Occoquan District
Unit Recharter Training

October- November 2010

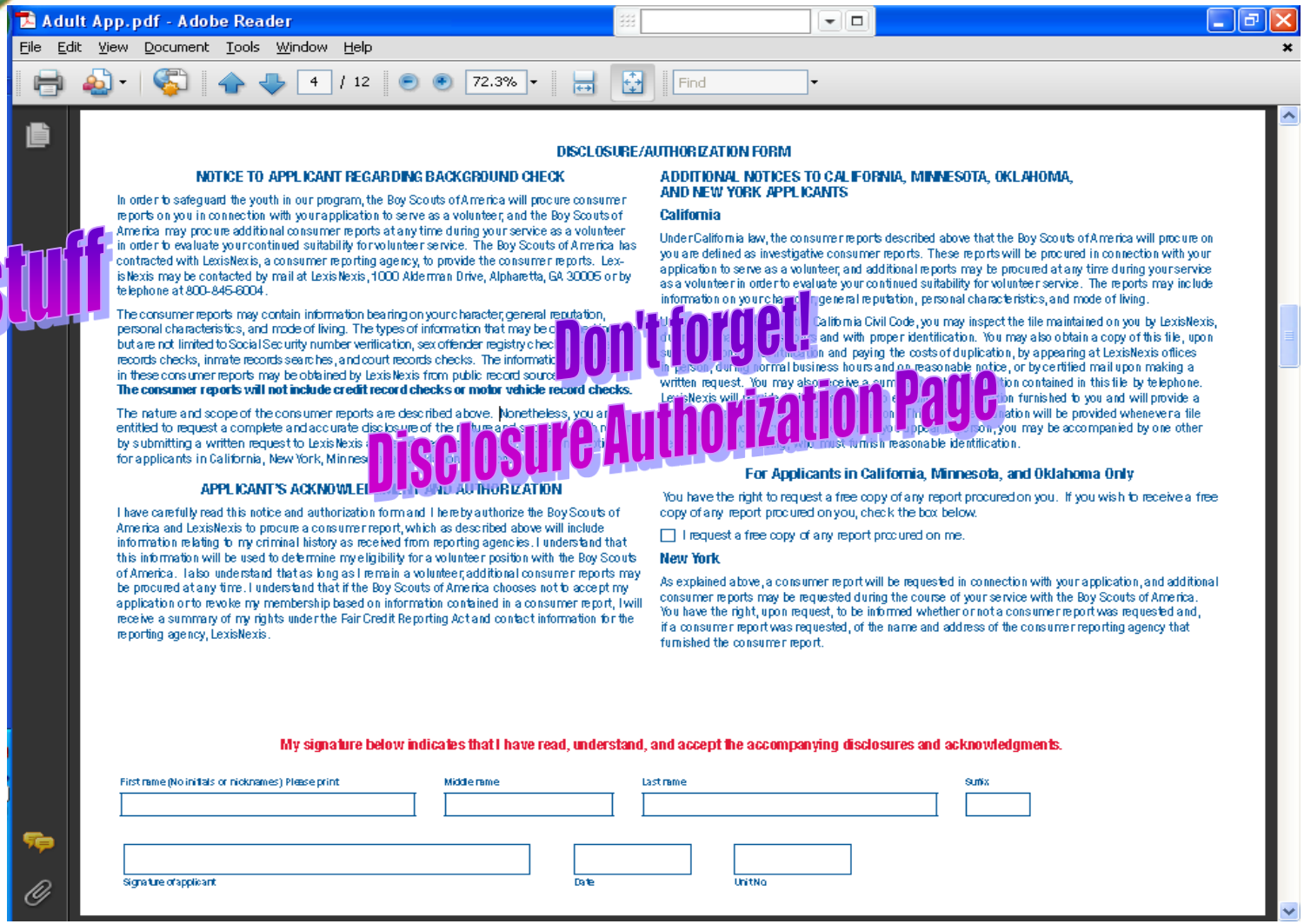
Training Objective

- Recharter unit
  - On time, accurate, minimal effort
- Maximum membership
  - Process all registration forms AS SOON AS YOU have them ready
  - Do not wait for the re-charter
- Good leadership
  - Do not take this for granted…
  - This means you

Processing Adult Applications

New stuff

ADULT APPLICATION



Adult App.pdf - Adobe Reader

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DISCLOSURE/AUTHORIZATION FORM

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our program, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with LexisNexis, a consumer reporting agency, to provide the consumer reports. LexisNexis may be contacted by mail at LexisNexis, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be c but are not limited to Social Security number verification, sex offender registry chec records checks, inmate records searches, and court records checks. The informatio in these consumer reports may be obtained by LexisNexis from public record source **The consumer reports will not include credit record checks or motor vehicle record checks.**

The nature and scope of the consumer reports are described above. Nonetheless, you a entitled to request a complete and accurate disclosure of the n by submitting a written request to LexisNexis for applicants in California, New York, Minnes

APPLICANT'S ACKNOWLE AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and LexisNexis to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, LexisNexis.

