

Rechartering Tips

The Appalachian Trail District recharter season has begun.

Every year, each unit renews its charter with the Chartered Organization (church, civic club, etc.). Boy Scouts of America is organized much like a "franchise", meaning that the Chartered Organization owns and operates each unit, in support of the Chartered Organization's mission and its service to youth. Through the chartering process the Organization and the unit set expectations for a quality program consistent with Scouting principles and policies.

12/17/2012: UPDATED Instructions

Using CODES U92, V92 – COLLEGE SCOUTER RESERVE

Units desiring to recharter leaders who qualify for either code should register them as an Assistant or Associate Scout Leader as appropriate in the desired BSA program, and then annotate on the printed recharter report the desired leader code (U92 and V92).

The NCAC Registration Department will correct the registrations during final charter processing. The Appalachian Trail District will also assist units during the final charter processing.

A Council handbook reviewing the full recharter process is available online at: <http://www.boyscouts-ncac.org/document/internet-rechartering-handbook-2012-2013/116344>

An online recharter presentation, using slides to provide the how-to of recharter with screenshots, is available at: <http://www.boyscouts-ncac.org/document/internet-rechartering-update-pdf-10012010/118308>

Here are a few tips to make rechartering easier.

1) Turn in all outstanding membership applications now

All outstanding youth and adult membership applications should be submitted to our District Executive, John Boyd (john.boyd@scouting.org) immediately.

Do not hold onto applications until rechartering--members are only covered by BSA insurance when the applications have been processed. Do not put yourselves, your committee members, and your chartered organization at financial risk by having unregistered and uninsured people attending unit activities. Also, it is far easier to get membership applications processed before rechartering than during rechartering.

2) Send your current unit roster to the District Commissioner now

Each unit's committee chair should send the unit's current roster to the District Commissioner, Hutch Hutcheson (hutchesonrs@verizon.net).

We are using the unit's roster to double-check against the official registration records in advance of rechartering, to see if the unit has members who aren't yet officially registered. We are doing this because it is much easier to register members before the rechartering process. After we compare your roster to the official registration records, we'll let your committee chair know of any discrepancies so membership applications can be submitted.

This unit roster can be in whatever format is easiest for the unit to produce.

Once he receives the unit roster, a Commissioner will provide the unit's Committee Chair the access code for the online rechartering application.

3) Include email addresses in your unit roster

Include an email address for each adult and youth in your unit roster. For youth who are under 14, include the parent's email address instead.

Scouting has a new customer satisfaction survey program called "Voice of the Scout". Adult and youth members are being surveyed on their experiences in Scouting. Districts and Councils are being evaluated in Journey to Excellence on how satisfied the survey respondents are. We need to collect email addresses from each unit to make these surveys possible.

Also, the district needs email addresses so we can make sure the unit contacts page on the district website is up-to-date, and so we can make sure volunteers in the district received email communications.

4) Complete the unit's Journey to Excellence (JTE) scorecard with your Unit Commissioner

Work with your Unit Commissioner to fill out the unit's Journey to Excellence scorecard.

The scorecard covers the calendar year (January 1 - December 31). Filling out the JTE scorecard has three benefits: units which achieve bronze, silver, and gold status receive recognition and ribbons, which instill unit pride; filling out the scorecard with the Unit Commissioner can highlight focus areas for the unit to improve in the upcoming year; and the District's JTE scorecard depends on the score of its units.

Resources for completing your JTE are available at: <http://www.boyscouts-ncac.org/journey-to-excellence/43822>

Submit your completed JTE scorecard to the District Commissioner, Hutch Hutcheson (hutchesonrs@verizon.net).

5) Refresh Youth Protection Training (YPT) as necessary for Scouters

If a Scouter's Youth Protection Training certificate expires before June 1, 2013, the adult should retake the online YPT course now.

YPT is important and must be retaken every two years. As of today, roughly half of the District's Scouters need to retake the course before rechartering. A current YPT certificate is mandatory; if an adult from a unit refuses to take YPT for whatever reason, this adult will be dropped from the unit's membership and will be ineligible to participate in Scouting. If one of the unit's Key 3 (Chartered Organization Representative, Committee Chair, and Unit Leader) does not have a current YPT certificate, the entire unit will be unable to recharter.

