

OFFICIAL RECHARTER PACKET LONG BEACH AREA COUNCIL RECHARTER INSTRUCTIONS



BOY SCOUTS OF AMERICA®

LONG BEACH AREA COUNCIL

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IMPORTANT THINGS TO REMEMBER

- All Adult registered leaders must complete youth protection training. All adult members are required to renew Youth Protection Training every two years.
- Please make sure that all addresses are up-to-date.
- Use ONLY legal names on applications. NO NICK NAMES!
- If making corrections on the final printout, use only RED INK!
- DO NOT make name changes during the Recharter process. If a name is misspelled or incorrect, please make corrections on the print-out in RED INK.
- Make sure all new Adult applications have the correct signatures (Committee Chair & Charter Rep), a Social Security number, a position, Question #6 (Additional Information) is answered and the Disclosure/Authorization Form is attached.
- Important note regarding the Recharter process, just because you turned in your Recharter to the council office before the deadline, we are unable to complete the process until after January 1st. It can take up to at least 30 days to process your recharter, so this may affect your Online Advancement process. We do apologize for the inconvenience.

BOYS' LIFE SUBSCRIPTIONS

BOYS' LIFE Is ~~Optional~~ Essential! Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that *BOYS' LIFE* magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use **BOYS' LIFE**.

Units can qualify for a **100% Boys' Life Streamer** if every family receives one subscription. If your unit is a Journey to Excellence Unit, you will also qualify to wear the **NEW Journey to Excellence/100% Boys' Life emblem**.

JOURNEY TO EXCELLENCE UNIT AWARD (JTE)

The Journey to Excellence Awards program is designed to recognize units, districts, and councils in achieving excellence in providing a quality program to a growing youth population in America at all levels of the Boy Scouts of America. Units that qualify may wear specialized emblems. **The unit must turn in their completed JTE form by December 31st to qualify.**



GETTING STARTED

Congratulations, you have been selected as the Online Recharter Processor for your unit.

The Online Recharting process is great because you'll be in complete control of your information - which ensures that it'll be correct, and you can do it from home or office, anytime that it's convenient for you. It's a secure and easy-to-use application.

Now that you have been selected, you can log on to www.my.scouting.org and get started. On the recharter website, you will be able to access a searchable online help and review a tutorial.

Beginning **October 1, 2016**, the Online Recharter access will open.

To be eligible for the Journey to Excellence Unit Award, your recharter must be **ON TIME**. This means the recharter must be submitted, signed and delivered to the Long Beach Area Council with payment on or before **November 23, 2016**.

All units must be processed on-time, or your unit will lapse and cease to exist.

Please contact your District Commissioner for your District's turn in night and location.

Here is what you'll need to get started:

1. The website: www.my.scouting.org (see the instruction letter)
2. Your Access Code (at the bottom of the instruction letter)
3. **Gather all information needed to start recharter:**
 - a. Current Unit Roster (can be obtained from your Unit Advancement Processor and from your unit's secretary)
 - b. List of youth and adults to remain on roster.
 - c. List of youth and adults to be removed from roster.
 - d. List of youth and adults that want Boys' Life.
 - e. Completed applications of **New or promoted** youth and adults.
 - f. Disclosure forms for **New** adults.
 - g. Youth Protection Training certificates for all new adults, AND for all adults needing to renew Youth Protection Training

Once you have logged onto the Internet Recharting website:

1. Select First-time user and enter the unit access code.
2. Select the unit type and enter the unit four-digit number. (ex: unit 70 will be 0070)
3. Create a password as instructed.
4. Complete the information requested on each screen.

