter, it's time to address the issue of making sure you have enough leaders filling the right type of positions for your unit. You can make position changes by following the below instructions.

Changing positions

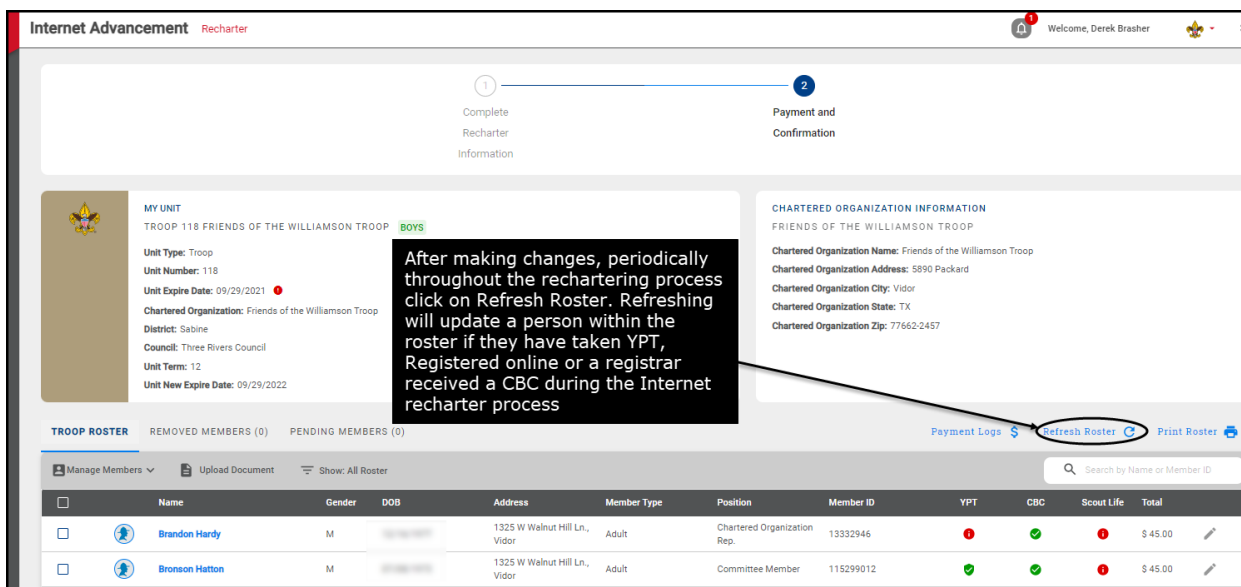
You have the ability to change the position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

1. Click the box to the left of the person you want to change positions for.
2. Now, click the "pencil" icon to the right of that same person.
3. A pop up box will appear for you to "Update Member Information" and will show the current position being held by that individual. By clicking in that field, a separate box will appear listing all of the positions that could be held in your unit.
4. Select the position you want to move the individual in to.
5. Click the "Update Information" button.

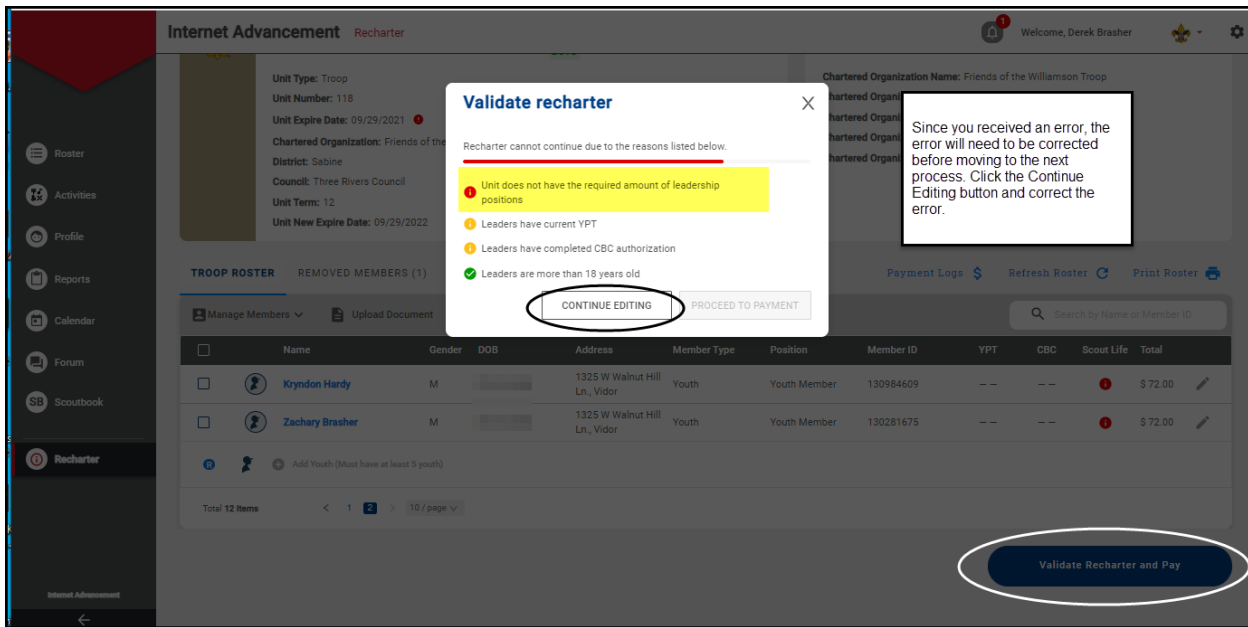




Frequently, throughout the renewal process, click on the “Refresh Roster” button to keep your roster updated.



