



LaSalle Council 2020 Charter Renewal

- December 31, 2019 All Unit Charters Expire
- December 15, 2019 Charter Renewal Dead Line
- November 29, 2019 Early Bird Dead Line
- Charter Renewal Packet Turn-In at Roundtable in October, November, December
- October 1, 2019 Internet Re-chartering website opens
 - Each year you start new, so log in as a First Time User
 - Your Units magic Access number changes each year, see your Commissioner for this year's Access number.
- Youth Protection required to be current for Internet Re-chartering
- Registration Fee \$33.00 per member
- Insurance \$ 2.00 per member (Accident & sickness insurance, a supplement to Scout's personal insurance)
- Boy's Life \$12.00 per youth (Optional)
- DO NOT USE the Online Payment option
- Forms, information and links at <https://www.lasallecouncilbsa.org/charter>

Phase 1 - Gathering Information

1. Download your current roster according to the ScoutNet
 - www.My.Scouting.org
 - Member Manager
 - Roster Details select "All"
 - Click on the green check mark ✓ to "Select All"
 - Click on the down arrow ↓ to "Export Roster"
 - Select Export Type
 - "Calling List" name, phone number and email address
 - "Mailing List" name, street address and email address
 - "Member List" name and position
 - Click on Submit  to initiate the download
 - Downloads a .csv file
 - Open with Excel or other spreadsheet program
 - May need to resize columns to see all the data
2. Youth Protection Training (YPT) Aging Report (only Unit Key 3 can access this report)
 - www.My.Scouting.org
 - Training Manager
 - Click on  for the "YPT Aging Report"
 - Displays a spread sheet that includes YPT Expiration Date (column "Y01 Expires"). You may need to scroll to the right depending on your screen size.
 - Anyone with an Expiration Date of September 30, 2018 or earlier will need to refresh their YPT before re-chartering
 - Notify those leaders who need to refresh their YPT
 - You will not be able to re-charter adults (over 18) if YPT is expired

3. Canvassing Current members

- Who is re-chartering?
 - Update contact information
 - Collect fees (\$33.00 BSA + \$2.00 Insurance + \$12.00 Boys Life + Unit dues or fees)
 - Any youth who has turned 18 must complete an adult application and take the YPT (suggest they be registered as “Scouter Reserve” or “Scouter College Reserve” if they will not actually be serving as an Assistant Scoutmaster)
- Who is a member of more than one unit?
 - Only need to pay registration fee once
 - You will need the Unit Number for the other unit
- Who is not re-chartering?
 - Determine the reason why. This information is needed to complete the Survey of Youth Not Re-chartering which is part of the Internet Re-chartering process
 1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts)
 2. Too old for program (e.g. over 18 for Boy Scouts)
 3. Changed units within the same city/town.
 4. Moved to another city/town.
 5. Stopped coming to meetings/lost interest/busy with other activities
 6. Some other reason not listed above.

4. Adding New Members

- Registration Fees and Boys’ Life for applications submitted this fall (for the remainder of 2019)

| Month Application Received | Registration Fee for Remainder of 2019 | Boys’ Life Fee for Remainder of 2019 |
|-----------------------------------|---|---|
| September | \$ 11.00 | \$ 4.00 |
| October | \$ 8.25 | \$ 3.00 |
| November | \$ 5.50 | \$ 2.00 |
| December | \$ 2.75 | \$ 1.00 |

- Youth Application
 - See table above plus any additional Unit dues or other fees
- Adult Application
 - See table above plus any additional Unit dues or other fees
 - Signed Background Check Authorization
 - SSN and all questions answered on right hand side and to the left of the Signature of the Applicant block
 - YPT certificate required to be attached

5. Changes to Leader positions for 2020

- Changes such as Committee Member becomes Den Leader
 - A new Adult application is not required if position change is done when re-chartering
 - Except for changes to the Institution Head or the Chartered Organization Rep
 - Any other time of the year such a change requires a new Adult Application

6. Journey to Excellence

- Scorecards <http://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx>
- Tracking Workbooks http://www.scouting.org/Home/Awards/JourneyToExcellence/Tracking_Workbooks.aspx
- Unit Guide Books <http://www.scouting.org/scoutsource/Awards/JourneyToExcellence/Guidebooks.aspx>
- Service Hours <https://servicehours.scouting.org/UI/Security/Login.aspx>
 - Have you entered all your unit service hours?

- How about service hours for Boy Scout rank advancements?

Phase 2 - Entering Information

Internet Re-chartering <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>

- Available after October 1, 2019
- Enter as a First Time User
 - After Registering you will then use Returning User
- You will need your Unit Access Code to enter the site.
- Access Codes are available at the October Roundtable or from your Unit Commissioner or District Executive
- Remember your Unit Number has four digits i.e. "0123" instead of just "123"
- Intermittently Internet Re-chartering, Internet Advancement, and or my.scouting.org maybe unavailable because of system updates. Just chill and check back later.

