



BOY SCOUTS OF AMERICA®  
NORTHEASTERN PENNSYLVANIA COUNCIL

## The 2017 Unit Charter Renewal Handbook

The purpose of this booklet is to provide information and resources to assist in the on-time renewal of the Northeastern Pennsylvania Council Scouting Units



For additional information please visit:  
<http://www.nepabsa.org/rechartering>

Your District Charter Renewal Contacts are:

### **TWO MOUNTAINS DISTRICT**

Two Mountains District Executive

Ryan Murray  
570-207-1227 ext. 233  
rmurray@nepabsa.org

Two Mountains District Commissioner

Don Kretchmer  
tmdistcommissioner@nepabsa.org

### **DAN BEARD DISTRICT**

Dan Beard District Executive

Stephen Lenceski  
570-207-1227 ext. 229  
slenceski@nepabsa.org

Dan Beard District Commissioner

Mary Ann Hogan  
dbdistcommissioner@nepabsa.org



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# **COUNCIL ANNUAL CHARTER RENEWAL POLICIES**

## **CHARTER RENEWAL METHOD**

The preferred method of unit charter renewal supported by the Northeastern Pennsylvania Council is **Internet Re-chartering**. Although manual renewal is still possible this year, it is discouraged. Internet re-chartering reduces costs, improves accuracy, and improves charter renewal turnaround time. For more information, please go to <http://www.nepabsa.org/rechartering>. Please support our efforts to have 100% of our charter renewals submitted online.

Submission through Troopmaster or Packmaster is considered internet re-chartering and is a welcomed method for those units using this software.

Information supporting the manual submission of your charter is included in this booklet.

## **RENEW ON TIME**

Your commissioner staff is responsible for helping your unit to renew your charter on time and is responsible for providing you with answers and support during the charter renewal process. It is important that your charter renewal is on time. When a unit's charter is late (lapses);

- No awards may be issued or advancement earned
- No participation in district or council program can be approved
- No use of council camping facilities may be approved
- No liability or accident insurance coverage will be in effect during the separated time period.

## **YOUTH PROTECTION AND CHARTER RENEWAL**

All leaders must complete Youth Protection Training (YPT) annually prior to submitting a charter renewal. New leaders must complete Youth Protection Training prior to submitting an application to join. New leaders should attach their YPT certificate with their application. New leaders accepting multiple positions submit separate applications for each position with one copy of the YPT certificate. This training is available online through the myscouting.org website. Classroom training may be available, contact your District Executive for more information.

**To avoid delay in processing your unit's charter renewal, any adult volunteers listed whose YPT certificate is expired or who has not completed the training will be dropped from the submitted charter.** These adults may submit applications and their YPT documentation at a later time.

## **COMPLETE CHARTER SUBMISSION**

At a minimum a charter will be accepted as complete when it has the following:

- (1) All required leadership positions are filled and all adult leaders Youth Protection Training status is current
- (2) Has Charter Organization's Executive Officer and unit leader (CM, SM, CA) signature
- (3) Has accurate youth and adult information
- (4) Has payment of charter fee, registration fees, Boys' Life subscriptions and insurance fees
- (5) Has a completed Journey to Excellence score sheet signed by a commissioner
- (6) Has a completed Friends of Scouting campaign registration form
- (7) All included youth and adult applications are accurate, complete and signed.

**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. You agree you will share this information with individuals in your unit or the Boy Scouts of America on a need to know basis and that it will not be shared outside the Boy Scouts of America.

## **UNIT CHARTER RENEWAL MEETING**

- Set a date to meet that is convenient for your re-charter team after receiving the Charter Renewal packet.
- Suggested attendance: Your Unit Commissioner, Charter Renewal Chairman, Unit Leader, Unit Committee Chair, Treasurer, and other interested adults.
- Consider inviting youth leaders of older youth programs (e.g., Senior Patrol Leader or Crew President).
- Obtain current unit rosters from unit leadership and compare to the unit roster that has been provided.
- Write unit roster changes in pencil, not ink, so that mistakes can be erased.
- Extra youth and adult applications are in your kit. If you need more, contact your District Executive or visit the Scout office at 72 Montage Mountain Road, Moosic, PA 18507-1776
- Have telephone access to be able to call your families for status on their registration.
- If you need assistance, your Unit Commissioner has resources to help with your charter renewal.
- ***Completed charter paperwork is due each year in your Council Service Center before December 16<sup>th</sup>.***

## **DISTRICT TURN-IN DATES AND TIMES**

Completed charter paperwork and payments are due in to the Scout Service and Training Center (SSTC) on or before **DECEMBER 16<sup>th</sup>**. Remember, each unit needs to meet with their unit commissioner to conduct the unit membership inventory and charter renewal meeting. Paperwork needs to be signed by the Executive Officer and Unit Leader.

