



BOY SCOUTS OF AMERICA®  
LASALLE COUNCIL



LaSalle Council BSA  
1340 South Bend Avenue  
South Bend, Indiana 46617  
[www.lasallecouncilbsa.org](http://www.lasallecouncilbsa.org)

# 2020 UNIT CHARTER RENEWAL GUIDEBOOK

**All unit charters will expire  
11:59 pm on 12/31/19.**

Per the National Boy Scout Office, there is no lapse or no drop period. The charter expires (drops) on 12/31/19. On 1/1/20, 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 is not received by 12/31/19,** new applications, a new unit form, a new charter agreement, and YPT (Youth Protection Training) documentation will have to be completed for the unit to reregister for 2020.

For more information, visit  
[www.lasallecouncilbsa.org/charter](http://www.lasallecouncilbsa.org/charter).

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# Timeline

## 9/15/19 to 10/15/19

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

## 10/1/19 to 11/29/19

Complete Internet Rechartering process.

## 10/8/19 or 10/10/19

The printed charter renewal, new applications, YPT documentation, and fees should be handed in at the District Roundtable. Or make an appointment with your unit commissioner .

## 11/7/19 or 11/12/19

The printed charter renewal, new applications, YPT documentation, and fees should be handed in at the District Roundtable . Or make an appointment with your commissioner.

## 11/29/19

Early Bird incentive deadline to receive 2 free nights of camping.

## 12/10/19 or 12/12/19

The printed charter renewal, new applications, YPT documentation, and fees should be handed in at the District Roundtable. Or make an appointment with your commissioner.

## 12/13/19

Turn in completed, signed Charter Renewal Package with payment. Charter **MUST** be checked by a Commissioner or District Professional before submission to Morris-1st Source Scout Center.

## December 2019

Pre-posting of error-free 2020 charters that will automatically renew 1/1/20.

## After January 15, 2020

Council Registrar will send an email to the unit when their charter has been processed with instructions on how to print the charter and membership cards if the unit desires. (Note: The Council no longer prints and mails unit charters or membership cards)

# Rechartering Incentive

## IT'S BACK!!!

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

#### **Requirements:**

1. Charter completed online.
2. YPT documentation for required adult positions (new people and those listed on next to last page of charter printout).
3. Applications for all names listed on the front of the charter printout.
4. All pages of the charter printout are submitted with all required signatures.
5. Charter checked by Commissioner with no errors or issues noted on Check Sheet.
6. Accompanied by payment in the form of a single unit check.
7. **Must be received** by a Commissioner or District Professional by 5:00 pm, 12/2/2019.

#### **Reservations for Campsite Rental:**

1. Reservations are made through the Council Service Center at 574-289-0337.
2. Reservations need to be submitted by **5/31/20**.
3. Free rental must be used by **12/31/20**.
4. All reservations are subject to availability.

#### **Additional Information:**

1. Coupon can't be traded in for rental of cabins.
2. Coupon can't be used for campsites already reserved.
3. Coupon can't be used during any long-term camps (day camps, summer camps) or during council and district activities at any of the 3 council camps.

## **Fees**

**Youth and Adults (each): \$33.00 Registration Fee for 12 months**

**Boys' Life \$12.00 Subscription Fee for 12 months**

**Unit Liability Insurance Fee: \$40.00 per unit**

**Accident and Sickness Insurance Fee: \$2.00 per person**

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

### **Pack Re-chartering With Tiger or Lion Adult Partners**

Lion and Tiger Adult Partners are listed on the roster because they are registered with their son as Lion or Tiger Teams. Lions and Tigers must have an adult partner. A registration fee is **not** required for adult partners.

### **Applications**

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 or her to the charter. Be sure to use the individual's legal name. Online applications may be used for new adults or youth. All new adult applications (paper) 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. All blanks on the application must be completed, including references, and history questions.

### **System Availability**

The National Boy Scout Office 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.

### **For Youth in Crews**

Youth ages 13-17 may use the youth application and register as a youth member. Youth from ages 18-20 are considered Venturing Participants (VP). As such, they must complete an adult application (including Social Security Number), Criminal Background Check authorization form, and documentation of current YPT. This includes any youth being rechartered if they have turned 18 prior to the charter renewal date of 1/1/20.