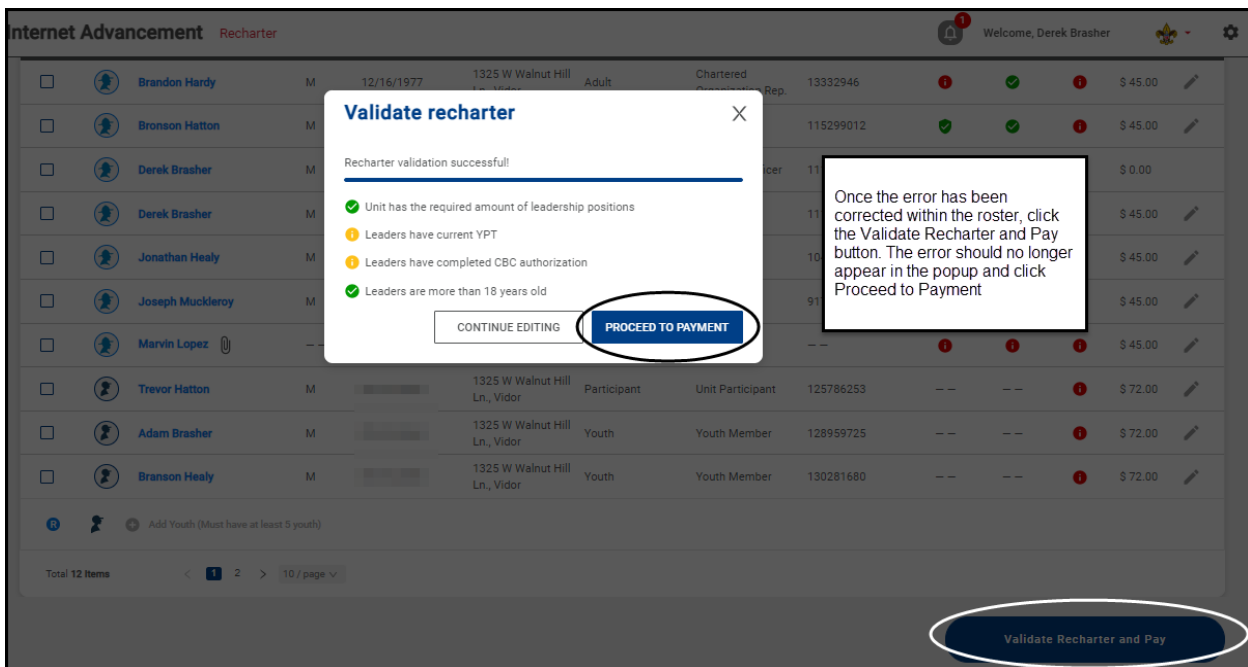
Congratulations, you’re almost at the end of the road with your renewal processing. Now you need to Validate the Renewal and make arrangements to pay. Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time, you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process. If you cannot resolve an error, contact your UC or District Renewal POC promptly for help.



Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings, you are ready to submit your charter but before you click the Proceed to Payment button there's one more step to be done.

Refresh your roster once more then, print a copy of it and contact your Unit Commissioner, the District Renewal Processor or the District Commissioner to review it before you submit it. An outside pair of eyes may spot errors that need to be addressed now rather than later once the Registrar starts working on it. A lot of issues that arose during the 2022 and 2023 cycle could have been prevented had we done this review before submission.

Once this review is done and everyone is satisfied that your charter roster is in the best possible shape, click the Validate Recharter and Pay button and move to the payment page.



Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. There are 3 ways to pay the renewal fees – credit card, e-check or Pay at Council (Black Pug). **We strongly advise units to Pay at Council.** If there is anything wrong with your renewal paperwork, paying Council through Black Pug allows the Registrar the ability to start work on fixing it without having to wait for a refund. Paying by credit card or e-check, sends the registration fees directly to the National Office in Texas and requires the Registrar to request and receive a refund before they can work on fixing your submission. It can take 4-8 weeks or longer for a refund to be received. In the meantime, your submission has to sit and wait for the refund before it can be processed. Also, there is a fee charged for using a credit card of 3 percent and a \$1.00 fee for an e-check. There is no fee for a unit check paid into your unit's account at Council. Once you have chosen your payment option and you are satisfied with the final results of your efforts, you're ready to click the "Pay and Post Renewal" button. If paying by unit check, you need to get the payment to council. Since each District handles this a little different, there is no one method mentioned here.

What Happens Next

Once you have submitted your charter by hitting the "Pay and Post Renewal" button, a copy of the charter roster you prepared is forwarded to your Charter Organization Representative (CR) for their review by an Adobe Sign email along with a copy to the Committee Chair and Unit Leader. When a member of the Unit Key 3 approves the renewal submission, a copy is sent to the Committee Chair and Unit Leader and to the Council Registrar. Once approved, download a copy of the Charter Renewal Roster and send a copy to the Unit Commissioner and District Renewal Processor/District Commissioner. If the Key 3 did not get the approval email, return to the Internet Advancement/Recharter and select the "Generate Recharter" button to regenerate the approval email. (Use Chrome incognito) Once it reaches the Registrar, they are then able to open and start processing your submission in preparation for posting it to the National Membership file. If there are issues with your submission, the Registrar can only make changes if you paid by unit check to the local council. They cannot make any changes to your roster if you paid by credit card or E-check to the National Office as the money and number of members must match. They have to wait for a refund which could take 4-8 weeks or longer to obtain before they can finish processing your renewal submission. Once you receive a copy of the Key 3 approved renewal roster, send a copy to the commissioner who has been helping you so it is handy for referral if a problem comes up.

The screenshot shows a web form titled "Recharter Info" with a progress indicator showing "Complete Recharter Information" and "Payment and Confirmation".

BILLING INFORMATION

First Name: [Text Field] Last Name: [Text Field]
 Code: USA Phone Number: [Text Field] Email Address: [Text Field]
 Country: USA (US) Address: [Text Field] State: [Text Field]
 City: [Text Field] Zip Code: [Text Field]

PAYMENT METHOD

Credit Card **Credit Card payment**
 E-CHECK **E Check payment**
 Pay at Council **Pay at Council**

RENEWAL ROSTER FEES

REGISTRATION	QUANTITY	FEES
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee	0	\$75.00
Paid Join Fee	0	\$0.00
Council Fee	0	\$0.00
Administrative Fee	0	\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

After the New Year

Once the new membership roster has posted in my.scouting.org, (sometime after 1 January) the Unit CC needs to pull another membership roster from my.scouting.org so that they can verify that everyone who was submitted on the Renewal Application did, in fact, end up on the unit's new roster. If there are any discrepancies, the Unit CC or RP should contact the District Renewal POC immediately so that the error can be fixed. Do not delay in reporting errors.

