



LaSalle Council Boy Scouts of America



2016

CHARTER RENEWAL GUIDEBOOK

**All unit charters will expire
11:59 pm on 12/31/15**

Per National, there is no lapse/no drop period. The charter expires (drops) on 12/31/15. On 1/1/16, the unit is no longer an active unit. All tenure drops and awards can't be purchased. There is no liability or accident insurance to cover meetings and activities.

If charter paperwork isn't received by 12/1/15, new applications, new unit form, and charter agreement) will have to be completed for the unit to reregister for 2016.

For more information visit www.lasallecouncilbsa.org

Timeline

September Roundtables

Charter packets delivered to units.

9/15/15 To 9/30/15

Review current roster. Revise as needed. Verify YPT for all adults using Training Manager.

10/1/15 to 11/30/15

Complete Internet Recharter.

11/2/15

Early Bird incentive deadline.

12/1/15 Absolute DEADLINE:

Submission of complete charter without errors.

Charter **MUST** be checked by a Unit Commissioner or District Executive before submission to Morris-1st Source Scout Center.

December 2015

Pre-posting of error free 2016 charters that will automatically renew 1/1/16.

1/31/15

Target for membership cards, rosters, and charter certificates to be printed and mailed to the Unit Leader of record (Cubmaster, Scoutmaster, etc).

District Turn-in

The printed charter renewal, new applications, YPT documentation, and fees should be handed in at the District turn-in. Other times will be available via a scheduled appointment with the Unit Commissioner or District Executive.

PO-roundtables in October (10/8/15), November (11/12/15), or December (12/10/15).

AL-10/15/15 and 11/19/15 7 pm at Marshall County Roundtable.

11/12/15 and 12/10/15 at Roundtable.

11/30/15 at the Morris-1st Source Scout Service Center.

PT-roundtables in October (10/13/15), November (11/10/15), or December (12/8/15).

DM-roundtables in October (10/13/15), November (11/10/15), or December (12/8/15).

Rechartering Incentive

IT'S BACK!!!!!!

**Receive a coupon good for
free campsite rental for 2 nights!!!**

Requirements:

Charter completed online.

YPT documentation for required adult positions (new people and those listed on next to last page of charter printout).

Applications for all names listed on the front of the charter printout.

All pages of the charter printout are submitted with all required signatures.

Charter checked by Commissioner/DE with no errors/issues noted on check sheet.

Accompanied by payment in the form of a single unit check.

Must be received by 4:00 pm 11/2/15 by Commissioner or District Executive.

Reservations for campsite rental:

Are made through Heather at 574-289-0337, extension 302.

Reservations need to be submitted by **2/28/16**.

Free rental must be used by **12/31/16**.

All reservations are subject to availability.

Additional information:

Coupon can't be traded in for rental of cabins.

Coupon can't be used for campsites already reserved.

Coupon can't be used during any long-term camps (day camps, summer camps) or during council/district activities at the any of the 3 council camps.

Fees

Any new youth recruited in the fall should be registered with the council before you begin the online recharter process.

If applications are submitted by 9/25/15, they will automatically be on the recharter roster accessed on 10/1/15. If applications are turned in after 9/25/15, they will show up on the recharter roster if you access internet rechartering after the date the apps are processed. Otherwise, you will need to add them as new applicants during internet rechartering.

In the event you have **NEW** youth that you are adding to the charter, please use the following prorated fees **in addition** to the annual recharter fees. This will allow us to register these new youth before year end. Please attach completed applications for all new members being added as listed on the first page of the recharter roster.

- **August** **\$10.00 Registration** **\$5.00 Boys' Life**
- **September** **\$8.00 Registration** **\$4.00 Boys' Life**
- **October** **\$6.00 Registration** **\$3.00 Boys' Life**
- **November** **\$4.00 Registration** **\$2.00 Boys' Life**
- **December** **\$2.00 Registration** **Not available for one month**

2016 Annual Fees to Recharter [January 1 through December 31, 2016]

Youth and Adults (each): \$24.00 Registration

Boys' Life \$12.00 Subscription

Unit Liability Insurance Fee: \$40.00 per unit

If using a credit card, 3% of the charter fee will be added to the total amount due.

PACKS RECHARTERING WITH TIGER CUB ADULT PARTNERS

Tiger Cub Adult Partners have a person ID number, but they aren't registered leaders. Tiger Cub Adult Partners are listed on the roster because they are registered with their son as a Tiger Team. A Tiger must have an adult partner. The adult partner's birth date is required to register the Tiger Cub. Tiger Cub Adult Partner is **NOT** a registered leadership position. An adult application has not been completed, a criminal background check has not been conducted, and a registration fee has not been collected.

