Who Can I Contact with Specific Questions?

Your first contact is your Unit Commissioner. If you are unable to reach him/her, contact one of the following:

**Three Rivers**
- District Executive: Ann Clark 319-350-0934 afeuss@hotmail.com
- District Executive: Evan Hergert 319-862-0541 evan.hergert@scouting.org

**Old Capitol Valley**
- District Executive: Sarah Harris 319-430-2402 Sarah-harris@uiowa.edu
- District Executive: Jackson Wright 319-862-0541 jackson.wright@scouting.org

**Red Cedar**
- District Executive: Tracy Schloss 319-551-2505 Tracy@troop42.com
- District Executive: Stephen Mayne 319-862-0541 stephen.mayne@scouting.org

**Our goal is simple for this recharter season:** On-time, accurate, complete charter renewal packages.

Best wishes to all for a successful charter renewal season.

Alan Kessler  
Hawkeye Area Council Commissioner  
alankessler@gmail.com

Tracy Schloss  
Council Recharter Coordinator  
tracy@troop42.com  
Phone or text 319-551-2505
This guide is for the unit recharter coordinator who will complete the annual charter renewal for your unit.

The annual charter renewal process is essentially five steps:

1. Gather necessary information on youth and adults.
2. Gather applications for new youth and adults.
3. Verify youth protection training on all adults.
4. Enter the information through the BSA Internet Charter Renewal Website
5. Submit your unit’s “Charter Renewal Application” (printout) and accompanying documents no later than December 16, 2019.

This guide walks you through each step and provides helpful tips and advice to simplify these tasks. Whether you are new to charter renewal or not, we encourage you to read this guide before starting.

**Why is a Charter Necessary?**
The chartering process is one of the oldest traditions in all of Scouting history. It is the formal document that certifies the agreement between a Charter Partner – an organization that agrees to utilize Scouting as a part of its service to youth and community outreach – and the Boy Scouts of America, setting expectations for the quality of program to be delivered to the Charter Partner’s youth population.

**Why is a Charter Renewed Annually?**
The charter renewal process ensures continuity of a unit’s program, advancement and activities for youth as well as continuity of service and tenure records for youth and adults. This process is something to be taken very seriously, executed thoroughly and conducted in a timely manner according to the dates in this handbook.

**Important Note:** Charters for every unit in the Council will expire on December 31, 2019. There is no grace period. Everything **MUST** be done by the 31st.

**2020 Rechartering Process Tips & Notes**

*Utilize the roster printout in this recharter packet as a worksheet to confirm the Scouts and leaders who will continue in 2020 and verify that the contact information is listed accurately.

- If families receive mail via a PO Box, use that as the address to ensure families receive various mailings and Scouting magazines.
- Collect email addresses for your members, and update them in Internet Rechartering

*When using Internet Recharting, it is important to download the Council roster rather than uploading data from a unit’s membership software.

*All units with the same Chartered Organization must have the same Institutional Head (IH) and Chartered Organizational Representative (CR) listed on the charter. Prior to changing anyone in these positions, confirm with the organization.

*Turn in all new Scout and Leader applications by October 16, so that they will be listed in Internet Rechartering on November 1. This also ensures the individual has coverage under the accident / sickness insurance offered through the Hawkeye Area Council.

*Multiple Members are those who pay their membership fees in more than one unit or position. If a person is marked primary in more than one position, the first charter posted will be primary and duplicate fees will go back to secondary unit.
**Required Youth Protection Training**

Youth Protection Training (YPT) must be taken every two years. Units can obtain a full report on all training in their unit to verify the last date this training was taken. The Unit Leader (Scoutmaster, Cubmaster, Advisor), Committee Chair and Charter Organization Representative have the authority to log onto [www.my.scouting.org](http://www.my.scouting.org) and click on *Unit Training Detail* report.

**Privacy Policy**

Charter renewal involves viewing and handling confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside of the Boy Scouts of America. If you cannot accept this responsibility, you must notify your unit’s committee chair and withdraw from viewing or working with these documents.

**Incomplete Applications/Submissions**

Please ensure all applications are complete. Incomplete adult/youth applications account for the highest percentage of defective charter renewal applications.

**REMEMBER: For a new adult application to be complete it must be accompanied by both a YPT Certificate and a signed copy of the new 2020 Additional Disclosures & Background Check Authorization form.**

**Submittal Procedure**

**Electronic authorization** is available for the charter organization representative. There will be no more signatures to obtain if the unit chooses this option.

