



The information listed below is to assist the person responsible for completing the charter renewal process for your unit. Additional information is also available at your district roundtable and on the Voyageurs Area Council's website [www.vac-bsa.org](http://www.vac-bsa.org)

**To access the Unit Charter Renewal System (UCRS)**

1. Go to: [www.vac-bsa.org](http://www.vac-bsa.org)
2. Click on the "More" tab.
3. Click on the "Scouting Tools" tab.
4. Click on "Online Tools" from the drop-down menu.
5. Click on "Charter Renewal"

**Required documents to turn in to the council in order to finalize the process:**

1. All pages of the completed Unit Charter Renewal Report Package must be turned in even if payment is made online. *"Draft" copies will not be accepted.*
2. BSA Adult or Youth applications for everyone listed as "new" on page one of the Charter Renewal Report Package. Adult applications MUST include a signed Disclosure/Authorization form.
3. Current Youth Protection Training is required for all adults. YPT is available online at <http://my.scouting.org>
4. One check -- made payable to Boy Scouts of America or Voyageurs Area Council.

**PLEASE NOTE:**

**- Current Registration fees:**

Charter fee: \$75.00

Adult fee: \$42.00

Exploring youth: \$42.00

New member fee: \$25.00 (Exploring youth are exempt)

Renewed Youth Fee: \$66.00

New Youth Fee: \$91.00 (This includes the one-time new youth member fee of \$25.00)

Insurance fee per member: \$15.00 (Exploring youth and adult are exempt)

Scouts (Boys) Life Magazine; \$12.00 (optional)

- The final paperwork must include appropriate signatures on all individual adult and youth applications and on the Charter Renewal Application. The lack of appropriate signatures may delay processing of your charter renewal.
- Please confirm that every adult leader has current with the new YPT *before* turning in the final renewal paperwork. Youth Protection Training is required for all adult leaders and must be completed every two years.
- Please make sure that you review the roster before submitting as completed. This is when you will catch members who are not registered. You can also update address and contact information changes. ***Any member not listed on the roster will be dropped.*** Any applications turned in before January 1, 2021 will expire on December 31, 2020 if not renewed on roster.

***Completed Charter renewals are due by December 1st to help ensure that they are posted by December 31<sup>st</sup>.***

**Other documents strongly encouraged to be turned-in:**

Journey to Excellence Form: JTE forms are available online at: <https://www.scouting.org/awards/journey-to-excellence/scorecards/2020-scorecards-english/>

Additional useful forms (Membership Inventory, Unit Budget Plan, New Youth & Adult Applications, etc.) may be found on scouting.org: <https://www.scouting.org/resources/info-center/forms/> and can be printed and used to assist in the completion of your unit's 2021 charter renewal.

**\*\*\* UNIT ACCESS CODE \*\*\***

**Access Code:**

**District:**

**Charter Organization:**

**Unit:**

Questions, please contact Susan Meyer (218) 740-4525 or your District Executive (218) 729-5811.