DO NOT USE SCOUTBOOK TO VERIFY THAT EVERYONE IS PROPERLY LISTED ON YOUR CHARTER.

CHAPTER THREE

Commissioner Information

The new software is specific to the unit and the Key 3 for that unit or a Key 3 Delegate; however, you may still be able to assist the unit in getting through the Internet Advancement program to recharter. Make sure your units know that if they are having an issue with a specific part of the program or just have a question in general, they can always reach out to you. **If your unit needs help with a warning or an error from the system, they should contact the Renewal Processor or District Commissioner for assistance.**

There are two main areas in which you can be of assistance to the unit – the membership inventory and the YPT aging report. These two products will account for 80-90 percent of the information that the unit needs to complete their Internet Recharter. Collecting all of the data identified under the Unit Information section above will be critical to the units.

The unit can access additional resources to aid membership renewal at the NCAC website (ncacbsa.org/recharter). Once the unit RP has reviewed all of the resources available to them, they can access Internet Advancement at <https://advancements.scouting.org/login>. Remember that only a member of the Unit Key 3 or a Key 3 Delegate can input into the roster. There is no access code required. Log in to Internet Advancement 2.0 using the same Username and Password as your my.scouting and Scoutbook accounts.

Encourage the unit to read the part of this handbook that pertains to unit information and review the resources on the web page before proceeding.

Once the unit has completed their submission and it has been approved electronically by a member of the Key 3, it will be sent directly to council electronically. They need to include any applications, CBC forms or YPT certificates with the membership renewal. While there is no need for the unit to print a validation copy as they have done in the past, it was found that if issues arose once the Registrar opened their submission, they could only be resolved by comparing a copy of the original renewal roster the unit submitted against what the Registrar was seeing. Having the unit provide the District Renewal Processor or District Commissioner with an electronic copy of the renewal roster will save time. Also, the Annual Charter Agreement and Journey to Excellence form do not need to go with the membership renewal to council.

For the **Annual Charter Agreement**, it is recommended that the unit get the form signed before they start the actual Data Input step of the renewal as this assures the unit that their Chartering Organization is going to continue supporting their unit and they will be no unexpected surprises. The Annual Charter Agreement form can be found at https://www.scouting.org/wp-content/uploads/2023/05/Annual-Charter-Agreement-Charter-Orgs_2023-2024-Year.pdf

For the **Journey to Excellence** form, it is suggested that arrangements be made with all of the units in your district to provide the Unit Commissioner or District Commissioner with a copy of their form by 15 December. This will help you see how the unit did during the past year and also provide you with insight into the unit for preparing a Detailed Assessment. The Journey to Excellence forms can be found at scouting.org/jte. Make sure you are using the 2023 JTE form.

CHAPTER FOUR

Recognition After Renewals Post

Ceremony is important to individual and unit identity. Plan a charter presentation to acknowledge the sponsor's and unit's commitment to a new year of Scouting. Ask your UC to officiate or participate in the charter presentation ceremony.

To print the charter certificate, follow these instructions:

Unit Key 3 leaders can print the charter certificate for their units by logging into <http://my.scouting.org>, Click on Menu > the unit > Organization Manager > click on Download Charter Certificate > click on the Open button at the bottom of the screen to display and print the certificate.

Verify you have a membership card for all adult and youth and that each is listed in the my.scouting Roster.

To print membership cards, follow these instructions:

Unit key 3 leaders can print membership cards for their units by logging into <http://my.scouting.org>, Click on Menu > the unit > Roster > select who you want to print a membership card for, and then click on >Print> membership card.

Distribute membership cards with panache – they represent membership in a national “club” and a worldwide movement.

CHAPTER FIVE

Online Explorer Renewal Overview

Exploring posts and clubs will use the Internet Recharter the same as traditional units. The unit type is identified by the system when the Key 3 logs in. The Advisors and Chairs of these units are considered Key roles and will have access. They will log in with the same Username and Password they use for their my.scouting and Scoutbook accounts.

What are the benefits of Explorer Renewal?

1. More accurate participant data.
2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What are the steps in the Online Renewal process?

- 1, The Post Advisor or Chair or Club Sponsor are Key 3 roles and will be able to access the recharter system.
2. They will gather all the information and **signed** forms needed for renewal:
 - a. Applications for NEW youth and adults
 - b. Applications for adults changing positions
 - c. Form 28-573 (Criminal Background Check Waiver), if applicable
 - d. Exploring Annual Memorandum of Understanding
3. With the renewal information at hand, the RP goes to advancement.scouting.org and uses the same Username and Password they use for their my.scouting account to log in.
4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. **Update the Roster:** Update organization information (if needed), select the current youth and adult participants to renew on next year's roster, add NEW youth and adult participants, update participant data, and update participant positions. ***Change the name of your Executive Officer, if applicable, during this step!***
 - b. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.
 - c. **Update the Participant Fees:** Update fees (e.g., assign multiple status, if applicable). *Multiple Status means a youth or adult is registered in more than one Post and/or Club, based on the next Post registration term.*
5. After double checking the information, the RP submits the file. The Post/Club may do Online Approval. Online payment is available, or Pay Direct to Council.

NOTE: Renewal packages for Law Enforcement units that are part of the Potomac Boundary Advisors Association (PBAA) are handled directly by the NCAC Director of STEM and Exploring.

Questions?

Contact NCAC Director of STEM & Exploring or Jeff Schweiger, ACC for Exploring, ScouterJeff@earthlink.net

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
UP	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 (CR).

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 \$100.00. 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.)

APPENDIX A



How to Prepare For A Membership Inventory in 12 Steps (With a my.scouting.org Roster)



Step 1



Have a member of the Key 3 (CR, CC or Unit Leader) log in to their my.scouting.org account (a Key 3 Delegate can also do this) and click on Menu in the upper left corner.