### **District Turn-in Dates**

- Tuesday, November 29<sup>th</sup> from 5pm – 7pm
- Thursday, December 1<sup>st</sup> from 5pm – 7pm
- Saturday, December 3<sup>rd</sup> from 9am – 12pm
- Tuesday, December 6<sup>th</sup> from 5pm – 7pm
- Thursday, December 8<sup>th</sup> from 5pm – 7pm
- Saturday, December 10<sup>th</sup> from 9am – 12pm

Please call your District Executive to register for and attend one of the District Turn-in Dates listed above. If you are unable to attend the above dates, please call your District Executive to schedule an appointment.

## **CHARTER GUIDELINES**

### **Applications**

#### **Holding Applications**

Do not hold new youth or adult applications. Doing so may compromise important insurance protections. Prompt submission of applications is the only way to be certain all participants are properly insured.

### **Chartering Organization**

#### **Chartered Organization Certification**

The Executive Officer of the Chartered Organization must sign the charter which certifies their approval of all registering adults. Responsibility to approve new adult leaders during the remainder of the year may be given to the Chartered Organization Representative. The Chartered Organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise.

#### **Charter Organization Representative (CR)**

This is a unit leadership position appointed by the charter organization's executive officer. This person selects the committee chair (CC) and is a liaison between the unit and the charter organization as well as the unit and the district/council. Only the (CR) may hold multiple leadership positions within a unit. They may serve as (CR) and Committee Chair (CC) or as (CR) and Committee Member (MC).

## Executive Officer

The Executive Officer is also known as the Institutional Head (IH). There is no cost for this position and they do not need to complete an Adult Application or Youth Protection Training.

## Corrections

### Change of Rank

If ranks are not correct, there are 2 methods that you can use: (1) On-line advancement after the unit has been renewed (the preferred method), or (2) submit a hard copy of an advancement report. All Tiger and Cub Scouts automatically transfer up to the next grade level at the end of the school year (on June 1st). Do not submit new applications.

### Training Corrections

Leadership training cannot be updated/corrected through the re-charter process; contact your district executive for assistance. New and updated YPT certificates should be submitted at this time.

## Fees

### Liability Insurance

All units are required to pay an annual charter fee of \$40 that helps defray expenses of the general liability insurance program. The yearly membership fee for both youth and adults is \$24 and there is an additional \$1 fee for accident insurance. All payments should to be submitted with the unit's charter.

### Boys' Life Magazine

100% Boys' Life is strongly encouraged for all Cub Scout Packs and Boy Scout Troops. A yearly subscription per person per year is \$12. One subscription per family counts toward 100% Boys' Life.

### Pro-rated Registration Fee

At charter renewal time, new youth and adult members submit a registration fee with their completed application. New registrations submitted mid-year pay a prorated amount based on the time remaining in the year. This pro-rate is based on the month submitted not the date the application is completed.

## Positions

### Adult Position Codes

Use the following codes to fill out an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

<b>CR</b> Chartered Organization Representative (21)	<b>SM</b> Scoutmaster (21)
<b>CC</b> Committee Chairman (21)	<b>SA</b> Assistant Scoutmaster (18)
<b>MC</b> Committee Member (21)	<b>VC</b> Varsity Scout Coach (21)
<b>CM</b> Cubmaster (21)	<b>VA</b> Assistant Varsity Scout Coach (21)
<b>CA</b> Assistant Cubmaster (18)	<b>NL</b> Crew Advisor (21)
<b>WL</b> Webelos Den Leader (21)	<b>NA</b> Crew Associate Advisor (21)
<b>WA</b> Assistant Webelos Den Leader (18)	<b>PC</b> Parent Coordinator (21)
<b>LL</b> Lion Guide (21)	<b>VP</b> Venturing Participant (18 – 21)
<b>TL</b> Tiger Cub Leader (21)	<b>91U</b> Unit Scouter Reserve (21)
<b>DL</b> Den Leader (21)	<b>92U</b> Unit College Scouter Reserve (18)
<b>DA</b> Assistant Den Leader (18)	
<b>AP</b> Tiger Cub Partner (18)	
<b>PT</b> Pack Trainer (21)	

### Change Positions

Charter renewal time is the only time registered adults may change leadership positions without submitting a new adult application. Any other time all adults must submit a new application, marked "Change of Position". There is no additional registration fee for leadership changes.