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA, AND NEW YORK APPLICANTS

California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your ch general reputation, personal characteristics, and mode of living.

California Civil Code, you may inspect the file maintained on you by LexisNexis, and with proper identification. You may also obtain a copy of this file, upon and paying the costs of duplication, by appearing at LexisNexis offices normal business hours and on reasonable notice, or by certified mail upon making a written request. You may also ion contained in this file by telephone. on furnished to you and will provide a ation will be provided whenever a file you may be accompanied by one other must furnish reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

☐ I request a free copy of any report procured on me.

New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was requested, of the name and address of the consumer reporting agency that furnished the consumer report.

My signature below indicates that I have read, understand, and accept the accompanying disclosures and acknowledgments.

First name (No initials or nicknames) Please print | Middle name | Last name | Suffix

Signature of applicant | Date | Unit No

New Stuff

Don't forget!

Disclosure Authorization Page

With Every adult app. -- Must include this certificate with the charter paperwork

Youth Protection Cert
ON-Line Training

Youth Protection Training

Boy Scouts of America

This is to certify that

New Stuff

Roger Labrie

# # # # # # #

Has completed training

Youth Protection Training

On this date

7/15/2010

This certification is valid for two years from this date

YPT Web Site
http://www.boyscouts-ncac.org/openrosters/ViewOrgPageLink.asp?LinkKey=15972&orgkey=1934

Youth Protection Certification (*YPT*)

Covered extensively at RT

All new adult applications MUST include the following:

- ✓The adult registration form and the
- ✓The Authorization page/form
- ✓The YPT certificate for that adult

If your adult's Youth Protection Training (YPT) Certificate has EXPIRED when the charter is processed at council:

- ❖Their registration in the NEW Charter Year will F A I L !
  - ✓Regardless of the re-charter documentation.
  - ✓They will be dropped from the charter
  - ✓If they hold a critical position your UNIT charter will ALSO fail!

NOTE: YPT Certificate good for TWO years. (however)
Have everyone run their training every year—it will never reach its two year anniversary.

suggestion,,,

Re-charter
Suggested preparations

- **Notify** your families
- **Provide detailed** breakdown of the re-charter fees
- **Provide a deadline** to have information and moneys turned in by Mid November <u>the latest</u>.
- **Official District Turn-In 4 December 2010**
  - **Time and Location TBD**
  - **Get with your Unit Commissioner any time before that date**

On-line Rechartering

- This WebSite is open for access as of 1 November- *not sooner!*
- Requires an access code and unit number – recharter pkg
- ~~Interfaces with some commercial unit software~~ **Not a good Idea!**
- Checks for some of the required positions
  - However it allows for certain exceptions that are not for everyone.
  - Follow the District Check List -- that is the KEY to success in the Occoquan District
- Unit charter is NOT mailed back to Council
- Charter must be turned in to the Unit Commissioner
- Does not eliminate the requirement for signatures on a paper charter from the ScoutNet website.
  - **You must complete the ONLINE charter process BEFORE those signature pages are available to you..**

System Requirements

- Microsoft Internet Explorer
  - Browser IE 5.5 or greater
  - AOL and NETSCAPE will not work well.

WEBSITE

http://www.boyscouts-ncac.org/openrosters/view_homepage.asp?orgkey=370

UNIT Software NOT Required

- TroopMaster NOT required
- PackMaster NOT required

- Long Pole in the tent!
  - Detailed and accurate knowledge of unit membership.
    - Who is staying who is not
    - Who has Boy's Life who doesn't.
    - Who is registered with another unit (multiple)
    - New ***<u>What is the Status of the units YPT certificates?</u>***