The screenshot shows the my.scouting.org dashboard. The 'Menu' dropdown is open, listing various options. The 'Roster' option is highlighted with a red box. The dashboard also displays a welcome message for John Patrick and several promotional banners, including one for Youth Protection and another for Family Adventure Camp.



Step 2



Scroll down on the left hand side until they see their unit listed toward the bottom of the page, then click on their unit.

The screenshot shows the myScouting dashboard. On the left-hand side, there is a menu with various options. The option 'Troop 0907 - Aquila 17' is highlighted with a red box. Other options in the menu include 'Application Manager', 'Invitation Manager', 'My Organization Dashboard', 'Organization Manager', 'Roster', 'Trained Leader Report', and 'Training Manager'. The main content area displays a welcome message and several promotional banners, including one for 'Youth Protection' and another for 'Family Adventure Camp'.



Step 3



Select roster and click on it. Then click on “Export Roster”

The screenshot shows the myScouting roster page for Troop 0907. The page title is 'Troop 0907 Ebenezer United Methodist Church'. On the left-hand side, there is a menu with various options. The option 'Roster' is highlighted with a red box. The main content area displays a table of roster members. The 'Export Roster' button is also highlighted with a red box.

Name	Member ID	Role	Gender
Helen [REDACTED]	100613397	Committee Member	F
Katelynn [REDACTED]	136452629	Youth Member	F
Melanie [REDACTED]	137281242	Youth Member	F
Edward [REDACTED]	12701682	Unit Scouter Reserve Trained	M
Camilla [REDACTED]	136048659	Youth Member	F
Kera [REDACTED]	136284397	Youth Member	F
Kari [REDACTED]	136175659	Assistant Scoutmaster	F



Step 4



A roster report will appear, click on "Export to CSV." A window will open asking you to confirm your action, select "confirm".

BOY SCOUTS OF AMERICA Roster Report

Export to CSV Export to PDF

Roster Report

You are about to download and preview Roster Report.

Member ID	Profile	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	Zip	Email	Phone	Registration Expiry Date	Membership Status
108812307	Active	[REDACTED]	[REDACTED]	[REDACTED]		Committee Member	1005 Curlew St	Fredericksburg	22405-2766	bramwell22@att.com	540-499-6281	10/31/2024	A
108825219	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
1075812302	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
108844010	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
10791582	Active	[REDACTED]	[REDACTED]	[REDACTED]		Boy Scout Explorer	22004 1st	Fredericksburg	22401-1763	webberd@att.com	540-942-2048	10/31/2024	A
108822007	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
108776618	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A



Step 5



A tab will open at the bottom left hand corner of your screen, click on it to launch the report.

BOY SCOUTS OF AMERICA Roster Report

Roster Report (1/1/2024)

Member ID	Profile	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	Zip	Email	Phone	Registration Expiry Date	Membership Status
108812307	Active	[REDACTED]	[REDACTED]	[REDACTED]		Committee Member	1005 Curlew St	Fredericksburg	22405-2766	bramwell22@att.com	540-499-6281	10/31/2024	A
108825219	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
1075812302	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
108844010	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
10791582	Active	[REDACTED]	[REDACTED]	[REDACTED]		Boy Scout Explorer	22004 1st	Fredericksburg	22401-1763	webberd@att.com	540-942-2048	10/31/2024	A
108822007	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A
108776618	Active	[REDACTED]	[REDACTED]	[REDACTED]		Youth Member						10/31/2024	A



Step 6



An Excel spreadsheet will open with a listing of all “officially” registered Scouts and Scouters in your unit.

Excel spreadsheet showing a roster report. The spreadsheet contains the following data:

Member ID	Prefix	First Name	Middle Initial	Last Name	Suffix	Position	Street	City	Zip	Email	Phone	Registrat. Membership Status
1.01E+08		Helen				Committee 1005 Conv	Fredericks	22405-21C	brennanh@540-899-6			##### R
1.36E+08		Kathryn				Youth Member						##### X
1.37E+08		Melanie				Youth Member						##### N
1.36E+08		Camilla				Youth Member						##### N
12701682		Edward				Unit Scout 2 Jordan L	Fredericks	22405-17E	edclurant@1.54E+10			##### N
1.36E+08		Kera				Youth Member						##### R
1.36E+08		Isabella				Youth Member						##### R
1.36E+08		Kari				Assistant 5264 Hefflin	Stafford	22556-592	menello_s@1.92E+10			##### M
13410743		Emma				Youth Member						##### X
13371085		Megan				Youth Member						##### X
1.09E+08		Robert				Executive 151 Embre	Stafford	22554-681	pastorrob@336-449-9			##### U
5061217		John				Registrat. 711 Payton	Fredericks	22405-224	john4scou@540-368-8			##### N
5061217		John				Scoutmaster 711 Payton	Fredericks	22405-224	john4scou@540-368-8			##### N
5061217		John				Unit Adv. 711 Payton	Fredericks	22405-224	john4scou@540-368-8			##### N
1.36E+08		Kelra				Youth Member						##### R
5053674		Sharon				Committee 711 Payton	Fredericks	22405-224	sharon@540-368-8			##### R
1.36E+08		Abigail				Youth Member						##### X
1.31E+08		John				Committee 51 Walnut	Fredericks	22405-214	reynoldst@1.35E+10			##### R
1.34E+08		John				Unit Scout 83 Walnut	Fredericks	22405-214	reynoldst@1.35E+10			##### M



Step 7



Highlight the lines from the top to right before the Member Heading and delete those highlighted lines.

Excel spreadsheet showing the same roster report as in Step 6. The top rows (rows 1-9) are highlighted in red, and the 'Delete' button in the Excel ribbon is also highlighted in red.



Step 8



Click on the triangle right above line 1 and left of column A, then double click on the line separating Column A and B to expand the spreadsheet.