Retaking YPT now, before recharter, helps the recharter process proceed more smoothly. If just one Scouter in a unit has an expired YPT certificate, the entire unit's recharter will be held up until the Scouter retakes the course. Youth Protection Training for Venturing (YPT02) is required for Crew and Ship Scouters; YPT01 is required for all other Scouters.

Our District Training Chair, William Lohr (wklohr@gmail.com) has provided each unit with a list of its members who need to refresh Youth Protection Training.

6) Should Everyone be Rechartered?

The quick answer is “Maybe, Maybe Not.”

However, before listing a Scouter on the recharter, the Unit's Key 3 (Chartered Organization Representative, Committee Chair, and the Unit Leader) should ensure that leader is committed to the ideals and mission of the Boy Scouts of America. That includes a commitment to being a fully trained leader. The NCAC training policy is leaders should be fully trained within 90 days of registering as a leader.

Our District Training Chair, William Lohr (wklohr@gmail.com), encourages each unit Key 3 to ask untrained Scouters to commit to completing training for their position within 90 days. If the Scouter cannot commit to completing the training for his/her position within the 90 days, then the Scouter should either consider a different position within the unit, or register as a Scout Parent.

7) Consider using Unit College Scouter Reserve, ScoutParents, and ScoutParent Unit Coordinator roles

If a Scouter is not trained for a specific position (such as Assistant Scoutmaster or Committee Member), consider registering them in an alternate role.

Unit College Scouter Reserve: Used when the untrained assistant direct contact leader is away at college / long-term religious mission or is in the military and deployed for greater than 6 months. Only training requirement is Youth Protection Training applicable for the BSA program. Do NOT register aging out Scouts as Assistant Scoutmasters or other assistant direct contact leaders unless they commit to being trained within 90 days. Use U92 - for Troops, Teams, and Packs; V92 – for Crews and Ships. Currently registered leaders who qualify for UCSR can be rechartered in their current positions, and then units can make pen-and-ink changes to the printed recharter paperwork.

ScoutParents and ScoutParent Unit Coordinators: If your unit has a policy that an adult in every family must be a registered leader, please use the ScoutParent program instead of registering untrained Scouters as Committee Members. Only YPT is recommended (not required), and ScoutParents do not count against the training percentages. You will need to register one ScoutParent Unit Coordinator, who must complete the committee leader specific training for your BSA program to be fully trained.

8) Report Camping Participation and Service Hours for the Unit

Please report the unit's camping participation and service hours, both of which are used on the District's Journey to Excellence.

If you have not done so already, please report your unit's camping participation to the District Commissioner, Hutch Hutcheson (hutchesonrs@verizon.net). This is required for the District's Journey to Excellence. The camping participation report can be as simple as:

Troop #
Goshen - 12 scouts
Sinoquipe - 5 scouts
Airy - 6 scouts

Please record your unit's service hours on the Good Turn for America website. The statistics from each unit's service hours are used in the District JTE, Council JTE, and in the annual report BSA makes to the US Congress. The website is available here:

<https://servicehours.scouting.org>

9) Recharter online, turn in the package

The online rechartering application is now open to our district.

Once the District Commissioner, Hutch Hutcheson (hutchesonrs@verizon.net) receives a unit's roster (Step 1) and the unit's email addresses (Step 2), he will provide the unit with the registration code to access the online rechartering system. With this code, the unit can access the online rechartering application (as described in the recharter packet) to recharter.

Use the online system to complete the recharter, and print out the recharter documents. Have the recharter documents signed by required people (including the Institutional Head) and turn in the completed package to a commissioner or our District Executive, John Boyd (john.boyd@scouting.org).

10) Update meeting time and location if necessary

The first page in the online rechartering allows the unit to update its meeting time and location.

If a unit needs to update the meeting time and location listed on www.BeAScout.org, the very first page in the online rechartering application allows this.