Applications

Missing or incomplete applications were one of the top causes of rejected charters.

If a youth or adult is not listed on the current unit roster (or they show up on the face page of the charter renewal package), an original application **MUST** be completed to add him/her to the charter. Be sure to use individual's legal name.

All blanks on the application must be completed, including references and history questions.

All signatures must be in ink (preferably black or blue), photocopies aren't accepted.

All new adult applications must include Social Security Number, criminal background check authorization form, and proof of completion of YPT (copy of card) before the application can be processed and the adult starts working with youth.

Data Entry

No spaces in last names (O Reilly).

No apostrophes (O'Rourke, Da'shawn).

No initials for first names (DJ Jones).

Prefixes are Dr, Rev, etc. Examples of Suffixes are Jr, III, etc. No need to enter Mr or Mrs. **Never use periods.**

UMS (unit management software, or Troopmaster) names **must** be the same in Scoutnet. Otherwise, Scoutnet doesn't recognize them as the same person and gives them a new member ID.

Transfers

Packs must charter the Webelos II until they bridge into a Troop or leave the program. If a Pack drops the Webelos II from the charter, they are no longer members. They can't earn their Arrow of Light. Packs need to recharter all active Webelos II. The troop transfers them into the troop at the crossover in the spring.

Transfers require a completed application for the unit going into (a Troop application for Webelos II bridging from a Pack) with the appropriate signatures.

For out of council transfers, it is important to include old council name, council number, unit number, or where coming from to facilitate getting training and advancement information for those who have transferred from other councils (if applicable).

Contacting those not remaining in unit

Every person (youth and adult) should be contacted and asked to renew membership in Scouting and/or invited to rejoin.

If they chose not to renew their membership, ask why. This allows you to gain a better understanding of why people are leaving your program (information is required regarding youth to complete survey in internet rechartering). It helps with youth retention which is part of JTE (Journey to Excellence).

System availability

National has the Internet systems (Internet Rechartering, Internet Advancement, and Internet training) down intermittently for updates. The Internet Rechartering system may potentially be unavailable during system updates. We will try to post advance notification of these occurrences on the council website.

Pack Position Requirements

Executive Officer

Charter Representative

Committee Chairman

2 Committee Members (Pack Trainer and Parent Coordinator counts here)

Cubmaster

At least one Den Leader

At least 5 paid youth

Troop, Crew, Team Position Requirements

Executive Officer

Charter Representative

Committee Chairman

2 Committee Members (Parent Coordinator counts here)

Scoutmaster, Crew Advisor, or Varsity Coach

At least 5 paid youth

Youth Protection Training (YPT) Information

For more than 100 years, Scouting has been a special place for children, both literally and figuratively. Even in today's world, Scouting is one of the safest places for a youth to be involved. We want to make it easy for each unit to continue to keep Scouting safe for everyone, youth and adults alike.

While adult Youth Protection training is available online, the youth versions are not. **It is the youth video that is the least used. We are asking you to show it to all of your new members when they join, and to your existing members if they have not seen it recently.** With your help, we hope to be able to protect the youth we serve while our program develops them into tomorrow's leaders. Youth Protection Guidelines for Volunteer Leaders and Parents are listed on the council website lasallescouncilbsa.org

Please show these videos to both the parents and the youth in your unit at least once a year. A youth is more likely to report an inappropriate situation if he or she knows that the situation does not follow policy because of having seen one of these video presentations. If you do not feel qualified, or do not have an adult in the unit who feels qualified to facilitate the discussion of this video, please ask for assistance. It is equally important that the training is recorded. So once you've shown these videos, please **REPORT** that you've done so. To record training for youth or adults, complete the Youth Protection training roster in the appendix and send it to the Morris-1st Source Scout Center.

Youth Protection is MANDATORY Adult Training

Adult leaders will not be registered from new applications or recharter paperwork if they don't have current YPT.

The YPT must be less than 24 months from the last training that was taken. We recommend that all adult leaders take the online version of Youth Protection Training, found at my.scouting.org. An adult's training records are automatically updated if the member ID number is associated with their My.scouting.org account. Submitting a copy of the training to the Scout Center will guarantee that the information is placed in your record. There are several ways to access your online training. They are "training validation" and "training manager". These are located on the home page of my.scouting.org.

Youth Protection Training (continued)

Unit must check YPT records for each registered adult. A Training Manager YPT aging report is available to print out. If you print out the report, please include a copy of the report with your charter.

