



2021 UNIT RE-CHARTERING

Every year, from November through December, all units (packs, troops, crews and posts) renew their affiliation with Scouting. Through this process, chartered organizations and member update their information, pay their registration fees and renew their Scout Life subscriptions. A representative of each unit completes the renewal process online by indicating returning member, adding new members and updating information for individuals or the chartered organization.

STEP 1. Receive your Access Code Electronically. Your Unit Access Code has been sent to the unit electronically, if you have not received the code contact Bill Berg or Clark and they can assist you. Re-charter packet resources are available on the district page at www.vac-bsa.org. A training will take place by Zoom & we will have office hours have been set up to assist you. We will be having training via Zoom on 11/8/20 at 6:00 pm and you can register on the council website at www.vac-bsa.org. We will also have office hours on 11/10, 11/11, 11/15 & 11/16 to offer help and assistance with your recharter from 6:00 to 8:00 pm. You can contact Clark at 218-409-1600 or clark.garthwait@scouting.org or Bill Berg at 218-393-0154 or bbergster@gmail.com. We can talk over the phone or talk by Zoom.

STEP 2. By Nov. 1, Register online and complete online steps 1-2. Having your access code, click on the link that will take you to the Internet Rechartering page. [Internet Rechartering](#). Register as a first-time user. Make sure to write down your password. You must register as a “first time user” every year and cannot use information from past years. The system will be available after October 1st. Select “Load Council Information” to get a “working copy” of your current roster from the BSA’s registration system.

STEP 3. By Nov 16th, inventory your Members and Collect Fees. This includes updating your roster of members, removing those no longer involved with your unit, adding new youth and adults not currently registered and collecting dues. BSA registration fee for 2021 and is \$66.00 for youth involved with Cub Scouts, Scouts BSA, Venturing, and Sea Scouts. \$42.00 for youth Exploring and all volunteer adults, and insurance fee of \$15.00(Explorers youth and adults do not need to collect the insurance fee). Optional Scout Life subscription fee is \$12.00 (strongly encouraged), and Chartered Organization Liability fee of \$75.00. For new Cub Scouts and Scouts BSA youth there is a \$25.00 joining fee.

Regardless of who is assigned to do the collection, you must know who is renewing and any changes to their personal data (address, phone #, etc.) and, for adults their scouting position. **PLEASE** remember to add or update their current e-mail address. Involve the unit leaders and committee to determine the status of those who you cannot reach, Get complete, new applications, for any new youth or adult members. The chartered organization should pay the \$75.00 annual liability fee. The insurance fee this year is \$15.00 per person.

Youth Protection: Before online system will allow you to submit the recharter, all registering adults must be current in their Youth Protection Training. This training was updated in February 2019 and all adults must complete the current version of the training will show up as not being trained in www.my.scouting.org. This training should be completed online via www.my.scouting.org.

STEP 4. By Nov. 23rd, Complete online steps 3-5: Update the Unit Roster and Submit to Council. Now that you have gathered all this information, log back into the online re-charter system and complete steps 3 – 5. Take all the information you’ve collected and update your unit’ roster. At the end of the Internet Re-

chartering process (Step 5), click “Submit to Council” to finish the online portion of the re-charter. After clicking “Submit to Council” all Unit’s MUST PRINT your charter – click “Print Renewal Application” and select “Unit Charter Renewal Report Package” **(DO NOT Select E-Z Report)**.

Approval: The Recharter must be signed and approved by the Executive Officer or the Chartered Organization Representative. They can do this electronically through the recharter system or they can sign the printed charter.

Payment Options: The system will give you 3 payment options: Credit Card with 3% fee, Cash, or e-check. Units can select any of the payment options.

STEPS 5. By Dec. 1st Obtain Signatures and Collect Missing Items. The Executive Officer must sign the recharter, either electronically or by hand, this is found on the 2nd page of the printed recharter. The front page of the printed recharter will have, in **RED**, missing items that must be collected and added to the recharter before it can be processed. This is incredibly important as the **Re-charter CANNOT be processed until we receive these items.** This is the part that generally will hold up a re-charter from being posted. Use the Re-Charter Turn-in Worksheet, found in your re-charter packet, to ensure 100% completion of your re-Charter.

Unit Commissioner: Your Unit Commissioner is there to help you and can review your charter for errors. The Commissioner can also help you fill out your Journey to Excellence form.

My Unit Commissioner is: _____ Phone: _____

Email: _____

STEP 6: Turn in paperwork by 12-1-20: Turn in your completed recharter with all missing items and signatures. Also turn in your unit’s Journey to Excellence form, Unit’s Detailed Assessment, Unit Key Contact Information sheet and the Unit Re-chartering worksheet.. If you didn’t pay online, bring a check to pay the recharter fees. **If possible, we suggest that they amount NOT be filled in until the District leadership has double checked the total.**

Unit Investment in Character Targets: Unit Investment in Character targets for 2021 will be based on the number of youths involved in the unit. Units that turn in their 2021 re-charter paperwork on or before December 1, the district will use those numbers to determine the unit target and incentive. Units that do not turn in their charter on or before December 1, then their Investment in Character targets will be based on youth numbers in the unit as of November 30th.

On January 1st, if the Unit’s recharter paperwork has not been received by our Council Office, insurance stops and the Unit must stop operating until the recharter paperwork is received. Recharterers may not be immediately processed on January 1st, however if the office has received it, then the Unit can continue as usual.