Member_ID	Prefix	First_Name	Middle_Name	Last_Name	Suffix	Position_Name	Street	City	Zip	Email	Phone	Registration_Expiry_Date	Membership_Status
100613397		Helen				Committee Member	1005 Conway Rd	Fredericksburg	22405-2109	brennanh52@aol.com	540-899-6291	12/31/2021	R
1366452629		Katehryn				Youth Member						12/31/2021	X
137281242		Melanie				Youth Member						12/31/2021	N
136048659		Camilla				Youth Member						12/31/2021	N
12701682		Edward				Unit Scouters Reserve	2 Jordan Ln	Fredericksburg	22405-1783	edcurant@verizon.net	15402202676	12/31/2021	N
136284397		Keira				Youth Member						12/31/2021	R
136179608		Isabella				Youth Member						12/31/2021	R
136179659		Karl				Assistant Scoutmaster	264 Heflin Rd	Stafford	22556-5921	menelto_97@yahoo.com	19155498865	12/31/2021	M
13410743		Emma				Youth Member						12/31/2021	X
13371085		Megyn				Youth Member						12/31/2021	X
109203949		Robert				Executive Officer	161 Embrey Mill Rd	Stafford	22554-6811	pastorrob@benessezsumc.org	336-449-9807	12/31/2021	U
5061217		John				Registration Inquiry	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
5061217		John				Scoutmaster	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
5061217		John				Unit Advancement Chair	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
136387319		Keira				Youth Member						12/31/2021	R
5053674		Sharon				Committee Chairman	711 Payton Dr	Fredericksburg	22405-2249	sharon4scouts@cox.net	540-368-8011	12/31/2021	R
136332076		Abigail				Youth Member						12/31/2021	X
131436907		John				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	reynoldstjd@aol.com	13522552438	12/31/2021	R
131217992		Jonathan				Unit Scouters Reserve	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	john98@vt.edu	352-459-4150	12/31/2021	N
12918253		Kristina				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	kreynoldscm@aol.com	352-255-2485	12/31/2021	R
136250210		Rebecca				Youth Member						12/31/2021	R
137113693		Emma				Youth Member						12/31/2021	R
137281253		Zainab				Youth Member						12/31/2021	N
5061225		Ken				Chartered Organization Rep.	12 Wild Plum Ct	Stafford	22554	aqulacrtc@gmail.com	202-714-6484	12/31/2021	M



Step 9



Use this roster (spreadsheet) and compare your locally maintained roster against the official BSA roster. If you find you have someone on your roster but not on the BSA roster then you need to have them complete an application and submit it right away.

Member_ID	Prefix	First_Name	Middle_Name	Last_Name	Suffix	Position_Name	Street	City	Zip	Email	Phone	Registration_Expiry_Date	Membership_Status
100613397		Helen				Committee Member	1005 Conway Rd	Fredericksburg	22405-2109	brennanh52@aol.com	540-899-6291	12/31/2021	R
1366452629		Katehryn				Youth Member						12/31/2021	X
137281242		Melanie				Youth Member						12/31/2021	N
136048659		Camilla				Youth Member						12/31/2021	N
12701682		Edward				Unit Scouters Reserve	2 Jordan Ln	Fredericksburg	22405-1783	edcurant@verizon.net	15402202676	12/31/2021	N
136284397		Keira				Youth Member						12/31/2021	R
136179608		Isabella				Youth Member						12/31/2021	R
136179659		Karl				Assistant Scoutmaster	264 Heflin Rd	Stafford	22556-5921	menelto_97@yahoo.com	19155498865	12/31/2021	M
13410743		Emma				Youth Member						12/31/2021	X
13371085		Megyn				Youth Member						12/31/2021	X
109203949		Robert				Executive Officer	161 Embrey Mill Rd	Stafford	22554-6811	pastorrob@benessezsumc.org	336-449-9807	12/31/2021	U
5061217		John				Registration Inquiry	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
5061217		John				Scoutmaster	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
5061217		John				Unit Advancement Chair	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011	12/31/2021	N
136387319		Keira				Youth Member						12/31/2021	R
5053674		Sharon				Committee Chairman	711 Payton Dr	Fredericksburg	22405-2249	sharon4scouts@cox.net	540-368-8011	12/31/2021	R
136332076		Abigail				Youth Member						12/31/2021	X
131436907		John				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	reynoldstjd@aol.com	13522552438	12/31/2021	R
131217992		Jonathan				Unit Scouters Reserve	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	john98@vt.edu	352-459-4150	12/31/2021	N
12918253		Kristina				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	kreynoldscm@aol.com	352-255-2485	12/31/2021	R
136250210		Rebecca				Youth Member						12/31/2021	R
137113693		Emma				Youth Member						12/31/2021	R
137281253		Zainab				Youth Member						12/31/2021	N
5061225		Ken				Chartered Organization Rep.	12 Wild Plum Ct	Stafford	22554	aqulacrtc@gmail.com	202-714-6484	12/31/2021	M



Step 10



Delete the data in Column M and N. Change Column M to read "Renew" or "Drop" to reflect each member's status for 2024 as you contact them. Change Column N to read "Registration Fees collected" so you can account for them.

Member ID	Prefix	First Name	Middle Name	Last Name	Suffix	Position Name	Street	City	Zip	Email	Phone	Renew or Drop	Registration Fees Collected
100613397		Helen				Committee Member	1005 Conway Rd	Fredericksburg	22405-2109	helenmh52@aol.com	540-899-6200		
136452629		Katelynn				Youth Member							
137281242		Melanie				Youth Member							
136048609		Camilla				Youth Member							
12701682		Edward				Unit Scouter Reserve	2 Jordan Ln	Fredericksburg	22405-1783	edclaramt@verizon.net	15402202676		
136284397		Kera				Youth Member							
136175658		Isabella				Youth Member							
136172609		Kari				Assistant Scoutmaster	264 Heflin Rd	Stafford	22556-5921	meneito_97@yahoo.com	19155498865		
134307843		Emma				Youth Member							
13371085		Megyn				Youth Member							
109203949		Robert				Executive Officer	161 Embrey Mill Rd	Stafford	22554-6811	pastorrob@ebenezerumc.org	336-449-9807		
5081217		John				Registration Inquiry	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011		
5081217		John				Scoutmaster	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011		
5061217		John				Unit Advancement Chair	711 Payton Dr	Fredericksburg	22405-2249	john4scouts@cox.net	540-368-8011		
136387319		Kera				Youth Member							
5053634		Sharon				Committee Chairman	711 Payton Dr	Fredericksburg	22405-2249	sharon4scouts@cox.net	540-368-8011		
136332076		Abigail				Youth Member							
131436907		John				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	reynoldstidy@aol.com	13522552438		
131217992		Jonathan				Unit Scouter Reserve	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	jonny98@vt.edu	302-459-4150		
12918253		Kristina				Committee Member	51 Walnut Farms Pkwy	Fredericksburg	22405-2147	krystin4scm@aol.com	352-255-2485		
136250210		Rebecca				Youth Member							
137113693		Emma				Youth Member							
137281253		Zainab				Youth Member							
5061225		Ken				Chartered Organization Rep.	12 Wild Plum Ct	Stafford	22554	aqalacrt@gmail.com	202-714-6484		
133152739		Ken				Youth Member							