If your YPT has either expired or is due to expire before 2/28/16, you will need to update it. There are several options available to complete YPT. They are:

1. Online following the directions below:
Go to My.Scouting.org.
Sign in with your username and password (or create a username and password if don't already have one).
If don't remember either your username or password, contact National Help Desk at 972-580-2267. The Help Desk will give you your username and a temporary Password.
Once signed in, go to "take training".
Click on "youth protection training" to take the course.
Once done, be sure to print out the completion certificate. Don't send the letter from the Scout Executive. Print out the certificate with the completion date on it.
2. If you have taken YPT recently, do the following to print out your completed training:
Go to My.Scouting.org.
Sign in with your username and password.
Once signed in, go to "training validation".
Choose either "YPT" or "all training".
Search for training by typing in your username.
Print out screen shot of "training validation".
Send copy to council.
3. Attending training in any of the districts. You will need to check with the District Training chair or District Executive to find out when the "live" trainings are scheduled.
4. Go to youtube.com. Search for "BSA Youth Protection Video". Complete all 3 parts. Complete the YPT test once done watching the video. Test is available from training chair. Send copy of certificate or test to council once completed.
5. Obtain the Youth Protection DVD to watch from a training chair and take the test. Send copy of completion certificate or copy of test to the council once completed.

If you have any questions, contact Mary Musick at 574-289-0337 ext 316 or mary.musick@scouting.org.

Training Manager Instructions

If a leader states that they have completed online training, the unit key 3 (Committee Chairs (CC), Charter Reps (CR), and Unit leaders (CM, SM, NL, VC, SK)) now have a way to verify the training. The system will allow the unit key 3 to add missing training as well. The unit key 3 can go into their personal MyScouting account to check and print out adult leader training records. Below are the instructions on using "Training Manager":

Using either Google Chrome (version 21 or higher), Mozilla Firefox (version 14 or higher), or Internet Explorer (version 9 or higher) browser, go to **my.scouting.org**. The training manager system won't work correctly with other browsers.

Sign in with your user name and password.

Click on "Training Manager" along top of screen, left side. Screen with graph of trained and untrained leaders comes up. This is leader positions, not all adults. Executive officer and tiger parents aren't included.

To search training:

Click the "search/magnifying glass" icon on the navigation bar. A list of adult names will be displayed.

Click on an individual name.

Click on the "view/paper with magnifying glass" icon to view that person's training. A list of trainings will be displayed with date taken and date training expires.

To print a training certificate:

Follow above 3 steps.

Click on the individual training.

Click the "print/printer" icon on the navigation bar.

Click "continue".

Change from "save" to "open with".

Click "okay".

Click "print".

To update training (you will be unable to update your own training):

Click the "add training/certificate" icon on the navigation bar.

Click on "search/magnifying glass" icon, choose training to be added, input date of training.

Click "search" icon. Enter member name or ID number. A list of names appears.

Click on the name to move it to the Add member screen.

Once all names have been selected for the training, review list.

Click "submit" to update the training.

Dialogue box comes up confirming the information. Click "add" button.

To print a training report.

Click on the pdf that has downloaded.

Click from "save" to "open with".

Click "okay".

Click "print".

Internet Rechartering: HOW TO GET STARTED

1. From 45 to 60 days before the unit charter expiration date, the renewal processor should gather recharter materials and log onto the council Website. Rechartering process on the council website is based on your recharter month of **December**, which can be accessed beginning **October 1, 2015**.
2. **Use Internet Explorer 8 or Google Chrome.** Firefox and Safari aren't completely compatible. Not all of the screens work correctly. Mac is not compatible. After October 1, 2015, the Renewal processor can log onto the council website lasallecouncilbsa.org to start Internet rechartering. A tutorial is at <http://scoutnet.scouting.org/ucrs/help/tutorial/main>. You will find the tutorial, PowerPoint training presentation, and electronic copies of recharter paperwork on the council website.
3. Select **CLICK HERE TO BEGIN**.
4. Select **FIRST TIME USER** (each year you are a first time user).
5. On the next screen, enter the **2016** unit access code found on the **bright neon yellow sticker** on page 1. Select the unit type and enter the 4 digit unit number (use zeroes as place holders).
6. Create a password as instructed (keep it easy and write it down) and click on **REGISTER**.
7. You may either upload roster information from Scoutnet (**preferred**) or upload the recharter file (cht.s0112.csv where the letter and numbers are your unit type and number) from unit management software (such as Troopmaster or Packmaster, use only if your records (names, etc) are exactly the same as listed in Scoutnet). Follow instructions online.
8. *At this point it is recommended that prior to beginning the Recharter Process have the Renewal Processor log on to the Internet Advancement website (see instructions in appendix) and print a paper roster - this can be done at Stage 2 Step 1. Use this roster as a worksheet before you do your online charter.*
9. Complete the information requested on each screen. You can stop at any time, log off the system and begin again where you left off by logging on as a returning user and reentering your access code and password.
10. Help and Tutorial screens are available throughout the process that should answer most questions. More helpful tips can be found on the next page.

