

Recharter Cliffs Notes

Recharter Due to Commissioner by December 1, 2016.

RECHARTER CHECKLIST FOR FINAL SUBMISSION

- Printed “Recharter Renewal Processor Packet” from Internet Rechartering
- Signature of the Chartered Organization’s Institution Head, sometimes known as the Executive Officer, on the “Recharter Renewal Processor Packet”.
- Signature of Unit Leader on the “Recharter Renewal Processor Packet”.
- Annual Charter Agreement Form signed by Institution Head and Chartered Organization Representative.
- New Adult Applications signed by both the unit Committee Chair *and* the Chartered Organization Institution Head or Representative; Also, all adult applications should include the disclosure/authorization form for the background check. This is found in BSA adult application. In addition, all new and returning registered adults must have submitted their Pennsylvania required Background Checks.
- New Youth Applications signed by parents and Unit Leader, (Cubmaster, Scoutmaster, Advisor)

REQUIRED UNIT POSITIONS

All units must have the following positions filled:

- Chartered Organization Institution Head (This is the only position for whom there is not a fee.)
- Chartered Organization Representative
- Unit Committee Chairman
- Unit Leader: Cubmaster, Scoutmaster, or Crew Advisor
- Two Members of the Unit Committee

All Cub Scout Packs must also have :

- Den Leader, if the pack has Wolf or Bear Scouts
- Webelos Leader, if the pack has Webelos Scouts
- Tiger Cub Den Leader, if the pack has Tiger Cubs

Optional adult leader positions:

- Assistant Scoutmaster, Assistant Cubmaster, or Associate Crew Adviser
- Assistant Den Leaders (Webelos, Cub Scouts, and Tiger Cubs)
- Pack Trainer
- Scout Parent Coordinator
- College Reserve (for troop members, ages 18-21, who are away at school, but want to maintain a BSA registration)

YOUTH PROTECTION TRAINING

Youth protection training is required for all adult leaders. For all adults in the unit, this training must have been completed in the last two years (after 1/31/2015) to be considered current. (Please see the step-by-step instructions for additional details.)

TRAINING VALIDATION TOOL

Scouters with My.Scouting accounts are able to look up their entire training record, including Youth Protection. Additionally, the leader appointed for gathering training information for a unit can look up the training for all registered Scouters in their unit. Login at my.scouting.org and go to the “Legacy Web Tools” on the menu and select “Training Validation.” To view a Scouter’s training record, their membership ID

number will be needed. If a training record is found to be inaccurate, a member of the unit Key 3 can make corrections or you can contact your district executive who will help you correct it.

100% BOYS' LIFE SUBSCRIPTIONS

Indicate whether each Scout should receive *Boy's Life*. One subscription per household qualifies a unit for 100% Boys' Life.

MULTIPLE REGISTRATIONS

An individual needs to pay registration fees only once if he or she happens to hold more than one position in Scouting (ex: committee member in both a pack and troop). The person needs to pay the membership fee in one of the units. The other unit should list him or her as a "multiple." This is generally only the case with adults. However, a boy could be registered in both a troop and crew. When this is the case, the same rules apply.

INSURANCE FEES

No additional per boy fees will be required for insurance. However, the \$40 recharter fee is used by the National Council as a contribution toward the BSA's general liability insurance program.

NEW YOUTH APPLICATIONS

If a new youth member is being added at the time of recharter, then be sure to collect a registration fee for the months in current year that he or she has been a member of the unit in addition to the normal recharter fee.

For example: If a new boy is joining a pack in December, then the pack needs to collect \$24 as the normal fee and \$2 for his membership during the month of December. If a new boy joins a pack in November, then the pack needs to collect \$24 as the normal fee and \$4 for his membership during the months of November and December.

This calculation needs to be made manually.