



# Heart of Virginia Council Rechartering for 2024





# Agenda

- What's New?
- Key Dates
- Steps for Successful Charter Renewal
- Review of Internet Recharter 2.0
- Recharter Assistance





# What's New?

- Recharter Begins Nov 1, 2023 and must be completed by December 31, 2023
  - No recharter packet distributed at Roundtables.
  - Recharter completely online using Internet Recharter 2.0
  - Paperless, all recharter and necessary documents can be completed online
- New 2024 fee structure.
- YPT certificates still required with new adult applications.
  - \_ All Adult YPT Certifications should be good through 3/31/24





# Key Dates

- Heart of Virginia Council, the charter year is January 1 to December 31.
  - Current charters expire on December 31, 2023.
    - After that time, the unit is “dropped” from membership in BSA
      - ❖ there is only a 60-day period to reinstate the unit in Scouting without losing Unit Tenure.
      - ❖ A dropped unit ceases to exist and CANNOT hold meetings and activities, youth and adults are unregistered and cannot earn awards, and the unit loses its insurance coverage. In summary, the charter renewal process must be completed by 12/15/2023.





# Key Dates

- Recharter process begins on November 1, 2023.
- Scouts BSA Troops, Venture Crews, Sea Scout Ships, Cub Packs and Explorer Post must complete, turn in and pay their recharter by December 15, 2023.
  - Units who meet this deadline date
  - Participated in a council product sale selling at least \$400 in 2023
  - And held a Family FOS presentation in 2023 will be eligible for free rank badges





# 2024 Recharter Key Dates

- 8/23/2023 DE and DC Training Zoom Meeting
- Sept Roundtables - Headsup to all Units,
- October Roundtables - Recharter Training
- Units need to Review Roster, Make changes to Adult Leadership Roles. Decide on who does recharter and pass along to DC
- 10/31/23 Letter to Unit Key 3 and/or Designate
- Nov 1 - Recharter system opens
- Dec 15 - All HOVC units have completed and paid for their recharter
- January 5 - all completed and paid for recharterers are posted





# Steps for Successful Charter Renewal

- Register newly recruited members in September/October before starting Internet Recharter process in October/November. Approve online applications and submit paper applications to Council Office as soon as possible.
- Also, in early Fall, identify and close gaps between unit's in-house roster and Council roster ([my.scouting.org](http://my.scouting.org) – Roster Manager). Update member contact information.
- Make sure all adults are up to date with YPT. Should be Current through 3/31/24. Good practice is to have ALL Adults YPT Trained.
- Now is the time to make changes to Leadership Roles





# Steps for Successful Charter Renewal

- Complete Roster Check by reconciling downloaded Council Roster and in-house rosters. Reach out to inactive members and encourage them to re-register. Identify and collect applications from any unregistered adults and youth. **Refresh Council Roster every time you log into Internet Recharter.**
- Incomplete new member applications are number one cause of defective charter renewals. Make sure applications are complete. Adult apps must include signed criminal background check forms with YPT certificates.
- Begin collecting recharter & *Scout Life* fees.
- Keep track of who's paid, who's dropping, who's changing positions and whose applications/training certificates are needed.







# Steps for Successful Charter Renewal

- Internet Recharter 2.0 Renewal System.
  - You enter Internet Advancement 2.0 from My.Scouting.org
  - Rechartering is only accessible for those in a Key 3 position, or an individual designated by the Key 3.
  - All Units (Cub Scout Packs, Scouts BSA Troops, Venturing Crews, Sea Scout Ships, and Explore Posts) will have access to Internet Rechartering 2.0 on November 2 2023.