Note: You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

RECHARTERING TIPS FOR SUCCESS

From the Council Registrar

1. **Simplify your recharter process:** Turn in all new adults and youth registrations to the Council Office to be registered 15 days prior to starting your recharter. This will make the process go much faster.
2. **Do Not** change names in the online recharter area (this includes correcting spelling). Please handwrite in red correct names on the final printout only.
3. Please make sure that when deleting, you delete the correct person. If deleted by accident, handwrite the person on the printout with an explanation. **Do Not Reenter online.**
4. **No One should be marked as a transfer,** there are no transfers at recharter time.
5. **There have to be at least 5 paying youth for a Unit to Recharter. (LDS units excluded)**
6. Check and confirm all multiples.
7. If a Scout or adult leader want *Boys' Life*, **please be sure to mark it** during the online rechartering process.
8. Only **New or promoted** members need applications. A list of those needing applications is printed with the final recharter (on the front page).
9. Social security numbers are no longer required to be input online during the recharter process. Only the council will be able to input SSN when processing adult leader applications.
10. Please make sure **all** applications are completed, with signatures, birthdates, disclosures and correct adult social security numbers and are attached to the recharter packet at turn-in.
11. Please make sure that you complete the last step in the online rechartering process by **SUBMITTING and PRINTING** the recharter. (**Print 2** copies; one for the council and one for the unit)
12. Please make sure that all paperwork is ready to be submitted together, this includes:
 - Recharter (printed in the last step of the online recharter process)
 - Signatures on the recharter (Executive Officer/IH and Unit Leader)
 - All new applications (completed)
 - Fees for Recharter (cash or check only) – An invoice is printed with recharter
 - The Annual Charter Agreement

P.S. Please make sure that all youth and adults that should be registered are registered. We do not remove people from the roster after the fact, unless they are transferred. **They will remain on your roster until next recharter year.**

UPDATING ONLINE ROSTER

There are six steps in the Stage 2: Update Roster:

1. Update chartered organization information
Review your chartered organization information and make any necessary changes.
2. Select members for renewal.
Select for renewal only the members who will be renewing with your unit.
3. Promote members
Select members from another unit to become members of your unit.
4. Add new members
Add new adults and youth to your roster.
5. Update member data
Update the personal information of members on your roster (birthday, email address, home address, phone number or occupation).
6. Update adult positions
Update the positions of all adults.

PROMOTE MEMBERS

The promote members provides the ability to move youth and adults from one unit to another. The units must expire on the same date and be from the same council. Promote members is integrated seamlessly into Internet Rechartering and is a simple process with step by step instructions.

In the promote members process the unit doing promotions will have automatic access to units that are chartered to the same chartering organization. If the chartered organization is different, the unit must obtain the access code to the other unit in order to obtain records of members in that unit who will be joining their unit. They must contact that unit to get the access code. This will encourage inter-unit cooperation and confirm who is seeking their member information. **An application will be required to complete the process.**

Youth to Adult Promotion

The promote member can be used to promote youth in the troop to an adult position in the troop (ex. youth member to Assistant Scoutmaster). An adult application and social security number will be required to complete this process.

MULTIPLE REGISTRATIONS

Only the Chartered Organization Rep (CR) can hold more than one position in a unit. The CR is the only individual who can be registered in more than one position within the same unit. **The CR may also serve in a multiple capacity as the committee chairman or member of the committee** within that unit if there are not enough adults registered for these positions.

Other adults may register in only one position per unit. If a unit feels that better service can be provided by an adult already serving in another unit, that individual may still hold only one position in each unit. There are no restrictions on the number of positions one person may hold as long as the individual serves only one position per unit.

Youth who are registered as Boy Scouts may multiple register as members of the Venturing crew or a Varsity Scout team. Members of a Varsity Scout team may also multiple register in a crew, ship or troop. Effective 8/1/11, Troop members **may** multiple register in another troop. Registration fees are paid only for an individual’s primary position; there is no fee for multiple positions. Multiple registrants will only receive a membership certificate for their primary position.

Some leaders choose to have their primary registration with the district or council. Mark them as multiple in the recharter process, and remind them to pay their registration fees to the Scout office by December 31st. If a new individual is registering as a multiple, please indicate that on the application by writing MULTIPLE on the application.