Step 11



Save your roster as an Excel file. This will become your source for completing the online portion of recharter. You can add additional columns for Scout Life Magazine and Insurance if you want to. Use the roster on the right pulled from Scoutbook to compare it with the official BSA roster on the left. Remember the roster from Scoutbook will show preferred name not necessarily first name.



Step 12



To pull a Scoutbook Roster, log into your Scoutbook account and click on your unit, then click on the Pack or Troop Roster. Once the roster opens up, select "Print Roster" which will bring you to a selection page so you can determine what you want in the roster, then click on "RUN". This will bring you to another page where you can select "CSV" and export the data into a CSV file which is similar to an Excel spreadsheet. A box will show up in the bottom left hand corner. By clicking on it, an Excel -type spreadsheet will open up to allow you to sort the information anyway you desire.

Delete the first column and expand the fields so you can see everything. The Adult leaders will be listed first followed by the Youth members. It is suggested that you sort each group by the BSA Number, both in Scoutbook and the My.Scouting roster. This will allow you to confirm who is and isn't registered. If they are on your Scoutbook roster but not your My.Scouting roster then an application needs to be completed for that individual and submitted to council for processing. Those individuals are not registered with BSA and will not show up on your recharter roster when the system goes live. The sooner you make this comparison, the better chance of getting them on your My.Scouting roster so your recharter efforts will go smoother.

Appendix B

BSA ADULT APPLICATION

All fields must be completed in order to process your registration.

First name (Full legal name) DAISY		Middle name CLEO	Last name DUCK		Suffix
Country USA	Home Address 14 LOONEY TUNE LAND			Date of Birth (mm/dd/yyyy) 12 / 01 / 1995	
City ORLANDO		State FL	Zip 33908	Social Security Number (required) 012 - 34 - 5678	
Ethnic background: <input type="radio"/> Black/African <input checked="" type="radio"/> Caucasian/White <input type="radio"/> Native American <input type="radio"/> Hispanic/Latino <input type="radio"/> Alaska Native <input type="radio"/> Pacific Islander <input type="radio"/> Asian <input type="radio"/> Other					
Primary phone 410 - 343 - 1792		Alternate phone		Gender: <input type="radio"/> M <input checked="" type="radio"/> F	
Please select your preference of communication: <input checked="" type="radio"/> Email <input type="radio"/> Phone Call <input type="radio"/> SMS/Text					
Email address DCDUCK@GMAIL.COM			Occupation ENTERTAINOR		
Are you an Eagle Scout? Yes <input type="radio"/> No <input checked="" type="radio"/> If so, enter date earned Eagle (mm/dd/yyyy)			Employer WDW		

Scout Life subscription

All questions MUST be answered. Write NONE if not applicable.

- Scouting background.

POSITION	COUNCIL	YEAR
NONE		
- Experience working with youth in other organizations. Please provide contact information for at least two below.

Organization	NONE
Contact name	
Phone	
Organization	
Contact name	
Phone	
Organization	
Contact name	
Phone	
- Previous residences (for last 10 years).

CITY	STATE
NA	
- Current memberships (religious, community, business, labor, or professional organizations).

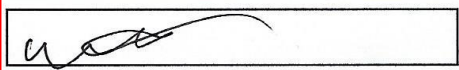
Actors Guild
- Additional information. (Mark each answer.)

a. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Explain:	Yes <input type="radio"/> No <input checked="" type="radio"/>
--	---
- b. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Explain: Yes No
- c. Has your driver's license ever been suspended or revoked? Explain: Yes No
- d. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Explain: Yes No

I hereby certify that

- I have read and affirm that I accept the Declaration of Religious Principle, I agree to comply with the rules and regulations of the BSA and the local council, including the Scouter Code of Conduct.
- I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

INITIALS REQUIRED


Signature of applicant: 
 Date: 08/01/2023

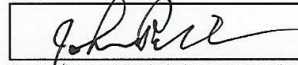
YPT completion certificate attached and Background Check Authorization form attached

TO BE COMPLETED BY UNIT

Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.

All applications should be submitted to the local council within 5 business days.

APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in the BSA.

Signature of Chartered Organization Head or representative or council representative: 
 Date: 08/01/2023

Unit type: Pack Troop Crew Ship
 New leader Former leader Position change Participant

Unit No. or District name: 0101

Scouting Position Code: CM Scouting Position Title: Cubmaster

Registration fee: \$ 60.00 Council fee: \$ Scout Life fee: \$
 PAID: Cash Check No. Credit card

APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in the BSA.

Signature of Scout Executive or designee: _____
 Date: _____

If applicant has a current registration in another unit or local council, the registration may be completed at no charge by transferring the registration or multiple registering.