# Steps for Successful Charter Renewal

- The unit must appoint a Renewal Processor who must be a Key 3 member or a Key 3 Delegate.
  - A Key 3 member can add a Key 3 Delegate using the Roster option at My.Scouting.Org, then click on Position Manager.
  - The Key 3 Delegate must be a registered member of BSA. This Renewal Processor will be responsible for completing the online recharter process.
  - This person should be familiar with the adult and youth members of the unit and comfortable with using online computer applications.
  - Whoever starts the recharter process must be the one completing it or designate must use same login (credentials)





# Steps for Successful Charter Renewal

- After navigating to Internet Advancement through My.Scouting.org and signing in again with your My.Scouting username and password
  - click on the Start Recharter button, on the left-hand side of the screen.
  - You will first see Unit Information presented: your unit number, sponsor, etc.
  - Below that is your Unit Roster of both scout and adult leaders.
  - The next step is to conduct a Roster Check to compare your unit's own membership records to the Council Roster.
  - Identify members from the Council Roster that may be inactive and are missing from your unit roster and invite them back to the unit. On the flip side, identify youth and adults active in your unit who are not currently on the Council Roster and need to be added during Internet Recharter.





# Steps for Successful Charter Renewal

- Once you are on the Recharter Page all necessary transactions for recharter will be handled from this screen.
  - You can add or drop adults and youth members.
  - You can multiple members and change adult positions.
  - You can also determine what adult leaders need YPT or are missing Criminal Background Forms.
  - From this page you can also upload documents.
  - Once all in information is correct you can press submit button, Which will take you to the payment screen.





# Recharter Approvals

- After the completed recharter is submitted, an email is sent to the Key 3 waiting for approval.
  - The charter renewal will be approved online by the Chartered Organization Representative (COR).
  - Alternatively, the Unit Leader or the Committee Chairperson can digitally sign the Recharter, with the COR's approval.
  - Plan for this because some people may be away or unavailable at the end of the year.
  - Be sure to have the IH's confirmation that they will be sponsoring the unit for another year





# Other Guidance and Reminders

- Always refresh when you return to the rechartering system by clicking the Refresh Roster button to update any new members registered by the Council and any new training taken since you last logged in.
- You can stop at any time, log off the system, and begin again where you left off by logging back in. The same individual **MUST** be the one to log back in or someone else can log in, but **MUST** use the log in info.
- When updating your roster, use full legal names only, no nicknames or initials, or punctuation.
- Each adult may only serve in only one position per unit, except for the Chartered Organization Representative who may also be a Committee Member or Committee Chair.
- All new adult unit leaders must complete applications and satisfy Youth Protection Training (YPT).





# 2024 Fees

- \$100 Unit Liability Fee (unit recharter fee)
- \$25 per new youth member (This is for New Registrations, Scouts who have never been registered before)
- Per member registration fees
  - Youth – Cub Scouts, Scouts BSA, Venturing, Sea Scouts – \$110.00 (\$80 BSA NATIONAL + \$30 HOVC INSURANCE)
  - Adults – \$75 (\$60 BSA + \$15 HOVC)
- \$15 per subscriber *Scout Life* fee (Optional)
- Explorer Youth \$50





# 2024 Payment Options

Three payment options:

- **BEST PRACTICE:** Write a check!
  - Unit check to Council goes into Unit account – Registrar can fix roster without waiting for a refund – no additional fees
  - Unit checks can be dropped off at Council or mailed:

Heart of Virginia Council  
8090 Villa Park Drive  
Henrico, VA 23228

(please put on the memo line of the check: Unit # (if not already on check) and for Recharter purposes)

- On-line: Credit card (3% transaction fee is charged) and E-check payment (\$1 transaction fee) go directly to National
  - If needed, changes cannot be made to the recharter roster until a refund is

rec'd from National (which could take 4-8 weeks or longer) - Any units with changes that paid on line and waiting on a refund will be dropped to the end of the recharter review process

- Credit/Debit card payments paid at Council will be charged a 3% processing fee.
- Units seeking financial assistance must work with their DE on payment





# New Adult Members

- Youth Protection Training required for all adults
- Recharter paperwork must include completed applications (including criminal background check) and YPT certificates for all adults new to your unit. These can be uploaded in Internet Recharter 2.0
- Any member 18 years or older is considered an adult and must take YPT and complete adult application –including Sea Scouts and Venturers