A youth can multiple register as an adult in a different unit. The youth registration should be the person’s primary paid registration.

POSITION CODES

Position codes – All positions can be held by male or female and the minimum age requirements for each position is in parentheses next to the position. **NOTE:** The previous designation of Scout Parent no longer exists.

CR	Chartered Organizational Rep (21)	PT	Pack Trainer (21)
CC	Committee Chairman (21)	AP	Tiger Cub Adult (18)
MC	Committee Member (21)	SM	Scoutmaster (21)
TL	Tiger Cub Den Leader (21)	SA	Assistant Scoutmaster (18)
CM	Cubmaster (21)	VC	Varsity Scout Coach (21)
CA	Assistant Cubmaster (18)	VA	Assistant Varsity Scout Coach (18)
WL	Webelos Den Leader (21)	NL	Crew Advisor (21)
WA	Assistant Webelos Den Leader (18)	NA	Crew Assistant Advisor (21)
DL	Den Leader (21)	SK	Ship Skipper (21)
DA	Assistant Den Leader (18)	MT	Mate (21)
IH	Institutional Head	92V	Venturing College Scouter Reserve (21)
92U	Unit College Scouter Reserve (18)	91U	Unit Scouter Reserve (21)
VP	Venturing Youth Participant age 18-20	LL	Lion Guide (21)

Minimum Required Positions per Unit:

PACK IH, CR, CC, 2 MC’s, or 1 MC and 1 PT, CM and one den leader, either a TL, DL or WL. There must be an AP for every registered Tiger Club and an LP for every registered Lion . Optional positions: CA, WA, DA, PT.

TROOP IH, CR, CC, (2) MC’s and SM. The SA is optional.

CREW IH, CR, CC, (2) MC’s and NL. The NA is optional.

TEAM IH, CR, CC, (2) MC’s and VC. The VA is optional.

SHIP IH, CR, CC, (2) MC’s and SK. The MT is optional.

COMPLETING THE RECHARTER

Please make sure that you complete the last step in the online rechartering, by **SUBMITTING and PRINTING.**

1. Correct any “warning” messages before submitting and printing charter paperwork. Submit and Print final paperwork. (Print 2 copies one for the council and one for the unit)
2. Gather all required signatures (for recharter, charter agreement, and applications)
3. Collect fees that are due.
4. Bring the completed Recharter (Packet, charter agreement, fees and new applications) to the Council.

Please make sure that all paperwork is ready to be submitted together, this includes:

- Recharter (printed in the last step of the online recharter process)
 - Signatures on the recharter (Executive Officer/IH and Unit Leader)
 - All new applications (completed)
 - Fees for Recharter (Only one check from unit is accepted or fees may be charged to unit account)
 - Journey to Excellence Unit Award (if applicable)
 - The Annual Charter Agreement
5. **Please be aware that if there are any issues with your Recharter, it will not be posted until those issues are cleared up. So please check and recheck your charter before turning it in.**

COMMONLY MADE MISTAKES

1. **No signatures or incorrect signatures on adult applications and Recharter.**
 - a. Adult applications should have the Committee Chair and Charter Reps signature.
 - b. Recharter should have Executive Officer (IH) and the Unit Leader signature.
2. **No fee or wrong amount attached.**
 - a. Remember NO ONE is a transfer at Recharter time.
3. **Applications missing.**
 - a. Make sure there are applications for everyone listed on the front of the Recharter.
 - b. Please be aware that even if you turned in an application for someone 6 months ago if they are listed on the front of the Recharter, please supply a new application or make a copy of the unit’s copy of the previous submission with social security number added.
4. **Incomplete Applications.**
 - a. Adults missing Social Security number and/or not answering Question #6.
 - b. Youth missing parent information (important especially for Tiger cubs) and/or missing birthdates.
5. **No proof of Youth Protection Training.**
 - a. Include a copy of the completion certificate with all new adult applications and for any adults needing to renew their training.

