



BOY SCOUTS OF AMERICA®
KATAHDIN AREA COUNCIL

Unit Charter Renewal Handbook 2020



<http://www.katahdinareabsa.org/rechartering>



Prepared. For Life.™

Unit Charter Renewal Handbook

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BOY SCOUTS OF AMERICA®
KATAHDIN AREA COUNCIL

October 2020

Dear Unit Leader,

We are pleased to present this “Charter Renewal Handbook” as resource tool for your use to make your unit’s rechartering experience as smooth as possible. The Boy Scouts of America issues charters annually to community organizations to use the Scouting program under their own leadership as a service to their children, youth, and families. Charter Renewal, or rechartering, refers to the process that renews your organization’s charter and the registrations of your members and adult leaders. It can be done simply by visiting: <http://www.katahdinareabsa.org/> and following the steps outlined.

All units will need an access code once they enter the rechartering area on the website. Please note that the access code issued to your unit last year will not work. Your unit’s access code will not be distributed to you at Roundtable this year. Instead, you will need to contact your District Executive or Vicki at the Council Service Center to receive your code. If they are not available, everyone there has a copy of the codes and can give them to you.

Every unit charter in every district of the Katahdin Area Council will expire at the end of the month of December. **All unit charters and payments are due no later than December 1st, 2020. It is recommended that you utilize your Roundtables by taking the opportunity to ask any questions of your District Commissioner and District Executive that you may have.** Please be sure to check your district’s website or attend your district’s roundtable meeting to find out the details that you may miss. Before turning in your completed charter paperwork to the designated Commissioner Staff of your district or Council Service Center, make sure you have all the appropriate information, signatures and fees. **Please do all you can to assure that your charter is turned in accurately and on time or else you will be issued with a Defective Charter Notice and we will not be able to process your charter until the necessary corrections have been made.** All units will be able to access the website to begin the online rechartering process on **October 1st**.

A reminder that youth protection training is a requirement for all registered adult leaders. **In order for any leader in your unit to be reregistered in your unit they must complete and show proof of youth protection training.** Please see the specific section on these topics in this handbook for more information.

If you should have any questions, please do not hesitate to contact your unit commissioner, district professional, or the registration department at the council service center by calling (207) 866-2241 ext. 103.

Yours in Scouting,

Tim Wakeland
Council Commissioner

THE FOUR EASY STEPS

**TO BE COMPLETED BY THE COMMITTEE CHAIR, UNIT LEADER
OR OTHER DESIGNATED LEADER IN YOUR UNIT**

STEP ONE – PREPARE THE CHARTER

- Attend your monthly Roundtables. You will receive important information that will be helpful and it will give you the opportunity to ask questions you may have.
- Gather current copies of your unit's youth and leader rosters. You can do this by logging into the tools section at www.my.scouting.org.
- For any youth and adult members not registered yet, please complete applications and submit with pro-rated registration fees to the council service center immediately. **Completing this process prior to beginning the recharter process will save you valuable data entry time when processing the charter and assure that everyone is registered prior to starting.** Adults and youth already registered do not need new applications. Adults changing positions must fill out a new application for our records. **Please note:** If the social security numbers given on adult applications are discovered to be incorrect or invalid, the adult applicant will be responsible for the payment of the second criminal background check that will need to be processed.
- Adult applications are not needed for adults already registered in the same positions.
- Contact all leaders and families to confirm who will be re-registering. If your unit collects fees from members for rechartering, remind members of the amount that will be due and the payment procedure established by your unit. Be sure to allow enough time to complete this important step to assure on-time charter turn-in.
- If you have leaders registered in multiple units, be sure to confirm where their primary (paid) registration is located.
- **Be sure that all leaders are current in their Youth Protection Training. See page 7 for more information.**
- **Confirm accuracy of names, addresses, birth dates, e-mail, ranks of youth members, grades, who's receiving Boys' Life magazine, and positions of adult leaders.**
- It is not recommended that you use unit management software (UMS) program such as PackMaster or TroopMaster during this process because the system will not let the user go back and re-start the process using information directly from ScoutNET (BSA's National database). However, if you do choose to do so, please use the program after your youth and adult rosters are edited for accuracy and assure that no nicknames are used. Otherwise, duplicate records will be created that you'll have to go back and fix.

STEP TWO – PROCESS THE CHARTER

- Become familiar with the internet rechartering process by visiting the online tutorial. Visit https://scoutnet.scouting.org/ucrs/Files/pdf/Internet_Rechartering_Update_Version_12_October_1_2020.pdf and follow the appropriate rechartering links.