## Multiple Registrations/Positions

**Adult** – An adult who paid their registration fee in another unit, in a district position or in a council position, does not pay a registration fee in another unit. Adults may hold multiple unit registrations, however only one registration fee is required each year. A new leader application is required and must be submitted for each multiple registration. No adult may be listed in more than one leadership position within a unit except the Charter Organization Representative.

**Youth** – As of January 1, 2015, all youth members of the Boy Scouts of America must be under 18 years old. A youth member may not multiple between packs or troops, but can multiple between troops and crews.

**All** – Adults and youth who are members of a pack, troop, or crew may not multiple with an Exploring Post. Troops, packs, and crews are traditional programs where Exploring Posts are part of the Learning for Life program.

### Lion & Tiger Partners

Each Lion and Tiger must have an active adult supporter. Lion and Tiger Partners do not pay a registration fee and do not hold an adult leadership position in the pack. If a Lion or Tiger Partner wishes to hold a leadership position, they will need to complete an adult application and pay the registration fee.

<b>Transfers</b>
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### Youth or Adults Transferring Units

Youth or Adults transferring from one unit to another unit must submit a new application. Indicate in the “transfer box” on the application – what unit, and/or council, the person is transferring from. There is no cost to transfer into a unit.

### Transfer from Webelos to Boy Scouts – Crossing Over

Scouts transferring from Webelos to Boy Scouts must submit a Boy Scout application. There is no cost to transfer a Scout from a Cub Scout Pack into a Boy Scout Troop.

### Transfer from Youth to Adult Registration

Youth transferring to an adult position at any time must submit an adult application, a copy of their youth protection training certificate, and the three required Pennsylvania State Background Checks (PA State Police, PA Child Abuse, and FBI Fingerprints or, if a resident in Pennsylvania for 10 years or longer and are free of criminal offenses, Disclosure Statement Application for Volunteers). At re-chartering time youth to adult transfers pay the regular membership fee of \$24 plus \$1 for accidental insurance.

# INTERNET RE-CHARTER INSTRUCTIONS

## **Step 1: Collect and Organize Information**

- Set a unit level turn-in deadline a minimum of 4 weeks before the re-charter target date.
- Review the unit roster provided in the re-chartering packet and be familiar with its contents.
- Review the unit roster to identify family groups.
- Call every family** - It's best to call once to confirm the status on each family member. Calling reminds families they are an important welcome member of your unit.
- Confirm they are staying active with your unit. Confirm mailing and Email addresses and phone numbers.
- Confirm accuracy of birth dates, school grade, and that they want Boys' Life.
- Confirm they understand the registration and insurance fees.
- Confirm exactly how much each family owes, how to submit, and by when (Some units build the cost of renewal and their unit FOS contribution into their budgets. If yours is a unit that does so, skip this step.).
- Make it a personal goal to make sure no member is lost without a reason and invite them to return if inactive.*
- Contact registered adults to confirm; name, date of birth, address, phone numbers, email addresses, leader position, gender, Youth Protection Training (YPT) status, Boys' Life subscription, and leadership trained status.
- Manage Adult Leader Youth Protection Training (YPT) documentation – **CONFIRM THAT EACH ADULT LEADER'S YOUTH PROTECTION TRAINING IS CURRENT.** Youth Protection Training **MUST** be taken annually; within 12 months of the charter renewal effective date. Leaders must have a current YPT status to be renewed. **THERE ARE NO EXCEPTIONS.**
- New youth and adult applications should already be in the council office. Recent applications should be complete and signed. New adult leaders must submit their YPT certificate.
- If required to change the Executive Officer of the chartering organization, a New-Unit Application will need to be completed (do not collect a membership fee).

## **Step 2: Update Unit Roster**

- Ensure general information on your unit is correct.
- Leadership and youth minimums:
  - All units must have an Institutional Head (IH), Chartered Organization Representative (CR), Committee Chairman (CC) and two Committee Members (MC)  
**NOTE:** Charter Organization Representative (CR) may also serve as Committee Chairman (CC), or Committee Member (MC).
- Institutional Head and Chartered Organization Representative must be the same for ALL units with the same Chartered Organization.
- Units must have the following:
  - PACK: 1 Cubmaster (CM), 1 Den Leader (DL) and/or 1 Tiger Leader (TL), and/or Webelos Leader (WL).
  - TROOP: 1 Scoutmaster (SM)
  - CREW: 1 Crew Advisor (NL)
- Name entries.** For data entry consistency:
  - **NO** spaces, apostrophes, or hyphens within surnames:  
(DeCarlo not De Carlo), (OBrien not O'Brien), and (John SmithPayne not John Smith-Payne)
  - **NO** periods. Middle names are preferred to initials.  
(Benjamin or B not B.)



