

# Bay Area Council Recharter Process 2021-22

## Important – Start Here

**STEP 1: READ THESE INSTRUCTIONS THOROUGHLY**

**STEP 2: WATCH THE INTERNET RECHARTER 2.0 WEBINAR TRAINING**

**STEP 3: COMPLETE YOUR UNIT RECHARTER**

**STEP 4: DON'T PROCRASTINATE**

## Internet Rechartering Online System Instructions

- Go to <https://advancements.scouting.org> (same login as My.Scouting and Scoutbook). Only Unit Key 3 and Delegates can access.
  - a. **Click on your unit. Then click on “Recharter.”**
  - b. **Refresh the Roster:** Always Refresh Roster every time you log in to work on re-charter.
  - c. **Follow instructions in the “Internet Rechartering 2.0 User Guide.”**
  - d. **Approval Needed:** You will be prompted to send renewal roster for approval. Make sure all Key 3 have a current email address attached to their profile.
  - e. **DO NOT PAY ON-LINE:** Select “Pay at Council”.
  - f. **Submit your charter renewal and print a copy:** Once you submit your renewal, you will not be able to make further changes.
  - g. **YOUR UNIT IS NOT FULLY RE-CHARTERED UNTIL YOU TURN IN THE FOLLOWING:**
    - Charter Renewal Package (printed copy) with any new youth applications or new adult applications. Adult applications must also have the signed Additional Disclosures (page 9) and YPT Certificate.
    - Charter Agreement (MOU for Exploring) signed by Executive Officer, Charter Org Rep and Committee Chair.
    - Training Roster showing every registered adult is trained for their position.
    - 2021 Unit Journey to Excellence Scorecard: Units that reach Bronze level or above will receive free Rank Patches for the year from the Bay Area Council Scout Shop.
    - Unit Account Authorization sheet: The Bay Area Council Staff needs to know who is allowed to do business in the name of your unit.
    - Check or Credit Card payment. If paying by check, keep it blank until we can confirm the total cost. The fees this year are based on an 11-month charter. The online system is only set up for 12 months.
- Submit to Council:** All of the above must be turned in to the Bay Area Council located at 3020 53rd Street, Galveston, TX 77551. We are attempting to set up ‘Turn In Days’ in each District.

### Questions?

Field Director Kelly Meacham at [kelly.meacham@scouting.org](mailto:kelly.meacham@scouting.org)  
Registrar Sonya Harvey at [sonya.harvey@scouting.org](mailto:sonya.harvey@scouting.org)

## Recharter GOOD TO KNOW

1. **Do you have AOL Scouts?** All packs must recharter AOLs. They will fill out a transfer application when they go into the troop at crossover. They may not receive the Arrow of Light if they are not registered in a pack, regardless of if they are or are not crossing into a troop after the January 31<sup>st</sup> deadline.
2. **Do you have AOL Scouts (advancement)?** All Arrow of Light advancements must be entered in the system (through Scoutbook or at the council office) before they transfer into a troop. Once they are in the troop the Arrow of Light cannot be entered by the unit.
3. **Have Tiger/Lion Adult Partners?** Think of these folks not as “registered positions”, but more as “required persons.” They don’t pay and they don’t get a background check. If they want to serve in a “registered position”, they will need to complete the adult application and take YPT.
4. **Have adults or youth in more than one unit?** Every youth and adult have a “primary” registration. Every additional registration after that is considered “multiple” for adults or “dual” for youth. Here’s an example: a parent of a Cub Scout serves as a Den Leader in the Pack. They also have a child that crossed over into the Troop and they also serve as a Committee Member there. The Pack re-charters the adult as a Den Leader (primary registration) and they pay in the Pack. The Troop re-charters the adult as a Committee Member (multiple registration) but designates them as a “Multiple” so they don’t pay in the Troop as well. Another example is when the Charter Org Representative also serves as the Committee Chair or Committee Member. They will pay in one position, but multiple in the other.

## Trained Leader Initiative

For all units, all registered adults must have completed all required trainings for their position they will be registered in, as well as Youth Protection Training (YPT). YPT is required for Crew, Ship, and Post participants who are 18 years of age or older. **A unit key 3 member can login to my.scouting.org. Select their unit from the Menu and select Training Manager. The Unit Training Report and YPT Report is available there.**

<b>Cub Scouting</b>	-Position Specific (Cubmaster/Assistant, Den Leaders/Assistants, Committee Members, Pack Trainer) -Hazardous Weather (Cubmaster/Assistant, Den Leaders/Assistants)
<b>Scouts BSA</b>	-Scoutmaster & Assistant Scoutmaster Position Specific -Intro to Outdoor Leader Skills/IOLS (Scoutmasters & Assistants) -Hazardous Weather (Scoutmasters & Assistants) -Troop Committee Challenge (Troop Committee Members)
<b>Venturing &amp; Sea Scouting</b>	-Venturing Advisor Position Specific (Advisors and Assistants) -Hazardous Weather (Crew Advisors & Assistants) -Crew Committee Challenge (Crew Committee Members) -Sea Scout Adult Leader Basic (All adults in Ships)
<b>Pack Trainers</b>	-Pack Committee Challenge -Fundamentals of Training
<b>Chartered Org. Rep.</b>	-Training the Chartered Organization Representative
<b>Exploring</b>	-Advisor/Associate Advisor Training -Post Committee Training

### REQUIRED POSITIONS

<b>Cub Scout Pack</b>	<b>Scouts BSA Troop</b>	<b>Venturing Crew</b>	<b>Sea Scout Ship</b>	<b>Explorer Post</b>
Charter Org Rep	Charter Org Rep	Charter Org Rep	Charter Org Rep	
Cubmaster	Scoutmaster	Crew Advisor	Skipper	Post Advisor
Committee Chair	Committee Chair	Committee Chair	Committee Chair	Committee Chair
Committee Member	Committee Member	Committee Member	Committee Member	Committee Member
Committee Member	Committee Member	Committee Member	Committee Member	Committee Member
Den Leader				

- Every Unit will also have an Institutional Head or Executive Officer. They do not complete the adult application and do not pay any registration fees.
- Charter Org Representative is the only position in a unit that can hold another position in the same unit. They can also serve as Committee Chair or Committee Member.
- Can have many Den Leaders, Committee Members, Assistant Cubmasters, Assistant Scoutmasters, Associate Crew Advisors, First Mates, Associate Post Advisors.
- Venturing, Sea Scouting and Exploring are considered co-ed programs. If the Unit has male and female youth, then MUST have male and female registered leadership at all times. For example: An Explorer Post serving male and female youth can have a female Post Advisor but MUST have at least one male Associate Post Advisor who is present at all meetings/activities..