# New Member Coordinator

- Every unit is encouraged to have a NMC
- Member of the unit committee
- Can count as one of the two minimum required committee members
- NMC welcomes new youth and adults, makes them feel welcome and orients them to unit



# Best Practices

- Rechartering is often held up by a few individuals who are slow to provide applications, take required training or pay fees.
- The Internet Recharter system will not allow adults to register without their YPT training being current. If their YPT will expire before 3/31/24 they should retake it now. **Remind your adult scouters NOW! They must take the complete course. They cannot just pass the test at the end.**
- Give a deadline for submitting applications and YPT certificates and paying fees and proceed with recharter with those who paid on time.
- Those who don't meet your deadline may submit a new paper application with fees, training certificates and background check form before 12/31/23 without losing their membership.



# Best Practices

- Click the Update Unit Roster “Refresh” button frequently during the Internet Recharter process to ensure online registrations that occurred after you started are captured and included in the recharter process

**\*\*THIS IS A VERY LAST IMPORTANT STEP\*\***

**Print out your paperwork after COR approval, in case it is needed by the Council Registrar, later to correct an issue.**





# Recharter Assistance

## Who can help?

- Commissioner Staff will be available at November and December Roundtables to assist and answer your questions
- Your District Commissioner or their Assistant for Recharter
- Your District Executive

District	District Executive	District Commissioner
Arrohattoc	Kenny Jones - Kenneth.Jones@scouting.org (804) 204-2616	Richard Fischer rickcrisfi@aol.com
Crater	Matt Connors matthew.connors@scouting.org (804) 204-2612	Elmer Wolf ewwolf@aol.com
Dogwood	Morgan Harrell morgan.harrell@scouting.org (804) 204-2621	Jim Ewan jewan57@outlook.com
Huguenot Trail	Matt Connors matthew.connors@scouting.org (804) 204-2612	Michael Milone mmilone@scouting.org
James River	Nick Harman nick.harman@scouting.org (804) -2622	Candy Johnson cjohnson498@verizon.net





# Online Assistance

## 2024 Heart of Virginia Unit Renewal Tools

- [2024 Recharter Handbook](#) (PDF)
- 2024 HOVC Recharter Training
- Council Website <http://hovc.org> click on resources then recharter 2023

## Internet Rechartering 2.0 Tools

<https://www.scouting.org/resources/internet-rechartering/>

- [Internet Rechartering 2.0 User Guide](#) (PDF)
- [Internet Rechartering Guide and Timeline](#) (PDF)



## Keys to A Successful Recharter

**40% of 2023 Recharterers were defective and resulted in delays and the recharter being posted late**

**The most common reasons a recharter cannot be processed:**

- Missing Signed Criminal Background Check Approval Form
- Missing or Expired Youth Protection Training
- Missing Signatures (Applications, Background Checks)
- Missing Key 3 or Designate Approval
- Missing Adult Applications
- No Money in unit's registration account to cover recharter fees
- Youth Turned 18 –Needs Youth Protection Training, Criminal Background Check, and Application





# Common Errors When Working on Recharter

- YPT
  - Individual not doing all modules and the test
  - Multiple Id Numbers - using different ID to complete YPT than they are being rechartered under
- Recharter not approved after being completed:
  - Approval of Submitted Charter by one of the Key Three or their Designate.
  - Approval window open for 7 days.
  - Times out after 7 days and bounces back to individual who did recharter and must be resubmitted for approval.
- Units at same Chartered Organization not listing same Chartered Org Rep or Institutional Head
- **DEs and District Commissioners must be first point of contact for assistance**
- Recharter is not completed until approved by Key 3 and recharter fees are paid





# Questions/Help?

Contact the following individuals in the order below for assistance:

**First: Your District Commissioner**

**Second: Your District Executive**

**Third: Mike Kondracki - Assistant Council Commissioner for Recharter, Call or Text  
804-677-5665**

email at [emkondracki@gmail.com](mailto:emkondracki@gmail.com)

**Fourth: Council Customer Service**







# Thank you for Coming



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