



BOY SCOUTS OF AMERICA®
LASALLE COUNCIL



LaSalle Council BSA
1340 South Bend Avenue
South Bend, Indiana 46617
www.lasallecouncilbsa.org

2021 UNIT CHARTER RENEWAL GUIDEBOOK

**All unit charters will expire
11:59 pm on 12/31/20.**

This is a BSA policy.

There is no grace, lapse or no drop period.

On January 1, 2021 the unit is no longer an active unit.

- **There is no liability or accident insurance to cover meetings and activities.**
- **All tenure drops and awards cannot be purchased.**
- **New applications will need be submitted for all members along with the charter agreement and Youth Protection Training certificates.**

Prepared. For Life.™



Timeline

9/15/20 to 10/15/20

Review current roster and revise as needed.

Verify YPT is up to date for all registered adults.

10/1/20 to 11/29/20

Complete Internet Rechartering process.

10/1/20 to 12/31/20

Submit the complete and signed Charter Renewal Package along with payment to your Commissioner at the District Roundtable or as individually scheduled.

Charter Renewal Packages **MUST** be checked by a Commissioner or District Professional before submission to LaSalle Council Service Center. **NOTE:** District Professionals are not always in the office. PLEASE reach out and set an appointment with your DE.

11/29/20

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

12/31/20

Deadline for submission of the Unit Charter Renewal Package. Source Scout Center.

December 2020

Pre-posting of error-free 2021 charters that will automatically renew 1/1/21.

After January 15th, 2021

The Council Registrar will send an email to the unit, when their charter is 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 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, **11/30/20**

Reservations for Campsite Rental:

1. Reservations are made through the Council Service Center at 574-289-0337.
2. Reservations need to be submitted by **5/31/21**.
3. Free rental must be used by **12/31/21**.
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

Registration Fee for 12 months Youth:	\$ 66.00 per person
Registration Fee for 12 months Adult & Explorer:	\$ 42.00 per person
Accident and Sickness Insurance Fee:	\$ 2.00 per person
Boys' Life Subscription Fee for 12 months:	\$ 12.00 per person
ONE TIME new Member Fee:	\$ 25.00 per person
Unit Liability Insurance Fee:	\$ 75.00 per unit

If using a credit card for payment there will be a 3% admin fee added to the total amount due.

Pack Rechartering With Tiger or Lion Adult Partners

Lions and Tigers must have a registered adult partners. They are registered with their child as a Lion or Tiger Team. 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 front 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 full legal name.

Online applications may be used for new adult or youth members.

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 personal history questions.

System Availability

From time to time the BSA Internet systems (Internet Rechartering, or My.Scouting) may be unavailable because of updates. Start your rechartering process early to avoid delays.

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 1/1/21.

Minimum Pack Charter 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

Minimum Troop or Crew Charter Requirements

Executive Officer (IH or EO)

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 2/28/21). 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.

Online Youth Protection Training

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 us at 574-289-0337
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.
6. Submit the YPT completion certificate with the charter renewal package.

Internet Rechartering

(See the 2021 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

- Unselect members not renewing
- Add new adult and youth members.
- Update member data: address, phone, and email. And 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 are not rechartering. You won't be able to continue until this is done.

Submitting & Printing

Double check everything.

Approve Roster this can be done online by the Executive Officer or Charter Organization Representative. Or you can continue without online approval and have the EO/COR sign the printed copy of the 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 Rechartering.

Print two copies of your Charter Renewal Application. **You will turn in one copy and keep the other.**

"Submit" button. This will transmit the charter renewal information directly into the database.

What to Turn in

1. Charter Renewal Application. With signatures as required. Be sure to include **all** pages.
2. Completed applications for all new youth and adults added to the roster.
They are listed on the face sheet of the Charter Renewal Application. Position changes submitted with the charter renewal don't require a new adult application.
3. YPT Certificates for new adults or those with expired YPT whose names appear on the next to last page of the Charter Renewal Application.
4. Updated Unit Account Authorization Form. Form should be updated yearly for access to the unit account in the Scout Shop. <https://www.lasallecouncilbsa.org/charter>
5. Charter Agreement Form that is signed and dated by the Executive Officer and the Chartered Organization Representative. <https://www.lasallecouncilbsa.org/charter>
6. Payment of total BSA fees listed on the Charter Renewal Application.
Methods of Payment Options:
 - One Unit Check payable to the LaSalle Council
 - Unit Account at the Scout Shop
 - Debit/Credit Card (there will be a 3% handling charge).
8. Your units Journey to Excellence Scorecard.
<https://www.scouting.org/awards/journey-to-excellence/>

Charter Renewal Packages **MUST** be checked by a Commissioner or District Professional before submission.

After being checked by your Commissioner submit the complete and signed Charter Renewal Package along with payment at your District Roundtable in October, November or December, or at anytime as arranged with your Commissioner as well as at the LaSalle Council Service Center during normal business hours .