FREQUENTLY ASKED QUESTIONS

Where can I get a copy of our current BSA Unit Roster?

The key 3 in your unit (Unit Leader, Committee Chair or Charter Representative) can access the unit roster at any time using the new my.scouting.org tools.

I have not received my membership card?

Membership cards are mailed out to the Unit leaders after the recharter has been processed by the council office. Note: You will only receive a membership card for your primary position (the position which you paid for). Membership cards may also be printed from the my.scouting.org tools.

I forgot my log-in for Rechartering?

The council only has the unit access code since you created the password, please make sure it's something you can remember. You can also use the "forgot password" option.

Is my Recharter access code the same as last years? No, the access code changes every year.

How do I change my Charter Executive Officer?

The easiest way is to cross out the old name in red ink and attach an application for the new Executive officer to your final recharter paperwork.

How do we change our Chartering Organization?

Contact your District Executive. Attach a new unit application to your Recharter, along with a letter from the previous Organization releasing the number and all property to the new Organization.

Can a youth be registered in two units at the same time?

A youth can be registered in multiple units at no additional cost.

Why is my Charter not posted?

There can be several reasons for this: Note: Please contact your District Executive or commissioner for more details.

- Applications are missing and/or information on applications is missing, i.e. required signatures
- Fees have not been paid
- Charter was not submitted correctly online
- The Council begins posting charters January 2nd

I changed a unit leader, but he is not on my Recharter Printout?

There was no application submitted or the application was incomplete. Another explanation could be that he has not submitted a copy of his youth protection training completion certificate to the Scout Service Center.

I submitted my Recharter online to the Council and forgot to add someone, what can I do?

1. If you have not submitted the recharter to your unit commissioner, write their name on the front page and submit an application for them and include the extra fees.
2. If you have already submitted the paperwork to your unit commissioner, turn in application to the council office and indicate it is for the recharter and pay applicable fees.

Why do you need my Social Security number?

All adults must supply their Social Security number for a National background check. It is BSA policy.

I'm changing my position do I need to fill out a new application?

Yes, every time you change positions or transfer to a new unit, you must fill out a new application. Be sure application is complete. **Within a unit, positions of the currently registered adults may be changed during recharter without the need for a new application.**

***BOYS' LIFE* Is ~~Optional~~ Essential!**

Yes, *BOYS' LIFE* is **ESSENTIAL!** Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that *BOYS' LIFE* magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use ***BOYS' LIFE***.

Consider the recognized benefits of ***BOYS' LIFE*** to your Scouts:

LONGER TENURE Scouts who subscribe to ***BOYS' LIFE*** stay in Scouting longer than non-subscribers. The most recent study (by Globe Research Corporation) shows that ***BOYS' LIFE*** subscribers remain active in Scouting more than twice as long as non-subscribers.

GREATER ADVANCEMENT ***BOYS' LIFE*** subscribers advance in rank faster and more often than non-subscribers. Nationally, two out of three ***BOYS' LIFE*** subscribers advance in rank annually. Only about one out of three non-subscribers advances in rank annually.

MORE ACTIVE ***BOYS' LIFE*** subscribers and their parents tend to be more active in unit, district, and council activities than non-subscribers. Because a ***BOYS' LIFE*** subscriber spends more time in the Scouting environment, he has increased opportunities to benefit from Scouting's principles and ideals.

GOOD VALUE Members of the Boy Scouts of America pay just half the basic price for ***BOYS' LIFE*** -- a great value at 1.00 dollar per month (The non-Scout rate is \$2.00). ***BOYS' LIFE*** is your *best value* in the youth magazine market.