Stage 1 - Load Roster

- After your initial Roster Load you will be able to reload your roster at anytime during the Internet Rechartering process up to Stage 5 Submit to account for any applications that were processed after your initial Roster Load.
- Load Unit information
 - Choose council roster button

Stage 2 - Update Roster

1. Update Chartered Organization information
2. Select Members for Renewal
3. Promote Members
 - Allows selection of adults and eligible youth from related units and conversion of eligible youth to adult assistant in the unit.
4. Add New Member
 - Add adult and youth members
5. Update Member Data
 - Address
 - Phone number
 - Email
6. Update Member Positions
 - Allows for position changes and validates positions are correct

Stage 3 - Check Roster

Internet Re-chartering automatically checks roster against BSA Rules for membership.

- Make any corrections needed.
 - **Errors** must be corrected before moving on
 - Typically membership guideline issues
 - YPT not current (needs to current, taken after 2/1/18)
 - **Warnings** should be corrected
 - Usually age or grade issues with youth members
- Pack Position Requirements
 - Executive Officer
 - Charter Representative
 - Committee Chair
 - At least 2 Committee Members (Pack Trainer and Parent Coordinator counts)
 - Cubmaster
 - At least 1 Den Leader

- At least 5 paid Youth Members
 - Troop, Crew, Team Position Requirements
 - Executive Officer
 - Charter Representative
 - Committee Chair
 - At least 2 Committee Members (Parent Coordinator counts)
 - Scoutmaster, Crew Advisor, or Varsity Coach
 - At least 5 paid Youth Members
 - Crews
 - Youth ages 13-17 may use Youth Application and register as Youth
 - Youth ages 18-20 must use an Adult Application with the Disclosure/Authorization Form and YPT certificate
 - Includes any youth that will turn 18 prior to January 1, 2018
1. Update Fees
 - Multiple Registration
 - Only applies to Cub Scout, Boy Scout and Venturing; Not Exploring
 - Boys' Life
 2. Membership Inventory
 - Select reason for each youth member not renewing
 - See list of reasons above

Stage 4 - Summary

1. Complete a final review of the membership roster and fees.
2. Make any final changes
 - Assign "multiple" status if a member is in more than 1 unit
 - Add Boys' Life subscriptions
 - Complete Survey of Why Youth are not Re-chartering

Stage 5 - Submit Roster

1. Online Approval of Roster
 - Optional
 - COE or COR initials and signature
 - If selected:
 - Receive email confirmation
 - Charter Renewal Package will print out without signature blanks
 - Will list approver name, position, initials and date
2. Payment
 - **DO NOT CLICK "ONLINE PAYMENT"**
 - Select "Cash Payment"
 - Unit Account at LaSalle Council
 - Check to LaSalle Council
 - Credit Card to LaSalle Council (3% surcharge)
3. Select "Roster Review"
 - Double/Triple check everything for accuracy
 - Pause, take a walk, take a nap, come back later and look again
 - Use Home link to return to Stage 2 to update member information
4. Select "Submit"
 - Transmits data directly to ScoutNet

5. User Survey
6. Print Charter Renewal Application
 - Renewal Report E-Z
 - Renewal Report E-Z does not include the roster
 - Renewal Contact Person information
 - Save a copy

Phase 3 - Signing

1. Charter Agreement <https://www.lasallecouncilbsa.org/charter>
 - Chartered Organization
 - Executive Officer
 - Chartered Organization Representative
2. Unit Charter Renewal Report Packet (printed from Internet Re-chartering)
 - Chartered Organization
 - Executive Officer
 - Unit Leadership
 - Cubmaster/Scoutmaster
 - Unit Contact information on last page of Unit Charter Renewal Report Package
3. Unit Account Authorization <https://www.lasallecouncilbsa.org/charter>
 - Authorized Account Users
 - Committee Chair
 - Needs to be completed each year
4. Applications
 - Adult
 - Chartered Organization Representative
 - Youth
 - Parent/Guardian
 - Unit Leader
5. Payment
 - Total Fee Submitted is listed on the signature page of the Charter Renewal Application
 - Check - Payable to "LaSalle Council"
 - Unit Account - Contact Scout Shop
 - Debit/Credit Card Authorization <https://www.lasallecouncilbsa.org/charter>
 - 3 % Handling Fee
6. Journey to Excellence <http://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx>
 - Cubmaster/Scoutmaster
 - Committee Chair
7. Make a copy of everything for your unit files

Phase 4 - Submitting

1. Unit Charter Renewal Package and related forms are required to be checked by your Unit Commissioner or District Executive before sending to the LaSalle Council office in South Bend.
 - 2020 LaSalle Council Re-charter Checksheet and Route Sheet (see page 7)
2. Turn-in Unit Charter Renewal Package and related forms
 - District Roundtable in October, November and December
 - Other times as scheduled with your Unit Commissioner or District Executive

