

2024 HEART OF VIRGINIA COUNCIL UNIT RENEWAL

Welcome and Introduction

Greetings from the Heart of Virginia Council! This is the annual Unit Renewal (aka “recharter”) letter, which contains essential information and instructions to assist you in completing the renewal paperwork for your Scouting unit. In addition to this instruction document, all October District Roundtable Meetings will include recharter training. Districts will also schedule one or more recharter turn-in/check-over/help events before year-end.

Recharter Time Period

In the Heart of Virginia Council, the charter year is January 1 to December 31. Current charters expire on December 31, 2023. After that time units are separated from Scouting – the unit is “dropped” from membership in BSA, as are all its members, and 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 12/31/2023.

The recharter process begins on November 1, 2023. In order to process recharterers faster and provide better service to units, we need all Scouts BSA Troops, Venture Crews, Sea Scout Ships, Cub Packs and Explorer Posts to complete and turn in their recharter and pay in full by December 15, 2023. Units who meet this deadline date, participated in a council product sale in 2023 and sold at least \$400, and conducted a Family FOS presentation in 2023 will be eligible for free cloth badges of rank in 2024.

Internet Recharter Process

The Heart of Virginia Council uses the Internet Recharter 2.0 Renewal System. It is a secure, easy-to-use online application accessible from a link on the Internet Advancement 2.0 site (<https://advancements.scouting.org>). This is the only access needed for the new Internet Rechartering, there are no access codes required. Rechartering is only accessible for those in a Key 3 position, or an individual designated by the Key 3. All Units (Scouts BSA Troops, Venturing Crews, Sea Scout Ships, Cub Packs and Explorer Posts) will have access to Internet Rechartering 2.0 on November 1, 2023.

To prepare for Internet Rechartering, units should be encouraging parents of new Scouts to register at beascout.org or by submitting paper new member youth and adult applications to the Council Office for processing throughout the Fall recruiting season. This will ensure that your unit’s roster is as up to date as possible heading into rechartering.

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 Organization Manager at My.Scouting.Org. The Key 3 Delegate must be a registered member of your unit. 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.

BSA has updated its database systems to be more efficient and to save time and money. The new system is simpler and easier to use. There are fewer steps in the process. It makes use of a single screen for all data review and validation. It requires no access codes. And it uses the same login and password as Scoutbook and My.Scouting.Org. Access is through Internet Advancement at Advancements.scouting.org. The new system allows uploads for New Applications, Criminal Background Check (CBC) forms, and YPT certificates. ALL BSA programs will use this system.

After logging into Advancements.scouting.org, click on the Start Recharter button, on the lower 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. In summary, your unit should communicate with every family on both Council and Unit Rosters to confirm which adults and youth will be active in 2024. This is also a good time to confirm the accuracy of members’ contact information, birthdates, grade levels, etc.

and obtain completed applications for unregistered youth and adults (see page 3). Completed Youth Protection Training (YPT) certificates and completed Criminal Background Check forms must accompany the adult applications.

The Heart of Virginia website has a dedicated page (<https://hovc.org/2024-recharter/>) devoted to the Internet Recharter 2.0 process that contains links to the Internet Recharter 2.0 login screen, Video Guide, User Guide, Recharter FAQs, and this Instruction document.

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 COR approval. Plan for this because some people may be away or unavailable at the end of the year.

Training on the new Internet Recharter System will be conducted at all District Roundtables in October.

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 trainings 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
- 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
- Please contact your District Executive or District Commissioner for assistance.
- All new adult unit leaders must complete applications (with signed criminal background check forms) and satisfy Youth Protection Training (YPT) requirements

Recharter Checklist and Training Requirements

Youth Protection Training (YPT) is required for every adult. This training must be completed before a new adult application can be accepted. For more detailed guidance on application and training requirements, see page 3's Unit Recharter Checklist. The Recharter Checklist also provides guidance on the adult leadership positions which must be filled to recharter your unit. Review the Checklist as a final check before submitting your recharter.

Payment of Fees

2024 Fees:

- \$100 per unit liability fee – also known as the unit recharter fee
- \$25 per new youth member. A one-time fee for new youth. Previously registered youth do not pay this fee. New Explorer members do not pay this fee
- \$80 per youth member BSA registration fee
- \$60 per adult member BSA registration fee
- \$50 per Exploring participant (adults and youth)
- \$30 per youth member Heart of Virginia Council fee
- \$15 per adult member Heart of Virginia Council fee
- \$15 per Boys' Life subscriber fee.

Three payment options:

- Pay Direct to Council with check or cash. No administrative fee. Recommend bringing signed check without amount filled in case fees need to be recalculated. (This is the preferred method and highly encouraged! Other methods could cause defective status that only National can fix if there are problems with the recharter paperwork.)
- Pay online using E-Check. Will need to provide account information including account holder, account type, routing number, and account number. There is a \$1.00 Administrative Fee (Not recommended).
- Pay online using credit or debit card. BSA adds an additional 3% administrative fee, so this is more expensive (Not recommended).

Who Can I Contact with Specific Questions?

You may contact your Unit Commissioner, District Commissioner, or District Executive to help with all unit renewal questions, issues and concerns.

2023 HEART OF VIRGINIA COUNCIL UNIT RECHARTER CHECK LIST

Recharterers MUST Have:

_____ Online approval by the Chartered Organization Representative (COR). Another member of the Key 3 can approve the recharter with COR approval. For Explorer Posts the Executive Officer or Post Advisor can approve the Recharter.

_____ Upload New Youth Complete Applications including full legal name. No initials or nicknames.

Complete home address and phone number

Date of birth and school grade

Parent/Guardian full legal name. No initials or nicknames

Parent/Guardian address if different from youth

Parent/Guardian phone number and email address

Parent/Guardian date of birth

Parent/Guardian original signature

Unit Leader original signature

_____ Upload New Adult Complete Applications including:

Full legal name. No initials or nicknames

Complete home address, phone number and email address

Date of birth

Social Security Number

Position of registration

All background questions answered

Applicant original signature

Chartered Organization Representative or Executive Officer original signature (no substitutes)

Completed and signed Background Check Authorization Form (last page of application)

_____ Youth Protection Training Certificates for all new adults

_____ Venture Crew / Sea Scout youth ages 18-21 must complete an adult application and take Youth Protection Training

At minimum, all the following positions must be filled for a unit to recharter:

_____ IH Institutional Head /Executive Officer of Chartered Organization

_____ CR Chartered Organization Representative (MUST be the same for all units at the Chartered Org)

_____ CC Committee Chairman

_____ MC Member of Committee

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_____ SM, CM, NL, SK Scoutmaster, Cubmaster, Crew Advisor, Skipper (Unit Leader)

Packs only:

_____ LL Lion Den Leader (if you have kindergarteners)

_____ TL Tiger Den Leader (if you have 1st graders)

_____ DL Den Leader (if you have 2nd or 3rd graders)

_____ WL Webelos Den Leader (if you have 4th or 5th graders)

*** **Dens with Girls and Girl Troops** must have at least one registered female leader over age 21***