ScoutNet Website

A. Unit ID and Access code
   - ✓ Provided at or after Training Session (*As soon as they are made available*)

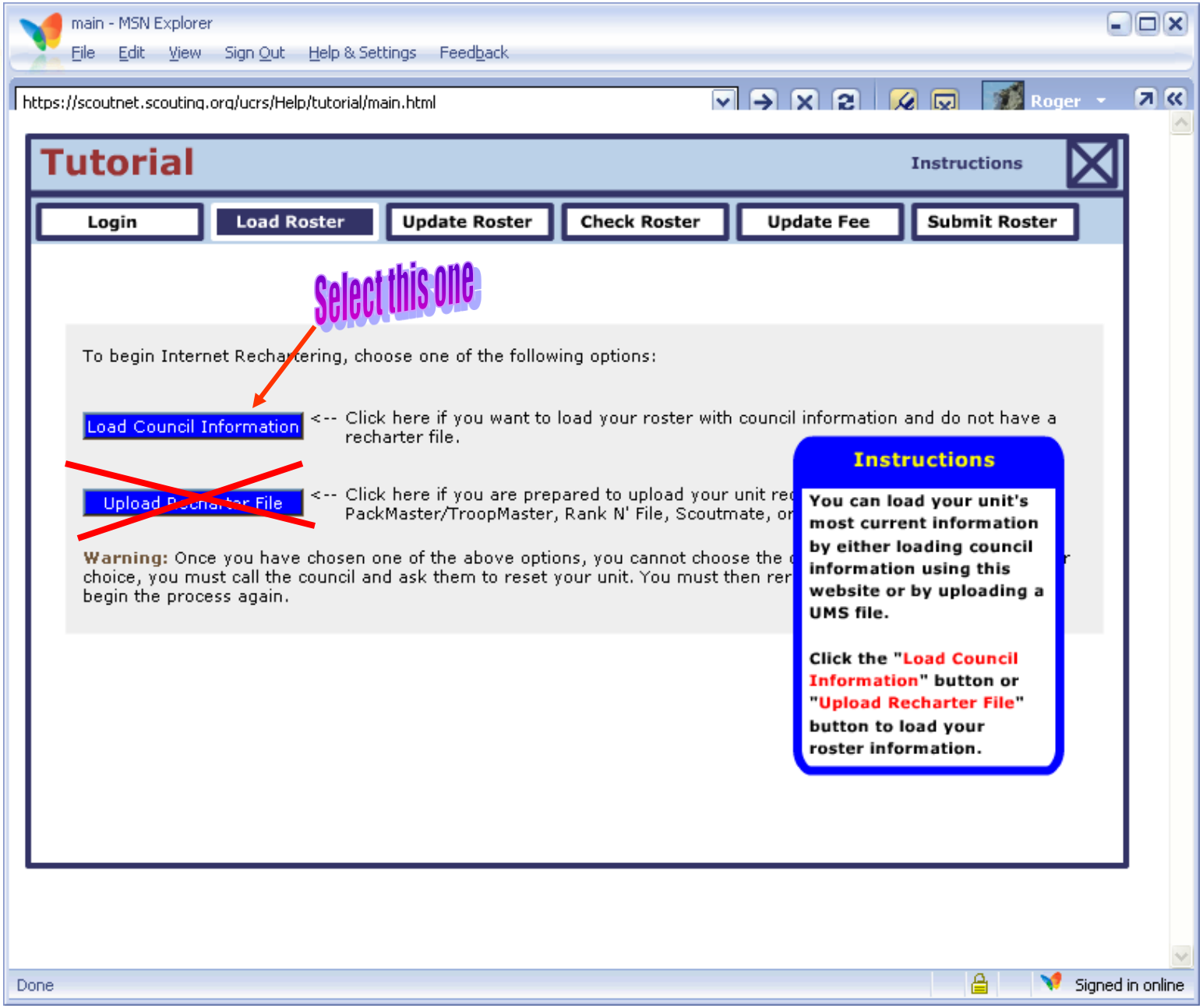
B. Last years codes will not work this year.
   - ✓ When the system first asks are a your returning user?
     - o **Do NOT answer yes.** Only after you have accessed the website a second time with this access code this year, then the answer is yes.

C. Start and save / stop Starting on 1 November
   - ✓ Start and stop as often as you need to, the system will store the changes you make until you are finished.