Unit No. or District name: _____

Transferring from Unit/Council: _____

Transfer application Multiple application Pack Troop Crew Ship

Enter membership number from unexpired registration: _____

SAMPLE

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, and/or successors (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with the 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 Boy Scouts of America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org

AUTHORIZATION

(Please print)

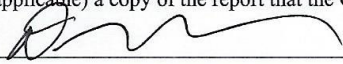
Name: First DAISY Middle CLEO Last DUCK Suffix _____

List any other names used (nickname, maiden/married last names): CLEO, O'DAY

Date of Birth: 12/01/1995 Unit Type and Number: PACK 0101

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, and/or successors (the "Company") to procure consumer report(s) (as defined by federal law) and/or investigative consumer report(s) (as defined by applicable California state law), which in my case means criminal background check(s)/driving record(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** and the **California State Law Disclosures (Non-Credit)** (each of which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. This authorization applies only to criminal checks/driving records and does not allow the Company to obtain credit checks. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)**, 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 the Company can procure additional consumer report(s), which in my case means criminal background check(s)/driving record(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 the Company's local councils and/or chartered organizations 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 California, 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 the Company may procure, please check this box.

Signature  Date 09/01/2023

11/2021

SAMPLE

BOY SCOUTS
OF AMERICA

CERTIFICATE
OF
COMPLETION

PRESENTED TO

DAISY RUEK
~~JOHN [REDACTED]~~

Youth Protection Training Certification

Member Id: 5061217



Report Generated: 04-14-2022

Completed 11-17-2021

Expires 11-17-2023

SAMPLE

BSA YOUTH MEMBER APPLICATION—Must be completed by the youth's parent or legal guardian

YOUTH INFORMATION

First name (Full legal name) Middle name Last name Suffix Preferred nickname

Country Home address City State Zip code

Phone - - Date of birth (mm/dd/yyyy) / / Grade

Ethnic background: Black/African American Native American Alaska Native
 Caucasian/White Pacific Islander Asian
 Hispanic/Latino Other

School Youth email address

Gender: Male Female Scout Life subscription

PARENT/LEGAL GUARDIAN INFORMATION

Mark here if address is same as above. Mark here if you are the Lion or Tiger adult partner. Mark here if the Lion or Tiger adult partner is not the parent or legal guardian. Have the adult partner complete and attach an adult application and indicate their relationship below.

Select relationship: Parent Legal Guardian

First name (Full legal name) Middle name Last name Suffix Preferred nickname

Country Home address City State Zip code

Primary phone - - Date of birth (mm/dd/yyyy) / / Occupation Employer Gender: Male Female

Alternate phone - - x Ext. Previous Scouting experience

I have read the attached information for parents and approve the application. I affirm that I have read and will review [How to Protect Your Children From Child Abuse: A Parent's Guide](#).

Signature of parent/legal guardian Date / / Parent/legal guardian email address

To be completed by unit

Signature of unit leader (or designee) Date / /

Unit type: Pack Troop Crew Ship Lone Cub Scout Has earned Arrow of Light
 Lone Scout

Unit No.: For pack registration select one: Lion Tiger Wolf Bear Webelos

New member fee \$ Council fee \$ Registration fee \$ Scout Life fee \$

PAID: Cash Check No. Credit card

If applicant has unexpired membership certificate, registration may be accomplished at no charge by transferring the registration or multiple registering.

Transfer application Enter membership number from unexpired certificate:

Multiple application Council No.: Unit type: Pack Troop Crew Ship Unit No. or district name:

SAMPLE

Appendix C Council Training Goals By Calendar Year

2021

**Council Executive Board
Council Commissioner**

2022

**Council Committee Members
Assistant Council Commissioners
District Chairs
District Commissioners
District Roundtable Commissioners
Merit Badge Counselors
Nova Counselors
Supernova Mentors**

2023

Unit Leaders (Cubmaster, Scout Masters, Venturing Crew Advisor, Skipper, Explorer Post Advisor, Stem Lab Dir)
Unit Committee Chairs
New Member Coordinators
District Leaders (Unit Commissioners, Members At Large)

2024

Unit Assistant Leaders (Asst Cubmaster, Den Leader, Asst Den Leaders, Assistant Scoutmaster, Venture Crew Associate Advisor, Mate, Explorer Post Associate Advisor, Unit Committee Members, Unit Chaplain)

2025

Charter Organization Representatives

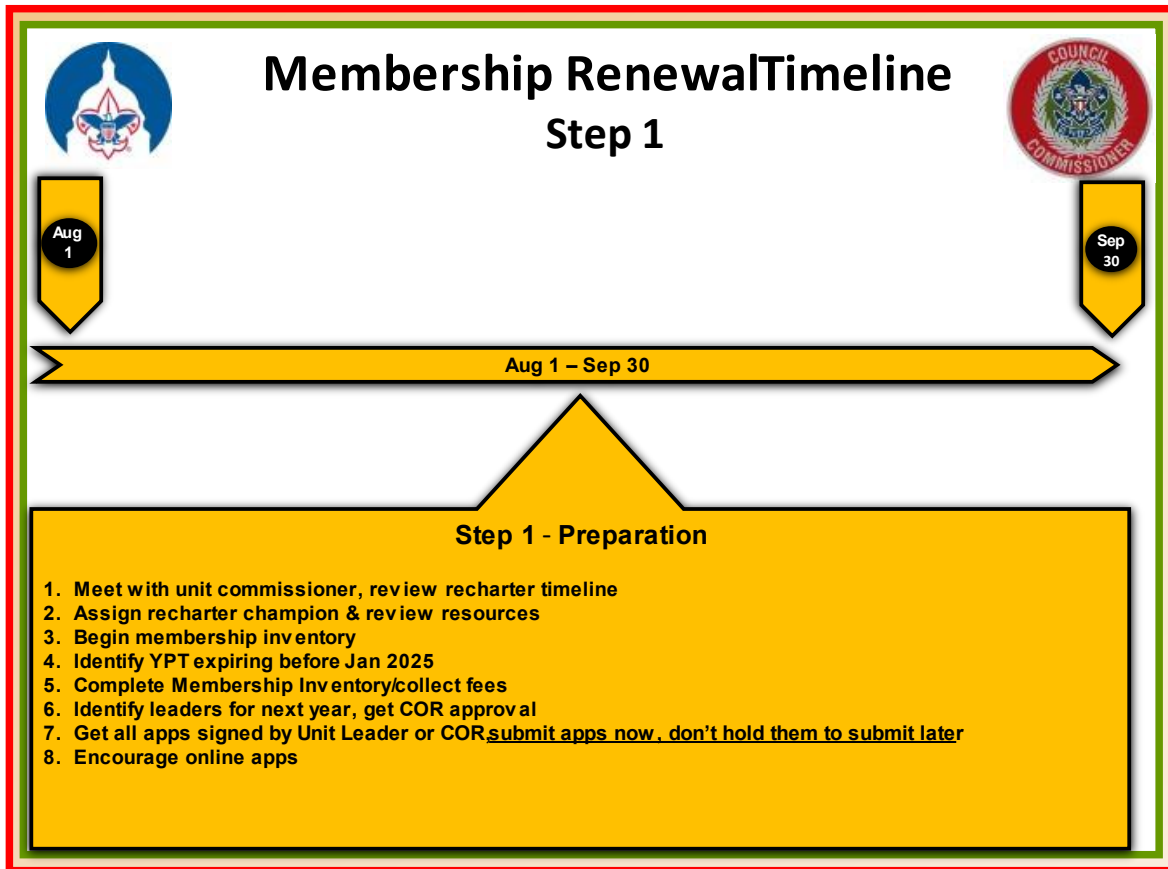
Individuals should take the necessary training within 3 months of being moved into a new position.

