

OFFICIAL RECHARTER PACKET LONG BEACH AREA COUNCIL RECHARTER INSTRUCTIONS



BOY SCOUTS OF AMERICA®

LONG BEACH AREA COUNCIL

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NEW for 2017

- Current Youth Protection Training is REQUIRED before the online recharter process can be completed.
- In the Submit stage, the renewal processor will have the option to give account access to the Charter Organization Representative or Executive Officer for online approval and electronic signature of the recharter. (Physical signatures must be obtained if this option is not used.)
- Registration fees will be \$33 for a 12 month term. (Boys' Life remains \$12 for a 1 year subscription).
- Registration fees, Boys' Life subscriptions and Unit Liability Fees may be paid online with a Credit Card. Please note that a 3% convenience fee will be added to the total if paying by Credit Card. Units may also pay by check or cash submitted with the recharter paperwork with no additional service fee.

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.

Beginning **October 1, 2017**, 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, 100% correct, and delivered to the Long Beach Area Council with payment, or proof of online payment, on or before **November 22, 2017**. Defective or incomplete recharters must be corrected and completed by the due date.

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

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
 - 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 Magazine
 - e. Completed applications for **New** youth (if not registered online) and adults
 - f. Youth Protection Training certificates for all new adults, AND for all adults needing to renew Youth Protection Training (printed copies are REQUIRED)
 - g. Current addresses and phone numbers for all youth and adult members

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.
5. Use the Update Unit Roster function to refresh member data to add new records and update Youth Protection status from the Council's information.

UPDATING ONLINE ROSTER

There are six steps in 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. Add new members
Add new adults and youth to your roster.
4. Update member data
Update the personal information of members on your roster (birthday, email address, home address, phone number or occupation).
5. Update adult positions
Update the positions of all adults.

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 chair 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 a Venturing Crew or Sea Scout Ship. 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.

POSITION CODES

Position codes – All positions can be held by males or females and the minimum age requirements for each position is in parentheses next to the position.

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)	CA	Assistant Cubmaster (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 (21)	92V	Venturing College Scouter Reserve (21)
92U	Unit College Scouter Reserve (18)	91U	Unit Scouter Reserve (21)
VP	Venturing Youth Participant (18-20)	LL	Lion Guide (21)
NM	New Member Coordinator (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.

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 recharting, 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 (signed packet, charter agreement, fees, unless paid online, and new applications) to the Council at your scheduled appointment time.

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 or electronic approval on the recharter (Executive Officer/IH and Unit Leader)
 - All new applications (completed)
 - Fees for Recharter (cash or single check ONLY) or proof of online payment
 - The Annual Charter Agreement
 - Journey to Excellence Unit form
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.**

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 at least 15 days prior to starting your recharter and make sure all online applications for new youth have been completed.
2. Turn in Youth Protection Training completion certificates for all adults needing to renew their training prior to starting your recharter.
3. **Do Not** change names in the online recharter area (this includes correcting spelling). Please **handwrite** in red correct names on the final printout only.
4. Please make sure that when deleting, you delete the correct person. If deleted by accident, **handwrite** the person on the printout with an explanation.
5. **No One should be marked as a transfer**, there are no transfers at recharter time.
6. There have to be at least 5 paying youth for a Unit to Recharter. (LDS units excluded)
7. **Check and confirm all multiples.**
8. If a Scout or adult leader wants *Boys' Life*, **please be sure to mark it** during the online rechartering process.
9. Only **New** members need applications. A list of those needing applications is printed with the final recharter (on the front page).
10. Social security numbers cannot be input online during the recharter process. Only the council will be able to input SSN when processing adult leader applications.
11. Please make sure all applications are **complete**, with signatures, birthdates, disclosures and correct adult social security numbers and are attached to the recharter packet at turn-in.
12. Attach Youth Protection Training completion certificates to all new adult applications.
13. 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)
14. Please make sure that all paperwork is ready to be submitted together, this includes:
 - Full Unit Charter Renewal, **not** the Summary EZ Report (printed in the last step of the online recharter process)
 - Signatures on the recharter, unless approved electronically (Executive Officer/IH and Unit Leader)
 - All new applications (completed)
 - Fees for Recharter (cash or check only) or proof of online payment.
 - The Annual Charter Agreement
 - Journey to Excellence Form

P.S. Please make sure that only youth and adults who *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.**

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 my.scouting.org tools, available online from any internet enabled device.

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 year?

No, the access code changes every year.

How do I change my Charter Organization's 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?

Yes, 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. 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/she is not on my Recharter Printout?

There was no application submitted or the application was incomplete. Another explanation could be that his/her youth protection training completion certificate was not submitted to the Scout Service Center with the application.

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

If you have already submitted the paperwork to your unit commissioner, turn in an 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?

NOT during recharter if you are changing positions within the same unit, otherwise, yes, every time you change positions or transfer to a new unit, you must fill out 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***.

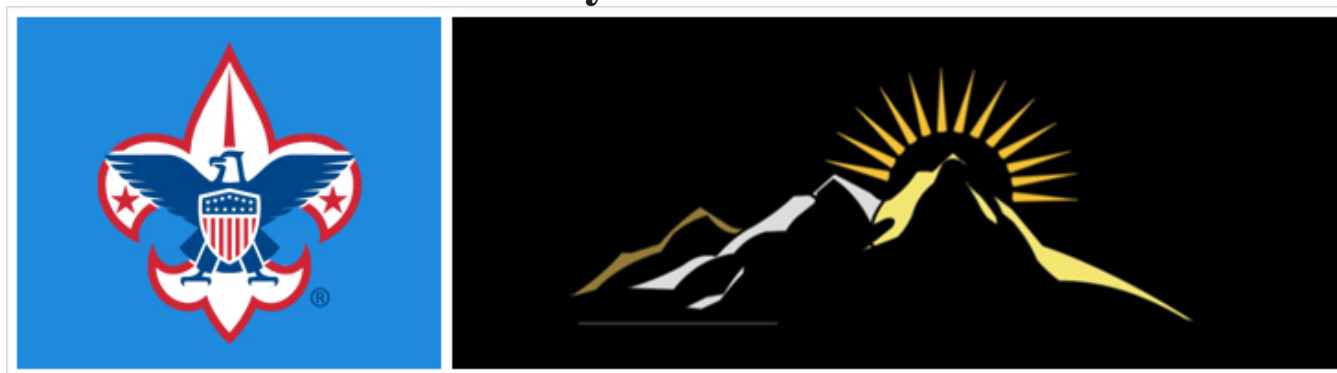
GOOD READING Reading is a survival skill. Boys like reading ***BOYS' LIFE***. Parents appreciate that ***BOYS' LIFE*** is filled with wholesome stories that tell their sons "the world is full of exciting, interesting things" for him to know about and to learn about (Bob Greene, *Chicago Tribune*, February 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.

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