## Step 2: Continued

- You MUST have 5 PAID youth members. 5<sup>th</sup> grade Webelos MUST be re-chartered in your Pack, even if they are crossing over to a Troop in a few months.**
- If your unit does not meet the minimum requirements, you will not be allowed to continue until corrections have been made.
- 100% Boys' Life is strongly encouraged for all Cub Scouts and Boy Scouts. One subscription per family counts toward 100%, even if youth are in different units.
- If you are short on membership call your District Executive to learn about available solutions.

## Step 3: Go Online

- Go to <http://www.nepabsa.org/rechartering> and click on "Submitting your Charter Online". You must sign on as a "New User" using your access code. Follow the directions and all steps.
- Prompts appear when you do not have the necessary minimum leadership, see Step 2 above.
  - Do Not** enter bogus data to bypass a prompt. Contact your District Executive instead.
- Phone Numbers need to be entered as either Home(H), Business(B), or Mobile(M).
  - Do Not** use Work(W) for a phone number. Use Business(B) instead.
- E-mail addresses should be entered as either EMAL for personal accounts or BMAL for business accounts.
  - Do Not** use Home for an E-mail address. Home is for a Home Page address.

**Make extra-sure the data entered is 100% accurate.**  
***Your entry overwrites Council data – Be careful!***

## Step 4: Generate the Report

**DO NOT HIT THE SUBMIT BUTTON**  
***UNTIL YOU ARE SURE THAT ALL INFORMATION IS CORRECT.***

Print a copy of your re-charter and double check the accuracy of the information before submitting. Make all necessary corrections before proceeding, once you click on **SUBMIT** you cannot go back. When confident the information is accurate, complete the re-charter process by clicking on the **SUBMIT** tab.

**PRINT TWO COPIES** - After submitting your re-charter, please print two copies, **one for the signatures that will be turned in** and the other for your records. Signatures are needed from the Executive Officer, also known as the Institutional Head or IH (not the Chartered Organization Representative), and the Unit Leader (Cubmaster, Scoutmaster or Crew Advisor). Applications for all new members must be attached to the re-charter paperwork.

## Step 5: Payment and Document Submission

**Complete the following and turn in with the SIGNED hard copy of your Charter Renewal application along with appropriate fees.**

1. Youth Applications (fill out for new youth only)
2. Adult Applications (fill out for new adults only) – with proof of YPT completion and PA State Clearances
3. Charter Worksheet (helps you calculate your fees)
4. Annual Charter Agreement (2-part) must be signed by Executive Officer (IH) and white copy must be turned in with charter.
5. Scouting's Journey to Excellence (JTE) unit worksheet.
6. Family Friends of Scouting (FOS) campaign commitment form.
7. Unit membership e-mail address inventory.
8. Make sure to include Page One with the signed hard copy of the renewal charter paperwork.
9. Be sure to fill out the processor's information. That is the person that will be contacted if there are any questions.

## MANUAL OR PAPER RECHARTERING INSTRUCTIONS

### Supplemental Instructions for Units Completing a Manual Charter Renewal:

Note: you are requested to create two copies of the submitted charter. Provide one to the council office for manual input and keep one for your records. Use these instructions only if you are NOT submitting through the Internet Re-chartering system.