BEFORE beginning the On-Line Recharter process you will need to:

1. Review your current roster and make changes on paper. You will know what changes and additions need to be made on your charter. And, which applications to collect to complete the on-line rechartering.
2. Please verify the accuracy of addresses and phone numbers and collect email addresses for all members.
3. Collect completed Youth Applications for new Scouts, signed by the parent and unit leader and completed Adult Leader Applications for adults being added to your unit. The leader application must be signed by the applicant, the committee chair, and the chartered organization representative. The leader application must be submitted with the signed Disclosure/Authorization page and documentation of current Youth Protection Training (YPT).
4. Some youth and leader applications have been provided with this packet. If you need additional forms, you can print them from the council website: lasallecouncilbsa.org.
5. Interested parents who have chosen to designate themselves as supportive parents of Scouts should be encouraged to officially register in the Scouter Reserve position (91U). This position facilitates the registering of supportive adults who have no immediate specific leadership role. It is a required fee, Criminal Background Check (CBC), and YPT position.

If you prefer to complete the charter renewal using the paper method, simply email the information (unit type and number) to lasallecouncilbsa.org by 9/30/15. You may mail your request to: LaSalle Council, 1340 South Bend Ave, South Bend, Indiana, 46617. We'll mail you a copy of the recharter application.

2016 RECHARTERING TIPS FOR ALL UNITS

1. For best results **USE INTERNET EXPLORER**. Firefox, Safari, and Chrome are Compatible, but you may come up with warnings. NOT compatible with Mac!
2. **LOG ON AS A FIRST TIME USER WITH YOUR 2016 ACCESS CODE**. New Internet Recharter access codes are issued every year. Use the one provided with this packet. Unit commissioners and District Executives will have copies of access codes.
3. Disable your “popup blocker” to allow all processes.
4. **LEAVE ALL GRADES AS SHOWN**. Exception: If a Scout is currently listed in the wrong grade, change only that Scout. The National office automatically advances all grades on June 1.
5. Please ensure you update or add adult leader and family email addresses for all members. We want to ensure everyone has the opportunity to receive LaSalle Council’s electronic newsletter. Additionally, the National BSA sends out an electronic satisfaction survey twice a year called “Voice of the Scout”. This survey determines what parents and adult leaders think about the Scouting program. It is a great opportunity for direct feedback and suggestions from those experiencing Scouting every day.
6. **Do not type over an existing leader’s record**. Create a new record for new leaders. Attach a completed application for any new member. The new Adult Leader Application must be used as it contains two pages that must be signed by the adult and submitted with YPT documentation.
7. A chartering organization that registers more than one unit **MUST** register the same Executive Officer and Chartered Organization Representative [COR] on all units. The COR only pays once.
8. Ranks can only be updated through the Internet Advancement system.
9. Keep all Tiger Cub Adult Partners (to include an Adult Partner linked to a Tiger Cub). Remember, if you delete a Tiger Cub, delete his adult partner.
10. Tiger Cub Adult Partner wishes to register in a paid membership position such as Den Leader, they must submit a completed adult leader application, Disclosure/ Authorization form, and YPT documentation with the charter paperwork.
12. **DO NOT delete the 5th Grade Webelos**. Webelos transitioning to a troop will need to complete a youth application to join that troop and submit it to the Scoutmaster of that troop.
13. Once submitted online, print all pages, obtain required signatures, attach completed applications for anyone listed on Page 1. Hand in at your District Turn-in location. If unable to make it to the turn-in, please contact your unit commissioner or District Executive to make an appointment to meet with them. Charters will not be checked by office staff. They will date stamp the charter.
14. Submit one check payable to **LaSalle Council**. *If there is an overage, the excess will be deposited into your unit account here at the office. If there is a shortage, your unit account will be used to make up the difference.*

If you have ANY questions about the online rechartering process, please contact your commissioner or District Executive. Contact information is listed in the Appendix.

Internet Rechartering

Load roster (Stage 1)

Load council information from ScoutNet (**preferred method**) or upload file from Packmaster/Troopmaster software (**only** if names/info in software matches Scoutnet exactly). Otherwise, this creates a duplicate record. And your unit might be billed for an extra person.