**Note Regarding Lion and Tiger Adult Partners**

Lion and Tiger adult partners are not adult leaders and as such they are not required to provide a Social Security number. Parent information on the Youth Application, including DOB, is all that is required (unless adult lives at different address). While Lion/Tiger adult partners are not required to take Youth Protection training, we strongly recommend that they do so.

**CHARTER RENEWAL PROCESS IN FIVE EASY STEPS**

**STEP ONE: Gather necessary information on youth and adults**

Make a list of all Youth and Adults who will be part of each unit organization (Pack, Troop, Crew, and Post) as of January 1, 2020, and which positions each Adult will fill.

Conduct a membership inventory using the Membership Inventory Worksheet available online, if desired.

**STEP TWO: Gather applications for new youth and adults.**

**Adult Applications:** Every adult added to a unit charter requires a new Adult Application and current YPT certificate (even if registered elsewhere). When adult leaders are registered in multiple units, a completed application for each position must be obtained unless the units are chartered by the same organization. When the units are chartered by the same organization, a photocopy of the application may be used in each unit file, so long as each copy used is individually signed and reflects the specific unit position that the adult leader is registered to hold in the unit.

**Note:** within a single unit, you can change a position for a leader currently registered on the charter without a new application. The change in position without a new application can only be completed at charter renewal. If a position change takes place any other time of the year a new adult application is required.
18 and Over: Anyone who will be 18 and over must complete an Adult Application and Youth Protection Training and submit this documentation with the recharter paperwork, including participants in Venturing Crews. For those who are either in college or the military, position code 92U (Troop) or 92V (Crew), College Scouter Reserve, can be used to maintain their registration. Youth Protection is the only training required.

Youth Applications: Every NEW youth in a unit must provide a completed and signed BSA Youth Application. A youth advancing from one unit to another, such as from a Pack to a Troop, is a new youth to the Troop (not a transfer). **The most common problem with youth applications is missing signatures and adult date of birth.

STEP THREE: Verify youth protection training on all adults.
Youth Protection Training: Youth protection training is required for all leaders at the time of registration. If a volunteer’s YPT record is not current at the time of recharter, the volunteer will not be registered. Training must be effective through February 1, 2020 and may be taken online at www.my.scouting.org. If it is not, the renewal processor will receive an error and will not be able to submit the renewal with those adults.

Problems sometimes arise when an adult has not yet linked his or her my.Scouting.org training profile with his or her BSA membership ID number. An adult with unlinked accounts may show up on the printout in a section entitled “Adults without Youth Protection Training Report.” You will need to provide a Youth Protection Training certificate for those unlinked adults. A printout of the BSA Training Validation page from my.Scouting.org is acceptable if the printout contains the name of the adult and the course code and finish date of each training.

STEP FOUR: Enter the information through the BSA Internet Charter Renewal Website
For accuracy and convenience, the council requires units to use the Internet Rechartering system located at: http://scoutnet.scouting.org/ucrs. The Welcome screen provides a presentation and a new FAQ that may be viewed before you begin entering information.

Although you can view the info before November 1, 2019, the BSA Internet Charter Renewal website will not “open” until November 1.

New User Each Year: Remember that each year you are a new user to the Internet Rechartering system, even if you have done Internet Rechartering in the past. You must access the Internet Rechartering System using the new access code provided on the label on your Recharter packet. Choose a password you can share with others.

Start at the Top: If you are entering information for more than one unit, start with the oldest youth. If your organization sponsors a Venture Crew, start with the Crew and work towards the Pack. It is easy to promote a boy from above, and impossible to promote from below. If you start at the bottom and delete a Cub who is moving to the Troop, you will have to enter his information exactly as it was in the Cub unit. This is cumbersome and introduces errors.

If you are dropping a youth from a unit because he is too old and you are not the person responsible to promote him to the new unit, please verify that the receiving unit adds the youth to its charter. The youth is not automatically added to the receiving unit – you must coordinate with the receiving unit.

Adult Considerations: The information you enter for a new leader needs to match exactly with the information contained on the Adult Application. This is why you need to gather the applications and other paperwork before starting any of the work online. Be sure to enter/confirm email addresses for all current and new leaders.

NOTE: The Institutional Head and Chartered Organization Representative must be the same person for all units chartered by a single sponsoring organization.
If an existing adult is changing positions, do NOT drop them and add them back on as a new adult because the system will mistakenly require a new adult application for this leader. Rather, at the appropriate screen, please indicate that this leader will “renew” for next year, and a later screen will provide you with an opportunity to update their position.

The BSA Internet Charter Renewal website won’t allow you to complete a charter renewal if there are errors in the minimum number of adult positions required. Problems may arise if you make changes from what is on the printout after you submit online. Please be aware of the minimum number of positions when making post-printout changes.