- CORRECTIONS:** When indicating a change, strike out incorrect information with a **SINGLE BOLD LINE**. Do not scratch out or make unreadable the information you wish to have changed. Please print your corrections and changes
- MULTIPLE POSITION/REGISTRATIONS:** If you are registering a member whose primary (where they paid their renewal fee) registration is in another unit (A Multiple Registration) circle the individuals name and indicate the unit that has their primary registration. Circle only those that serve in multiple positions. See Charter Guidelines for more information.
- CHANGE POSITION:** If an adult is changing their position at this time, cross out the old position and write in the NEW position above it. At re-chartering time it is not necessary to submit a new adult leader application to change positions. There are exceptions to this rule, please see Charter Guidelines for more information.
- NEW ADULT AND YOUTH MEMBERSHIP:** On the Charter Renewal Overflow Sheet, write in the names of new members who were registered during this past year, but who are not listed on the roster included with this packet.
- PLEASE BE THOROUGH:** All information must be complete.
  - Phone numbers are filled in if missing and email addresses updated.
  - Dates of birth are corrected.
  - Grades have been updated if incorrect.
  - Names and addresses are up-to-date and complete – Be mindful of changes from rural route addresses to 911 postal updates!
  - Any incorrect information is corrected! Cross out the incorrect with a **SINGLE BOLD LINE** and write the correction above it.
- BOYS' LIFE:** Youth and adults receiving Boys' Life are clearly marked with a "Y". (If a Scout received Boys' Life last year, but is NOT receiving it this coming year, cross out the "Y".)
- ACCURACY:** Count and recount the fees for both new and returning members. New and returning are then added together and included in the total fees owed.
- NOTE:** Please do not complete your check until the fee is verified by the Service Center. Fee chart is filled out in PENCIL, not PEN.
- SIGNATURES:** Signatures of the Executive Officer (Institutional Head) **AND** Unit Leader are on the front page.
- CHARTER WORKSHEET:** Please complete the **Charter Worksheet**, which is the last page of this packet, to calculate your unit's re-chartering fee.

**NOTE:** Please wait to write your check until your application has been reviewed at your District's turn-in.
- ADDITIONAL FORMS:** Complete all additional forms in your Re-charter Packet (Journey To Excellence, Overflow Sheets, etc.) and submit together at your District's re-charter turn-in.



**Charter Worksheet**

**Circle One:** Pack          Troop          Crew          **Unit Number:** \_\_\_\_\_

**Chartering Organization:** \_\_\_\_\_

**Charter Checklist:**

- All registered adult leaders have current Youth Protection Training (**valid for one year**)
- All registered adult leaders have current PA Background Clearances (**valid for five years**)
- All key leadership positions are filled:
  - o There is an Executive Officer / Institutional Head (IH) **and** Charter Organization Representative (COR) \*\*\*This may be the same person\*\*\*
  - o There is a Committee Chair (CC) **and** 2 additional Committee Members (MC)
  - o There is a Cubmaster (CM), Scoutmaster (SM), Crew Advisor (NL), **or** Varsity Coach (VC)
  - o \*\*\*Cubs Only\*\*\* There is at least one Tiger Leader(AP), Den Leader (DL), or Webelos Leader (WL). A Lion Guide (LL) is required for packs piloting the Lion program.
  - o There are at least 5 Youth Members
- All Scouts who receive financial assistance have paid their 30% obligation towards the membership fee.
- Completed and signed Inventory Roster (either a printed copy from Online Re-chartering or a manual paper copy. Please include Page 1 from Online Re-chartering even if it is blank.)
- Signed Charter Partner Agreement Form
- For Manual or Paper Charters Only:  
Charter Overflow Sheets list New Youth and Adult Members not listed on Charter\*
- Service hours are logged onto the Journey to Excellence website
- Completed Journey to Excellence Form signed by Unit Commissioner
- Completed FOS Form
- Completed Unit Membership Chair Form
- Completed Cub Scout Membership Survey \*\*\*Cubs Only\*\*\*

**Charter Amount:**

A)	# of Primary Youth:	_____	x	\$24.00	Membership Fee	=	_____
B)	# of Primary Adults:	_____	x	\$24.00	Membership Fee	=	_____
C)	Total # of Youth and Adults:	_____	x	\$1.00	Accident Insurance Fee	=	_____
D)	Total # of Boys' Life Magazine Subscriptions:	_____	x	\$12.00	Year Subscription	=	_____
E)	# of Multiple Youth and Adults:	_____	x	\$0.00	No Fee	=	\$0.00
<b>Liability Insurance Fee</b>						=	<b>\$40.00</b>
<b>Total Amount</b>						=	_____

(Please make checks payable to "NEPA Council, BSA".)

**Submitting Charter to NEPA Council:**

Unit Commissioner Signature: \_\_\_\_\_

*\*New Youth and Adult applications must be completed, properly signed, and attached to charter overflow sheet if the applications have not been turned in to the Scout Service and Training Center.*

## **Adult Leaders that need Youth Protection Training**

Date that Charter was submitted to Council: \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

**Adult Leaders that do not submit proof of completion of Youth Protection Training within 2 weeks of submission of their Charter will automatically be dropped from the Charter.**