Update Roster (Stages 2 and 3)

Update unit information. Unselect members not returning. Add adult and youth members. Update member data: address, phone, and email. Update member positions. Errors must be fixed before moving on (typically membership guideline issues). Warnings should be corrected if possible (usually age or grade issues with youth member).

Update Member Fees (Stage 4)

Assign “multiple” status if person is in more than 1 unit. Sign up for Boys’ Life subscriptions. **MUST** complete survey of why youth aren’t rechartering.

Submitting and Printing (stage 5)

Double check everything. Click on **Roster Review** and check for accuracy. Once everything is correct, press the **submit** button. This will transmit the recharter information directly into Scoutnet. Be sure to print all pages of the Unit Charter Renewal package. Obtain required signatures of the Executive Officer or Charter Organization Representative and the Unit leader on page 2 of the renewal package.

What to turn in

Completed applications (with required signatures) for all youth and adults (with copies of YPT) added to the roster.

Updated recharter roster printed out during internet rechartering. Be sure to include **all** pages printed out including the face sheet. Be sure to get signatures.

All returning adults must provide proof of completion of YPT during the past 24 months (**dated 2/28/14 or later**) with the recharter paperwork. May use Training Manager YPT aging report.

Updated unit account authorization card (update yearly for unit account access).

Journey to Excellence form (formally known as a quality unit form).

Charter agreement that is signed by Executive Officer.

Payment of total BSA fees listed on the charter paperwork by one unit check payable to "**LaSalle Council**". Debit or credit card are not accepted for fees unless unit is willing to accept a 3% handling charge.

TOP 12 RECHARTERING ERRORS

- 1. Applications are not attached for youth or leaders listed as NEW on page one of the charter. APPLICATIONS (WITH YPT) MUST BE ATTACHED OR WE CAN'T PROCESS THE APPLICANT. IF IT IS A REQUIRED POSITION, WE CAN'T PROCESS THE CHARTER.** Applications are required for any new youth or leader listed on page one, for any adult previously registered as Tiger Cub Adult Partner who is registering in a leadership role, and for any currently registered 18-yr old youth who is promoted to Assistant Scoutmaster or College Scouter Reserve.
- 2. Signatures are missing on page two of the charter.** The Executive Officer [EO] or Chartered Organization Representative [COR] as listed on the charter papers must sign on the first signature line. The Unit Leader must sign on the third signature line. The District Executive will sign on the second signature line for the Council.
- 3. Signatures are missing from the applications that have been attached.** Unit leaders and parents must sign the youth applications. The Applicant, Committee Chair and Chartered Organization Representative must sign the adult leader applications.
- 4. Page one is missing.** Attach ALL pages of the printed charter.
- 5. The Disclosure/Authorization form is not attached with the adult leader application.**
- 6. The right-hand column of information is not filled in on the adult leader application.**
- 7. The Chartered Organization is the same on the pack, troop and crew, but the Chartered Organization Representative (COR) is different from one unit to another.** All units chartered to the same organization **MUST** list the same person (s) as the Executive Officer and Chartered Organization Representative on all units. The COR only pays on one unit.
- 8. More than one position has been assigned to an adult leader, such a Committee Member and Parent Coordinator.** The Chartered Organization Representative is the only position that can multiple either as a Committee Member or as the Committee Chair.
- 9. There are less than five primary youth.** All units require at least five **paid** youth to register.
- 10. A unit has dropped more than 50% of their youth.** This requires additional information and must be approved by the Scout Executive.
- 11. Money is not attached.** Money needs to be submitted with the charter.
- 12. No YPT documentation submitted for new adults or adults without YPT as noted on the charter renewal package.**

Appendix-Forms

Youth Protection MANDATORY Adult Training

We recommend that all adult leaders take the online version of Youth Protection Training, found at this link <http://lasallescouncilbsa.org>. Their training record will automatically be updated if they have their member ID associated with their member ID number.

If you showed the adult version, Youth Protection Guidelines for Volunteer Leaders and Parents, please report BOTH the date on which you showed the DVD and the names of the adults who were present. We will update individual adults' training records based on your unit reports.

District:

Unit Type: ___Pack ___Troop ___Team ___Crew ___Ship Unit Number: _____

I certify that the following: ___adult volunteers have completed the **classroom version** of BSA YPT.
___youth members watched the age appropriate YPT video.

PRINTED Name (First, Last)

Date Completed

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Facilitator, please complete:

Printed Name: _____

Signature: _____

Copy as needed to document Youth Protection training.

Attach this completed form to NEW LEADER applications if online training not completed.

Send to:

LaSalle Council, 1340 South Bend Ave, South Bend, IN 46617

