2020 Internet Rechartering Quick Guide

IMPORTANT: You are about to view and handle information confidential to your unit and the Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information.

* All resources are also available at colbsa.org/recharter *

** Please be sure to mark Scouts and Scouters as a “Multiple” as needed **

Step 1: Get recharter access code and other information from your District Executive or designee at your monthly Roundtable.

Step 2: Review unit roster in your My.Scouting.org account. Please do not load the roster from the National rechartering system until you have all of the needed information to complete the processing.

✓ Confirm status for the upcoming year for every Scout and Scouter currently registered.

✓ Set a unit turn-in deadline a minimum of 4 weeks before the council recharter target date.

Step 3: Confirm with each member:

✓ Each Scout and Scouter is staying active with your unit.

✓ Accuracy of birth date, address, phone number, school grade, and if the Scout wants Boys’ Life.

✓ Exactly how much each family owes, how to submit funds to the unit, and by when.

✓ Make sure no member is lost without a reason and invite them to return if possible.

Step 4: Update unit roster/information fields:

✓ Correct any out of date or incorrect data found in the previous step.

✓ Name entries for data entry consistency:
  o NO spaces between prefixes (DeCarlo not De Carlo)
  o NO apostrophes (O’Brian not O’Brian)
  o NO hyphens (John Smith-Payne not John Smith-Payne)

✓ Boys’ Life:
  o 100% Boys’ Life is strongly encouraged for all Cub Scouts and Boy Scouts.
  o One subscription per family counts toward 100% even if in different units.

✓ Payment: There is no national registration fee for the Institution Head or Tiger/Lion Adult Partner (AP/LP) unless they have another paying leadership position.

✓ Transfer Info: There is no transferring from unit to unit at recharter time. All units recharter at the same time, so a Scout or Scouter will complete the current charter year with one
unit and start the new charter year with another unit—not the definition of a transfer. Scouts and
Scouters transferring from one unit to another, one program to another, or youth to adult during
the charter year do not pay a fee.

✔ Adding Adult Leaders and Youth Members (i.e., those not already on the charter): If
adding youth or adults at recharter time, be sure to keep the unit copy of each application. If
paperwork was already turned in and the name is not on the charter, please submit a copy of the
Unit copy of that application.

Cub Packs requirements:
- One Cubmaster (CM)
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC) (Pack Trainer (PT) and New Member Coordinators (NM) count
  as Committee Members but the Committee Chair does not)
- At least one den leader who may be a Lion Guide, Tiger, Wolf, Bear, or Webelos Den Leader.
- Each unit must have FIVE paid youth members to recharter. (Multiple registrations DO NOT
  count as part of the five.)
- Fifth grade AOLs must recharter with their pack.

Scouts BSA Troops/Venturing Crews or Ships requirements:
- One Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK)
- One Chartered Organization Representative (CR)
- One Committee Chair (CC)
- Two Committee Members (MC) (New Member Coordinators (NM) count as Committee
  Members, but the Committee Chair does not)

IMPORTANT:
- Youth Protection Training for ALL Scouters must be current through April 1, 2020.
- PA Clearances: Clearances for ALL Scouters must be current through April 1, 2020. See
  https://colbsa.org/palaw for information or to upload clearances for new Scouters.
- Scout rank information and Scouter training are updated separately from recharter.
- The Chartered Organization Representative (CR) is the only adult allowed to hold two registered
  positions in the same unit, but the CR may only multiple as Committee Chair (CC), Committee
  Member (MC), Pack Trainer (PT), or New Member Coordinator (NM).
- Please indicate the unit’s Advancement Chair (Adv) and Training Chair (Tr) on paperwork
  turned in to the Council office.
- Unit Position age minimums:
  - Institution Head and Key Three Members (Committee Chair, Chartered Organization
    Representative, and (Scoutmaster, Cubmaster, Crew Advisor, Skipper, or Varsity Coach)
    must be 21 years or older.
  - Committee Members must be 21 years or older.
  - Crew Advisors and Mates must be 21 years or older.
  - Den Leaders, Pack Trainers, and Parent Coordinators must be 21 years or older.
  - Unit Scouter Reserve must be 21 years or older.
  - Unit College Scouter Reserve must be 18 to 24 years old.
  - All assistant positions must be 18 years or older (Assistant Scoutmaster, Assistant
    Cubmaster, Assistant Den Leader, etc.)