Appendix D Renewal Fee Scale

Status	Registration Fee	Joining Fee	Scout Life	Participation Fee	Total Fee
Charter Renewal (1 Jan 2024)	\$ 80.00			\$ 80.00	\$ 160.00
Charter Renewal (1 Jan 2024)	\$ 80.00		\$ 15.00	\$ 80.00	\$ 175.00
Charter Renewal - New Scout (1 Jan 24)	\$ 80.00	\$ 25.00		\$ 80.00	\$ 185.00
Charter Renewal - New Scout (1 Jan 24)	\$ 80.00	\$ 25.00	\$ 15.00	\$ 80.00	\$ 200.00
					-
Adult (1 Aug 2023 & beyond)	\$ 60.00				\$ 60.00
Adult (1 Aug 2023 & beyond)	\$ 60.00		\$ 15.00		\$ 75.00

No separate fees for insurance will be collected.
Unit charter fee is \$100.00.

Appendix E Membership Renewal Timeline





Membership Renewal Timeline Step 2



Step 2 - Internet Recharter Opens

1. Remove youth & leaders who are not continuing from the charter
2. Add new members & upload their applications- encourage online apps, always Refresh Roster
3. Update leader positions with COR approval
4. Re-check and verify YPT training
5. Finalize membership inventory/fall recruitment
6. Have UC review, fix any issues
7. Submit roster for COR approval
8. Submit approved roster to council
9. Pay council by check or credit card
10. Print copy of roster for District Commissioner



Membership Renewal Timeline Step 3



Step 3 - Council Process

1. Council receives recharter roster
2. Validates recharter, identifies defective charter or applications, places on defective list
3. Unit resolves defects or missing paperwork
4. If no issues, council submits charter to be POSTED in new year
5. Unit verifies My.Scouting roster after charter gets POSTED
6. If needed, fix issues with the charter- don't delay



Membership Renewal Timeline

Step 4



Jan 2 – Feb 28

Step 4 – Lapsed Units

1. If any discrepancies are found, unit notifies Council Recharter team immediately
2. Council Recharter team reviews issues and works with Council Registrar to correct the issues
3. Unit verifies fixes were made on My.Scouting roster
4. Until charter is fixed and POSTED, unit cannot take online applications, unit loses access to Position Manager



Membership Renewal Timeline

Oops!



Mar 1 - ???

Dropped Units

1. Once 60 days has passed from when the Recharter system closes, units are dropped from BSA rolls if a charter has not been completed and POSTED
2. Unit loses all access to my.scouting, Internet Advancement/Recharter & Scoutbook records
3. Unit must complete a paper charter renewal roster to regain access to all records and be placed back on BSA rolls



MEMBERSHIP RENEWAL CHECKLIST

1. HANDBOOK - August

- Review 2024 Annual Membership Renewal Handbook <https://www.ncacbsa.org/recharter/>

2. TRAINING - September

- Key 3 (COR, Chair, Unit Leader) or Delegate attend district renewal training

3. MEMBERSHIP INVENTORY- September

- Download My.Scouting roster and compare each member to unit roster. Submit online application for any member not on My.Scouting roster and for new members joining the unit
- Identify youth and adults you will drop with the renewal or age out
- Identify leaders for new year. COR change their positions in My.Scouting Position Manager. Submit online applications for leaders new to unit
- Download YPT Aging Report from My.Scouting Training Manager. All adults who expire before 1 Jan 2025 should be encouraged to retake Youth Protection Training
- Identify members paying in another unit and renewing as multiple in your unit. Contact Key 3 to confirm the member is paying in the other unit
- Collect re-registration and Scout Life fees
- Retain record of roster changes and review with unit leaders

4. MEMBERSHIP RENEWAL SUBMISSION - October

- Update Internet Advancement/Recharter roster with additions, drops, position changes, and multiples
- Refresh roster to add registration changes
- Review Recharter roster with unit leaders and unit Commissioner
- Submit Recharter Roster by 23 October. Key 3 review and approve roster email.
- Key 3 print Recharter Roster from approval email and send to unit Commissioner and District Renewal Lead

5. PAYMENT- October

- Submit check payable to NCAC. Note unit number and "Membership Renewal Fees"

6. REVIEW - January

- Compare Renewal Roster submitted with posted My.Scouting roster. Alert unit Commissioner and District Renewal Lead if changes are needed



Please help us help you, the last thing we want to do is to drag you across the finish line.



NCAC Recharter Questions?

Contact your unit commissioner or district POC: see [Charter Renewal Help](#)

CC emails to ncac.recharter@ncacbsa.org

acc4recharter@gmail.com

Direct Service Units, CC emails to DirectService@ncacbsa.org

National Capital Area Council

Boy Scouts of America

9190 Rockville Pike | Bethesda, MD 20814

301-530-9360 | www.BoyScouts-NCAC.org/Recharter

CFC #48974