FAMILY SUPPORT Because ***BOYS' LIFE*** is delivered to the Scout's home, it brings greater parental understanding and support. Brothers and sisters read ***BOYS' LIFE*** and become more supportive. Help keep the family involved in Scouting -- through ***BOYS' LIFE***.

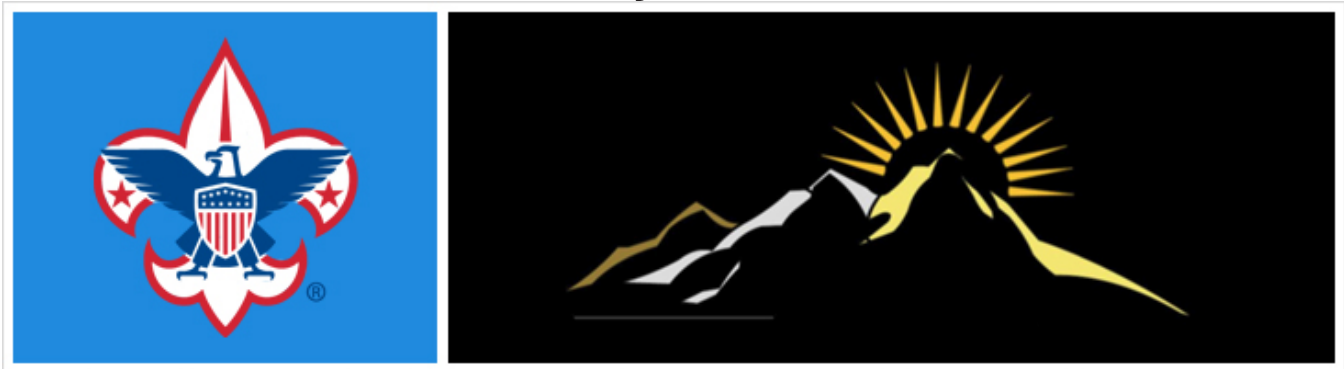
GOOD READING Reading is a survival skill. Boys like reading ***BOYS' LIFE***. Parents appreciate that ***BOYS' LIFE*** is filled with wholesome stories that tell their sons "the world is full of exciting, interesting things" for him to know about and to learn about (Bob Greene, *Chicago Tribune*, February 20, 1994). "Each month ***BOYS' LIFE*** brings to our Scouts a wonderful and exciting world of reading, with articles that help them to become better Scouts" (Roy Williams, past Chief Scout Executive).

YOUR NEXT STEP is to develop a plan to make your unit a **100% *BOYS' LIFE* UNIT**.

Units can qualify for a **100% *Boys' Life* Streamer** if every family receives one subscription.

If your unit is a quality unit, you will also qualify to wear the **NEW Journey to Excellence/100% *Boys' Life* emblem**. Contact your Unit Commissioner or District Executive for assistance.

2016 Journey to Excellence



The Journey to Excellence Unit Award recognizes outstanding packs, troops, teams, crews, and ships that conduct a quality program for their youth on an annual basis.

Unit Recognition Major Features of the Program

“To improve the **QUALITY** of program in every unit in America!”

- **Improve** and increase adult leader training.
- **Improve** youth recruitment and retention.
- **Improve** parent participation.
- **Improve** youth advancement.
- **Improve** outdoor program participation.
- **Improve** annual program planning.

How Does a Unit Know When It Has Qualified?

Between October 31 and December 31 of each year, a “Journey to Excellence” form is completed and signed by unit and district leadership—usually a commissioner—after they meet to review their achievements for the calendar year compared to the goals they established at the beginning of the year.

The achievement form to be completed will help each unit and the district leadership to:

- Evaluate where the unit is on accomplishing the goals established for each criterion.
- The meeting will allow the district leadership to meet with the unit leadership before year end.
- If the unit has not yet accomplished all of its goals, it will have time to develop an action plan to achieve the award before year-end.
- Forms may be downloaded from the National BSA website: scouting.org/JTE