- The Internet Rechartering system does not support the Mozilla Firefox web browser or Windows 8. Please use Microsoft Internet Explorer.
- When ready to process your charter, visit <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx> and click on the “Internet Rechartering” icon on the homepage and follow the appropriate links. Units may begin on October 1st.
- You must sign in as a **New User** when logging on to internet recharter each year. Log-in passwords and access codes from previous years will not work.
- Format names to reflect the following for data entry purposes:
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (OBrian not O’Brian)
 - NO hyphens. (John SmithPayne not John Smith-Payne)
 - NO nicknames (Joseph not Joey)
- Once the process is completed, print the charter renewal package.
- Obtain signatures from the Institutional Head (a.k.a. Executive Officer) for your unit and the unit leader.
- Collect all registration, *Boys’ Life* magazine and insurance fees from youth and adult members.

STEP THREE – CHARTER TURN-IN

- You can give your completed charter paperwork and fees to your District Commissioner/District Executive by appointment or attend any of your district roundtables or council service center to turn in your charter. Check your district’s website at <https://www.katahdinareabsa.org/> and district for more information.
- All unit charters are due by December 1st, 2020 to ensure that your paperwork is processed before your unit expires.
- Bring a **signed but otherwise blank check** with you to pay for all fees. The final amount due will be determined when we have reviewed it with you before processing your payment. **Don’t forget to include the \$1.00 insurance for all Lion and Tiger partners. The internet Rechartering system does not calculate these additional fees.**
- If for any reason your unit is not able to be represented at your district’s roundtable, contact your unit commissioner or district executive as soon as possible to make arrangements to turn in your charter.

STEP FOUR – PRESENT THE CHARTER

- Plan to conduct a charter presentation ceremony after you receive your charter (units will be notified when charters are ready).
- Involve your unit commissioner in the charter presentation.

RECHARTER FEE WORKSHEET

<i>Item</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</i>
Unit Liability Insurance Fee (Charter fee)	1	\$75.00	\$
Paying Youth (new & reregistering)		\$66.00	\$
Onetime New Youth Joining Fee		\$25.00	\$
Youth <i>Boys' Life</i> Subscriptions		\$12.00	\$
Paying Adults (new & reregistering)		\$42.00	\$
Multiple Adults (dual registration) <i>NOTE: Only Scouts and Venturers must pay registration fees in their other unit!</i>		NO FEE	
Adult <i>Boys' Life</i> Subscriptions		\$12.00	\$
Accident & Health Insurance (MANDATORY for all paying adults and youth; include Lion & Tiger Cub Adult Partners, and Institutional Head if not already registered in a paying position)		\$1.00	\$
TOTAL CHARTER & INSURANCE FEES:			\$

2020 Membership Fee Increase

For more than 100 years, Scouting has helped build future leaders by combining educational activities and lifelong values with fun and adventure in the outdoors. At Boy Scouts of America, we are dedicated to developing leaders of character by preparing young men and women for life by instilling in them the values of the Scout Oath and Scout Law. The timeless ideals of the Scout Law, such as being trustworthy, helpful, kind and brave, make up the foundation young people need to address and overcome challenges in their lives and the issues facing their generation.

In the Katahdin Area Council, Scouting serves more than 2,100 youth in 6 counties. Now as we continue the Scouting mission, it is important that we keep pace with an ever-changing world. While costs to the organization have increased every year, the Boy Scouts of America has worked to keep the annual membership fee as low as possible by subsidizing core costs, including liability insurance we must carry to cover all official Scouting activities. Unfortunately, it is no longer possible to subsidize at the level we have in the past, especially as the cost of insurance has increased dramatically. We kept the cost low to make Scouting available to as many young people as possible but keeping the cost artificially low for many years now magnifies the impact of changes.

To ensure we have the resources to fulfill the promise of Scouting despite increasing operating costs, the National Executive Board of the Boy Scouts of America has made the difficult but necessary decision to increase the annual membership fee effective August 1, 2020 to:

- \$66 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts,
- \$25 for Onetime NEW youth Joining fee
- \$42 for youth members in Exploring, and
- \$42 for adult members
- \$75 for Unit Liability Insurance Fee (Charter Fee)

Every dollar of the national membership fee will go toward the cost of essential services, including liability insurance for those participating in approved Scouting activities, program resources, safety standards, youth protection and personal safety training, and services to councils nationwide to sustain Scouting. The National organization will also continue to develop and improve resources that support our volunteers and youth members such as online registration, Member Care and Scoutbook, which now includes the Den Leader experience to ensure the safe and consistent delivery of Cub Scouting; as well as improvements aimed at simplifying the annual renewal process. In Katahdin Area Council, we will continue to bring Scouting to our communities and family through our 50 Packs, 51 Troops, 2 Venturing Crews, 2 Sea Scout Ships and 4 Explorer Posts located throughout northern and eastern Maine.

Across the country and in our own community, we know that Scouting remains one of the most valuable investments we can make to support young men and women today so they can become the leaders we will turn to tomorrow. From once-in-a-lifetime adventures to merit badges that spark interests and future careers; from campouts under the stars to service projects that leave a lasting impact on our communities; Scouting's year-round program expands horizons and provides young people with a safe and welcoming place to learn, grow, and thrive.