D. If unit software is used within your unit.
   - ✓ **DO NOT download** that information onto ScoutNet
     - You risk data inconsistencies
     - Duplicate entries
     - Chasing errors and recreating records
   - ✓ **Update your UNIT records only**
     - **Take that information and MANUALLY update Council Information.**

Next slide

E. Once the charter is submitted electronically NO further changes can be made on line.


main - MSN Explorer
File Edit View Sign Out Help & Settings Feedback
https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html
Roger
Tutorial
Instructions
Login
Load Roster
Update Roster
Check Roster
Update Fee
Submit Roster
Select this one
To begin Internet Rechartering, choose one of the following options:
Load Council Information
<-- Click here if you want to load your roster with council information and do not have a recharter file.
Upload Recharter File
<-- Click here if you are prepared to upload your unit re
PackMaster/TroopMaster, Rank N' File, Scoutmate, or
Warning: Once you have chosen one of the above options, you cannot choose the
choice, you must call the council and ask them to reset your unit. You must then rer
begin the process again.
Instructions
You can load your unit's most current information by either loading council information using this website or by uploading a UMS file.
Click the "Load Council Information" button or "Upload Recharter File" button to load your roster information.
Done
Signed in online

9/21/2010

Additional Help

Unit Commissioners

- **First line support**
  - Units should go to the commissioner staff before calling Council.
  - Suggest unit reps run the tutorial and learn as much as they can before attempting on-line recharter
- There is no Help Phone Number
  - Call your UC or Roger or Andy
- IMPORTANT
  - Must comply with the SYSTEM requirements otherwise screen flows will not work correctly. (slide 9)

District Recharter POCs

Roger LaBrie

- Email: **roglabrie@msn.com**
- Phone: (703) 590-2306
  - Cell (703)-304-3686

Andy Tainter

- Email: activcs@gmail.com
- Phone: (703) 507-3734 (cell)

Renewal Check List

___ Unit identifying information (unit number, district, etc.) is correct
.

___ Chartered organization information (name, address, etc.) is correct.

___ Chartered organization executive officer information (name, address, etc.) is correct.
Using the Internet: Make corrections as directed by the software

___ Registered ADULT information (position, name, address, Boy's Life, etc.) is updated and complete.
Using the internet to re-charter: Make corrections on line as directed by the software.

____ Missing Adults? **Using the Internet to re-charter**: Make the additions on line as directed by the software
- **Include a PAPER copy of the Adult application**

___ Registered Scout information (rank, name, address, Boy's Life subscription, etc.) is updated and complete.
Using the Internet to re-charter: Make the corrections on line as directed by the software

____ Missing Scouts? **Using the Internet to re-charter**: Make the additions on line as directed by the software.
- **Include a PAPER copy of the Scout application**

___ Unit leadership requirements are met: (basic rules)

1. **Pack has an IH, CR, CC, two MC's, and CM**
   - **One DL for each age group** that is re-chartering (Tiger – Wolf – Bear – Webelos)
   - **One Tiger Partner for each Tiger** (the same parent can be partners to more than one scout (Ex.: Twins!) The Tiger DL can also be a Tiger partner. The Tiger Partner is not a paid position, but the registration fee must accompany a Tiger DL position.
   - **The Tiger Partner is charged $1 for the insurance fee**
     a. **If the Tiger DL is also a tiger partner the insurance fee is not duplicated!**
   - *If as a DL the adult paid the insurance fee, they do not pay again as a Tiger Partner.*

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2. **Troop has IH, CR, CC, two MC's, and SM**
3. **Team** has IH, CR, CC, two MC's, and VC
4. **Venture** has IH, CR, CC, two MC's and NL
   a) **Venture Crews**: If there is one registered female scout:
      - **There also needs to be at least one Female Adult registered and on the unit charter**.

All Units now have a new Position a Scout Parent. No fee is required. However if a unit has a Scout Parent, there must be a person identified as the Scout Parent Coordinator Registration Fee required.
The Scout Parent must pay the $1 Insurance Fee. Similar to the Tiger Partner.

___ If unit leader is changing as of **1 January,** the "in coming" Unit Leader signature is needed on the charter.

___ **Chartered organization Executive Officer *(sometimes called the Institutional Head (IH))* signature is on the Charter**. **The Charter Organizational Representative (COR) cannot sign the charter.**

___ All new applications that might come in with the charter must have the signature of the "in coming" Unit Leader, for Youth applications.