3. Deadlines

- Early Bird December 2, 2019
 - Incentive - two free nights campsite rental
 - Details at <https://www.lasallecouncilbsa.org/charter>
 - No Errors with Unit Charter Renewal Package and associated forms
- Absolute last day December 31, 2019

4. What to Turn-in

- Charter Agreement
- Unit Charter Renewal Application
 - Include all pages
 - YPT Certifications if required
- Unit Account Authorization
- Applications Youth and Adult
 - Adult applications with Disclosure/Authorization Form and YPT Certification
- Payment
 - “Total Fee Submitted” is listed on the signature page of the Charter Renewal Application
 - Make checks payable to “LaSalle Council”
 - Unit Account
 - Debit/Credit Card form <https://www.lasallecouncilbsa.org/charter>
 - There is a 3% handling charge
- Journey to Excellence Scorecard

2020 LaSalle Council Charter Renewal Check Route Sheet

| | | | | | | | |
|--|-------------------------------|--|---|---|--|-----------------------|-------------|
| Status: Circle one New Unit Renew Add Pos Chg BL Only S-R Expire Reg Misc | Council No. 165 | Non Unit Position Council District MBC | Dist # Circle one PO-1 AL-3 PT-7 DH-9 | Program Circle one Pack Troop Other: | Unit No. | Regtr. Term In Months | Expire Date |
| Registration & Boys' Life Fees | | Quantity | Individual Pro-rated Fee | Total Fee | Customer Service Only | | |
| Paid Youth | | | \$33.00 | \$ | Receipt # _____ Date _____ | | |
| Transfer Youth | | XXXXXXXX | XXXXXXXXXXXXXXXX | | Receipt # _____ Date _____ | | |
| Multiple Youth | | XXXXXXXX | XXXXXXXXXXXXXXXX | | Specific Assistance: Amt pd \$ _____ Date pd _____ | | |
| Youth Boys' Life | | | \$12.00 | \$ | Lions: Last charter _____ This charter _____ | | |
| Paid Adults | | | \$33.00 | \$ | Tigers: Last charter _____ This charter _____ | | |
| Transfer Adults | | XXXXXXXX | XXXXXXXXXXXXXXXX | | Cubs: Last charter _____ This charter _____ | | |
| Multiple Adults | | XXXXXXXX | XXXXXXXXXXXXXXXX | | Webelos: Last charter _____ This charter _____ | | |
| Position Change | | XXXXXXXX | XXXXXXXXXXXXXXXX | | Pd Youth Prev recharter _____ Yr end _____ Diff (now-yr end) _____ | | |
| Adult Boys' Life | | | \$12.00 | \$ | Pd BL Prev recharter _____ Yr end _____ Diff (now-yr end) _____ | | |
| Unit Liability Ins Fee | | XXXXX | XXXXXX | \$40.00 | Entered by _____ | | |
| Registrant Ins Fee | | | \$2.00 | \$ | Date Entered _____ | | |
| Total Fees Due | | | | \$ | Date Processed _____ | | |
| | | | | | Confirmation ID _____ | | |

Date in office: _____

Date office checked: _____

Above area for LaSalle Council office staff use only

(Professional or Commissioner) to certify the following: Date received: _____

Submitter's name _____ Submitter's signature _____

Receiver's name _____ Receiver's signature _____

- _____ 1. EZ charter renewal report
- _____ 2. Signature of Executive Officer on EZ charter renewal report or _____ online approval noted
- _____ 3. Charter Agreement _____ with signature of Executive Officer _____ and signature of Chartered Organization Representative
- _____ 4. Are there sufficient funds to process the charter paperwork?
 Single check, payable to LaSalle Council: Check # _____ Amt paid \$ _____ Receipt # _____
 Add'l needed \$ _____ Specific Assistance amount \$ _____ used
 Use unit acct \$ _____ DE verification of unit account balance: Amt \$ _____ Date Checked _____
 Credit card amount paid: \$ _____ Date paid: _____ Receipt # _____
- _____ 5. All applications complete with:
 Youth apps: DOB _____ Grade _____ Address _____ Parent Name _____ Tiger or Lion Adult Partner DOB _____
 Parent Signature _____ Unit Leader signature _____
 List of defective names _____

 Adult apps: SSN _____ DOB _____ Address _____ Position _____ 3 References _____ 7's Answered _____
 YPT (Youth Protection Training) taken after 2/1/18 _____ Applicant's Signature _____
 Approval signature (CR _____) CBC form completed _____
 List of defective names _____
- _____ 6. JTE form for 2019
- _____ 7. Unit Account Authorization Card for 2020
- _____ 8. Remarks: _____

registration routsheet: 6/25/19 White - Register & File Yellow - District Pink - Commissioner Goldenrod - Unit