That is why we are committed to ensuring that all youth can experience the character-building benefits of Scouting regardless of their financial situation. National has established a national *Growing Future Leaders Fund*, which is funded entirely through donations, to help provide additional financial support to those who need it.

GLOSSARY

Chartered Organization Certification:

The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults. In BSA units, the responsibility for approval of adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise. Adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America; they are U.S. Citizens (or have declared intention or are otherwise qualified.)

Unit Liability Insurance Fee:

All units are required to pay an annual liability fee of \$75.00. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer:

Also known as the institutional head (IH).

Multiple Registration:

An adult who pays a registration fee in another unit or in a district or council position does not need to pay an additional registration fee for a position in another unit. The only adult position that may multiple *within* a unit is the chartered organization representative (CR), who may serve as either the committee chair (CC) or a committee member (MC). Youth members paid in one unit are not required to pay more than once.

Adult Position Codes:

Use the following codes to fill out an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

IH	Executive officer/institution head (21)
CR	Chartered organization representative (21)
CC	Committee chair (21)
MC	Committee member (21)
PC	Parent coordinator (21)
CM	Cubmaster (21)
CA	Assistant Cubmaster (18)
LL	Lion Leader
TL	Tiger Cub den leader (21)
DL	Den leader (21)
DA	Assistant den Leader (18)
WL	Webelos den leader (21)
WA	Assistant Webelos den leader (18)
PT	Pack Trainer (21)
SM	Scoutmaster (21)
SA	Assistant Scoutmaster (18)
NL	Crew Advisor (21)
NA	Crew associate Advisor (21)
SK	Skipper (21)
MT	Mate (21)
91U	Unit Scouter Reserve (21) - Must be marked manually on Charter paperwork
92U	Unit College Scouter Reserve (18) - Must be marked manually on Charter paperwork
92V	Venturing College Scouter Reserve (18)-Must be marked manually.

YOUTH PROTECTION TRAINING

The Boy Scouts of America require mandatory Youth Protection training for all registered volunteers. New leaders are required to take Youth Protection training within 30 days of registering. **The Katahdin Area Council, beginning in 2015, requires that Youth Protection Training be completed annually in October. If a volunteer's Youth Protection training record is not current at the time of recharter, the volunteer will not be reregistered.**

To ensure these policies are fully implemented, please take the following steps before beginning the rechartering process:

- Review the YPT Y or N indicator located under Gender for each adult leader listed on the Charter Renewal Roster.
- If a unit leader has not taken Youth Protection training within the required time period, they need to log on to [My.Scouting.org](https://my.scouting.org) and take the training. They will need to make sure that their member ID is listed on their [My.Scouting.org](https://my.scouting.org) profile. The number can be found on their Boy Scouts of America membership card and on the Charter Renewal Roster.
- If they took Youth Protection training online but did not input their member ID number, they should log back on to [My.Scouting.org](https://my.scouting.org) and input their member ID so the training will be linked with their records.
- If they have taken Youth Protection training within the required time period but did not take the course online, leaders can still log on to [My.Scouting.org](https://my.scouting.org) to ensure that their training records are up-to-date, or contact the council and have them verify that the Youth Protection training record is accurate.
- Any training taken online or updates made to the council's database after the roster has been submitted in Internet Rechartering will not be reflected in the Internet Rechartering process. A copy of the Youth Protection training certificate needs to be provided with the completed recharter paperwork.
- If your unit needs assistance in providing Youth Protection Training to your leaders, contact your District Commissioner and they will help you to ensure that all of your leaders are trained.

Youth Protection resources and training is available online at:

<https://my.scouting.org/>

District Commissioners Contact Information

Hancock-James Rausch 207 667-9526
cinnamonboy1@msn.com

Washington-Vacant

North Star-Vaughn Keaton 207 551-9098
bklocks1973@gmail.com

Penobscot Valley-Fred Nickerson 207 827-0537
crashresq@roadrunner.com

Penquis-Chuck Crump 207 341-0200
KACScoutTrainer@gmail.com

Waldo-Jim Robbins 207 745-1482
jimsret@rlco.com

List of 2020 Upcoming Roundtable dates/times/ locations.

Hancock

St. Andrew Lutheran Church, Ellsworth 7:00 - 8:00 PM

Washington

Jacksonville Methodist Church, E Machias 6:00 - 7:00 PM

North Star

Presque Isle Methodist Church 7:00 - 8:00 PM

PV

Masonic Lodge 6:30 - 8:30 PM
294 Hammond Street, Bangor

Penquis

Dover-Foxcroft Congregational Church 7:00 – 8:00 PM

Waldo

EMA Building, Belfast 6:00 - 8:00 PM

“Please contact your District Executive or District Commissioner to confirm the dates/times/locations.”