Registrations in Multiple Units: It is often necessary to register adults and even youth in multiple units. Generally, an adult may not register in more than one position within the same unit. Exceptions include when the Chartered Organization Representative serves as a Committee Chair or a Committee Member. An individual cannot serve as both the Committee Chair and a Committee Member in the same unit.

Youth may be registered in multiple units, with some important limitations. A Cub Scout may be registered with another Pack, but not in a Troop or Crew. A Scout or Venturer may be registered in another Crew or Troop, as long as the minimum age requirement is met.

Adults and youth who are registered in multiple units need only pay a registration fee once. Please pay attention to the steps in Stage 4 of the BSA Internet Charter Renewal website in designating multiple registrations. Do not correct for any multiple unit status until Stage 4.

For an adult or youth registered in more than one unit, it is helpful to indicate on the non-paying unit printout the unit number where the fees are assessed.

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**IT IS IMPORTANT TO IDENTIFY THOSE REGISTERED IN MULTIPLE UNITS SO THAT YOUR UNIT DOES NOT OVERPAY.**

**Review a Draft Printout:** Before you click the “Submit to Council” button, take time to print out a draft by clicking on “Review/Print Roster”. Errors are much easier to identify on the draft printout. You will also be able to see on the printout where you need to gather Adult Applications and YPT verifications that you may have overlooked. Carefully check the printout to be certain that all youth are listed, especially youth who may have changed units since you first signed into the Internet Rechartering system. Also check that the leaders are correct, especially leaders who may be new to their positions.

**NOTE:** No changes can be made online after you click the “Submit to Council” button!

**Payment.** Payment is required for unit liability, youth and adult membership and Boys’ Life fees upon recharter turn-in. Make checks payable to: **BSA**. Fees can also be deducted from the unit account as funds allow.

Payment options are available:
- Online payment: Credit card (includes 3% fee) or E-Check
- Cash or Check
- Unit account

**Final Printout.** After you click the “Submit to Council” button to complete the online portion of BSA Internet Charter Renewal process, click on the “Print Renewal Application” button to print out the “Unit Charter Renewal Report Package”. **Please make certain that you have the final version with signature lines (unless approved online), NOT the draft version without signature lines.** *(Also, if the EZ charter application is an option, please do not choose that. We need the full version printed.)* If you do not elect electronic authorization, you must obtain two of the three signatures, one from the “Institutional Head” of the sponsoring organization and the other from the Unit Leader (Cubmaster, Scoutmaster, or Crew
Advisor). The third signature line is for the District Executive who will sign after the Council Service Center validates that all information is correct, and all documents are present.

Changes Post-Printout. Any changes that need to be made after the charter has been printed must be made on the charter printout. For leadership positions, add the leader before submitting the packet by crossing out the old leader on the printout and adding the new leader. Additional position changes or deletions which need to be added, added-back or removed must be clearly marked on the charter.

If you need to add a youth to the roster after printing the charter packet, you do not need to add the youth to the printout. Simply include the BSA Youth Applications with your unit charter renewal package.

STEP FIVE: Submit your unit “Charter Renewal Application” (printout) and accompanying documents.

Review documents with your Unit Commissioner: Your Unit Commissioner will be available at Roundtables to help check the completeness and accuracy of your unit’s Charter Renewal Application before it is submitted to the Council office. Each unit should plan on submitting their 2020 Charter Renewal Application to the Council office no later than December 16, 2019. This allows the Council Service Center time to process all renewals prior to their expiration date. Charter Renewal Applications can also be turned in at the November or December Roundtables.

Submit the following charter materials as early as possible but no later than December 16, 2019.

☐ The completed and signed printout from the online system, including all blank pages
☐ Signed Annual Charter Agreement signed by a person authorized for the charter organization
☐ Membership applications for youth and adults to match all new individuals added to the roster (with appropriate signatures)
☐ Proof that all registered leaders have a current youth protection, valid through at least 2/1/2020
☐ Payment for fees indicated on the charter paperwork (unit liability, membership and Boys’ Life magazine fees). Pay by credit card, check or council account. Checks should be made payable to: BSA
☐ Journey to Excellence Scorecard, regardless of whether the unit has achieved its goals. EACH UNIT THAT QUALIFIES AS A JTE UNIT (BRONZE, SILVER OR GOLD) WILL RECEIVE A FREE UNIT RIBBON FOR TURNING IN THE SCORECARD BY DECEMBER 16, 2019.
☐ Order of the Arrow roster and payment by check payable to BSA (Troops/Crews only)
☐ Merit Badge Counselor roster – all must have current YPT, valid through 2/1/2020 (Troops/Crews only)