## **Pack Charter Minimum Requirements**

Executive Officer (IH or EO) - No fee

Chartered Organization Representative (CR)

Committee Chair (CC)

2 Committee Members (MC), (or a Pack Trainer (PT), Parent Coordinator (PC), or a New Member Coordinator (NM))

Cubmaster (CM)

At least one Den Leader (DL)

At least 5 paid youth

## **Troop and Crew Charter Minimum Requirements**

Executive Officer (IH or EO) - No fee

Chartered Organization Representative (CR)

Committee Chair (CC)

2 Committee Members (MC), (or Parent Coordinator (PC), or New Member Coordinator (NM))

Scoutmaster (SM) or Crew Advisor (NL)

At least 5 paid youth

## **Youth Protection is MANDATORY Adult Training (see YPT protocol on LaSalle Council website)**

**The unit must check YPT records for each registered adult. A Training Manager YPT Aging Report is available to print out.** Adult leaders **will not** be registered from new applications or charter renewal paperwork if they don't have current YPT. YPT must be less than 24 months from the last training date., and current when the charter is processed (YPT must be valid thru 2/28/20). **If YPT has expired,** the leader will need to update it before they can be included on the charter renewal. We recommend using the online version of YPT, found at [my.scouting.org](http://my.scouting.org). **To take YPT online:**

1. Go to My.Scouting.org.
2. Sign in with your username and password (or create a username and password if don't already have one). If you don't remember your username or password, contact National Help Desk at 972-580-2267. The Help Desk will give you your username and a temporary Password.
3. Click "Home", click "My Dashboard", click on "Click on YPT" to view status.
4. Click on "Take Course" to take the training.
5. Once done, be sure to print out the completion certificate with the completion date on it.

## **Internet Re-chartering**

See the 2020 Charter Renewal Packet Instruction Page

### **2020 Internet Re-chartering Code**

Your 2020 Internet Re-chartering Code will be handed out at the October Roundtable by your DE. Codes will also be available from your Unit Commissioner.

### **Update Roster**

Update unit and member 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**

- Assign “multiple” status if person is in more than 1 unit.
- Sign up for *Boys’ Life* subscriptions.
- Complete the survey of why youth aren’t rechartering. This is required, you won’t be able to continue until this is done.

### **Printing & Submitting**

**Double check everything.**

**Approve roster** - this can be done online by the Executive Officer or Charter Organization Representative. Or you can continue without online Charter Renewal Application.

**Payment methods** - only use Pay Direct to Council. To pay by credit card, contact the Scout Shop at 574-289-0338 instead of using the option in Internet Re-chartering.

**Print** - two copies of your Charter Renewal Application, you will turn in one copy and keep one for your records. Be sure to print all pages of the Charter Renewal package.

**“Submit” button** - this will transmit the charter renewal information directly into the Scoutnet system. Obtain required signatures.

**Submit hardcopy** - once all required signatures are obtained. See next page for what to turn in.

## What to Turn in

1. Completed applications for all new youth and adults added to the roster. They are listed on the face sheet of the Charter Renewal Package. Position changes submitted with the charter renewal don't require a new adult application.
2. Updated Charter Renewal Roster (Renewal Report E-Z) printed out at the completion of the Internet Re-chartering process. Be sure to include **all** pages. Be sure to get signatures. Unit needs to print out 2 copies of the Charter Renewal Report E-Z.
3. New adults or those with expired YPT will show up on the Charter Renewal Package on the next to the last page. These people won't be registered without documentation of current YPT.
4. Updated Unit Account Authorization Form. Form should be updated yearly for access to the unit account in the Scout Shop. (Available to download from the recharter web page)
5. Charter Agreement Form that is signed and dated by the Executive Officer and the Chartered Organization Representative.
6. Payment of total BSA fees listed on the charter renewal paperwork with one unit check payable to "**LaSalle Council.**" Debit or credit cards are accepted for fees (includes a 3% handling charge).
7. **Do not click the "Online Payment".**  
This sends the payment to National and causes all kinds of issues. Please contact the Thomas Naquin Scout Shop to pay charter fees by credit card.
8. Completed Journey to Excellence (JTE) Form.