___ The "in coming" The Committee Chair and the Charter Organizational Representative or Executive Officer **sign the Adult Leader Application.**

___ Unit fees are calculated (for the multiple adult and youth members fees are collected only once by the primary unit, and DO NOT pay at the unit in which they are registered as a MULTIPLE).
For those who are multiples in your unit PLEASE **indicate** the Primary unit ***"In the margin"***

____ Insurance fees are not included on the online Re-charter software. However, the insurance fees are collected for each **paid** registered scout or scouter **and for each Tiger Partner** (we pay that fee only one time). The insurance fees are added to the charter total at turn in. (See the "turn in" envelope)

____ Unit has correct funds based on total fees calculated, to include insurance fees.

Turn In Check

This will be on the TURN IN envelope

Access code inside front Flap

NCAC / _____ DATE:_____

OCCOQUAN 2011 - CHARTER TURN IN

PACK - TROOP – VENTURING - VARSITY - SHIP UNIT:_____
CIRCLE ONE

Verify SIGNATURES: Unit Leader_____ & Executive Officer:____

Unit Leader:_____ Comm. Chair:_____

Charter Representative:_____ *Charter Agreement: Yes No*

Two: Committee Members_____ & _____

VERIFED all Unit Leaders are YPT certified: (*Unit Rep-PRINT*) _____

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Cub Units- For Each Den Leader Group Please Verify: answer Yes or NO ?

Tiger Den Leader:_____ Wolf Den Leader_____

Bear Den Leader:_____ Webelos Den Ldr:_____

Verify NUMBERS of Tigers & Tiger Partners - Scout Parent: How many ?

Number of Tigers: _____ # of Tiger Partners: _____

# of Tiger Partners: _____ - _____ = # of Tiger partners _____ (copy below next line)
(# holding paid Leader position

Number of Scout Parents _____ + Number of Tiger Partners _____ = Additional INS. FEES _____

Ship & VENTURING CREWS: Female Scouts? Yes No
IF YES At least ONE Female Adult Registered *(list name here?)* _____

****

# of Adult Applications: _____ *No blanks on the applications – Signatures OK?*
# of Youth Applications: _____ *Unit Leader & parent signatures OK?*

Registration: *use Pencil!*

Number of Paid Youth:	_____	X $15.00 =	_____
Number of Paid Adults:	_____	X $15.00 =	_____

Insurance: *use Pencil !*

Number of Paid Youth:	_____	X $1.00 =	_____
Number of Paid Adults:	_____	X $1.00 =	_____
Additional Insurance Fees	_____	X $1.00 =	_____

use Pencil !

Number of Boys Life Subscriptions: *use Pencil !*

100% BOYS LIFE ? Youth: _____ X $12.00 = _____

Yes No Adult: _____ X $12.00 = _____ *LDS separate check#_____*

UNIT REGISTRATION FEE: $20.00 *use pencil !*

TOTAL RE-CHARTER FEE: Check#_____ $_____

LDS UNITS USE THE Z-ACCOUNT for the RE-CHARTER FEE $_____ Less Boy's Life

??*Centennial 2010 Quality Unit Award Program* ENCLOSED? YES NO

UNIT COMMISSIONER:_____

9/21/2010

Before Turn In

Before Signatures on the charter
- Executive Officer (IH)
- Unit Leader ***(CubMaster, ScoutMaster, Crew Advisor, Team Coach, Skipper)***

Before
- Have copies of everything you turn in.
- **If the ScoutNet software asks for registration forms for certain individuals— Do it!**

Before
- Provide requested applications (*regardless of recent submittals*)
- Our single most cause for Charter Kick backs for 2010.
  - Re-Charter will be rejected if the requested forms are not provided with the package.

Before Coordinate with your Unit Commissioner on a Charter Presentation for January or February.
  - The sooner the better.

After Turn In

- **Verify what you receive from Council in January is accurate.**
  - Make certain all unit members listed on the Re-Charter papers submitted in December are on the Charter membership list received from Council in January.
    - Notify your Unit Commissioner ASAP if there are errors.

Give this slide to
your UNIT
Merit Badge Coordinator

At Turn In

- Re-verify your unit merit Badge counselors are on charter (with Ed Fairbairn)
  - ❖With a copy of the re-charter membership list.
  - ❖List of your merit badge counselors

- Merit Badge Only adults *(not on the charter)* must Re-Apply each year
  - ❖Re-submit their paper work to Ed
    - Adult *Registration & Authorization forms*
    - *YPT cert and*
    - *MB App*

YPT cert included

Give this slide to your UNIT Merit Badge Coordinator

Do not include any Merit Badge Paperwork with Recharter
Place in separate "Merit Badge Paperwork" Box
Or forward by email to Ed (fairbairn8@comcast.net)

At Turn In

Give this slide to your UNIT OA Rep

Coordinate with the OA Chapter Advisor

- ✓**Follow up on OA membership dues**