

Rechartering for the Overextended Parent/Leader

or

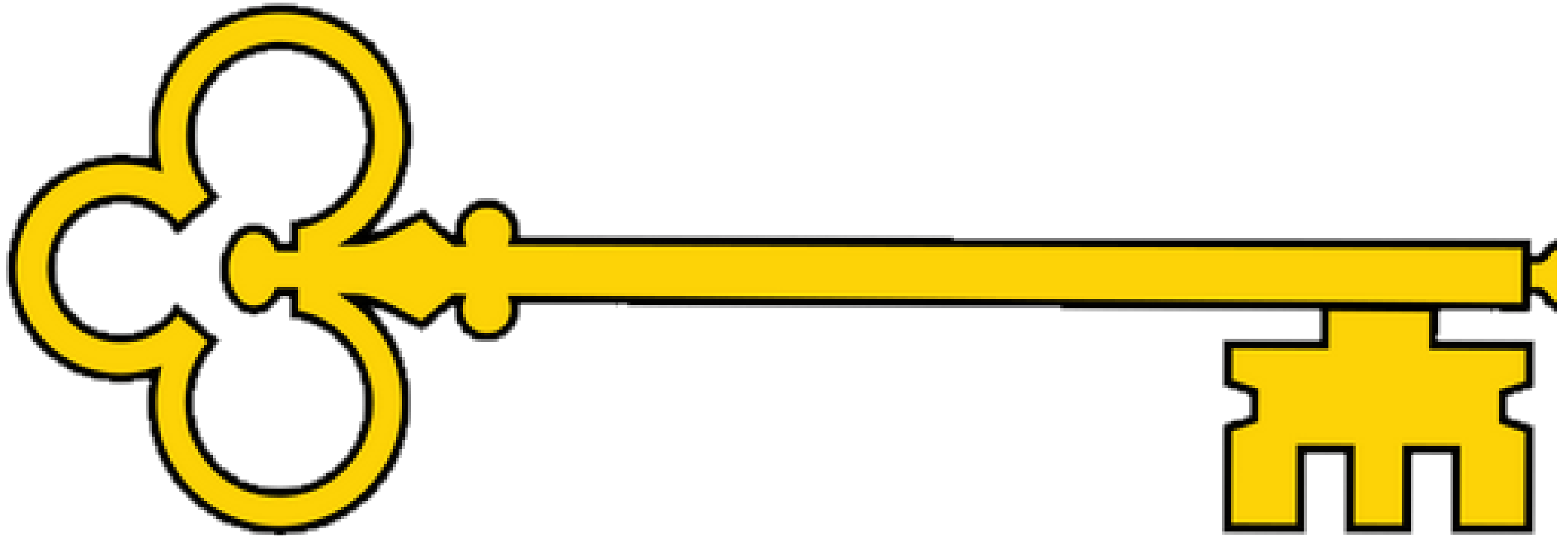
How to Complete Charter Renewal
And Still Enjoy the Holidays

- Oct 1 to Dec 3
 - All recharterers need to be complete by Dec 3
 - If you don't have your login information by Oct 15, let us know ASAP
- You don't want to spend your holidays doing recharter
- Your commissioners don't want to spend their holidays answering recharter questions

SO...

- Start now
 - There is some preparation that will make recharter easier
 - Log in as soon as you receive the initial login information
- Turn in at Nov or Dec Roundtable
- Handle exceptions by Dec Roundtable
- Enjoy the Holidays

Recharter in a Nutshell



How to Make Your Life Easy

or

Preparation is Key

Recharter Preparation

- Two steps here – the reports for both can be found in <https://my.scouting.org>
- Roster Check – Member Manager
 - Download your membership roster
 - For anyone who's not on the roster, have them fill out a new application and get the signatures
 - For members who are no longer active, follow up with them to see if you can get them active again
- Youth Protection Training Status Check – Training Manager
 - All members 18 and older must have current Youth Protection Training
 - For recharter purposes, have anyone who's YPT expires before May 1 retake the on-line course

Initial Login to Recharter System

- Login as soon as you receive your initial credentials
 - All units are four-digit numbers – use leading zeros to get four digits
 - Save your password – BSA cannot recover it for you
- Same system as last year
- Start at <http://www.denverboyscouts.org/renewal>
 - Download a PDF of how to use the system from here.
 - Download the DAC recharter guide here
- Log in, confirm the Charter Organization information and then click Next until you get to the Check Roster results page.
 - Don't worry about making changes on this pass – you can edit later
 - Print the initial UCRS report – let your unit treasurer know the initial recharter cost

Recharter is Magical

- This is the only time of the year you can shuffle unit leaders around without new applications
- Anyone added to the initial recharter roster will need an application
- Any 18 or older, current and added, must have a current YPT
- Watch out for known multiple registrations, such as a Charter Organization Representative
 - Only one unit needs to pay for them
 - If you have an adult who is also a commissioner or district member, ask them if they'll cover their dues in May when they have to renew their commissioner registration

Minimum Roster Requirements

- Charter Organization Representative – all units in the same Charter Organization must have the same person
 - This the only person who can be listed in a second position in the same unit
- Committee Chair plus two Committee Members
- Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, or Ship Skipper)
- Pack specific – one Den Leader
- Five (5) ***paid*** youth members
 - Cub Scouts – K to 5th grade (10 years old)
 - Scouts BSA – 5th grade (or 11 years old) to 17 years old
 - Venturing, Sea Scouts, and Exploring – 14 to 20 years old
 - Those 18 and older must have YPT

Tips for Registrations

- The system has a bug and will allow you to complete recharter without the minimum roster on the previous slide
 - Fewer than five paid youth will generate a Scout Executive review, even if members are multiply registered with other units
 - **If you're aging out over half your youth, let your District Executive know immediately so they can be ready for a Scout Executive review**
- For troops, one assistant Scoutmaster will help your JTE scoring
- For packs, list each Den Leader, even if not position trained
 - This will get them access to the Scoutbook's Den Leader support system
 - Remember, girls and boys must be in separate dens, so Family Packs need at least two Den Leaders
- Use the Unit Scouter Reserve for all Assistants and additional Committee Members beyond the required two who aren't fully position trained
 - For adults under 25, use Unit Scouter College Reserve

New registrations and training

- Any on-line registrations and training will update the system in 24 to 72 hours
 - This includes newly completed or renewed YPT
- You can refresh the recharter system by clicking the Update Unit Roster any place this button appears.
 - It appears on multiple screens starting with step 2
- Until you submit the final to council, you can make any and all needed changes and corrections to the roster

Finalizing the Recharter

- Before you can submit, your roster must pass the system checks
 - System may not show all issues at one time – fix what it shows and recheck
 - **Bug Alert – the system will allow you to continue even with errors at this step; Doing so will result in delays completing your recharter – do NOT do this.**
- Pay on-line using the ACH option
- Print the full recharter for your unit records
 - It will show all additions and drops and is needed for your JTE
- Print the EZ recharter for council and signatures
- Verify you have applications with Criminal Background Check forms and YPT certificates for anyone listed as needing them on the final recharter

- Signatures can be electronic or physical
 - Executive Officer/Institutional Head or Charter Organization Representative
 - Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Ship Skipper) listed on the Recharter
- Make a copy of the entire packet you turn in
 - Keep the full roster for comparison once recharter is complete
 - Make copies of all registration and YPT forms turned in
 - Make a copy of the signed EZ form
 - Keep the receipt, including proof of payment

Finalizing the Recharter (2)

Exception Handling after turn in

- Even with our best efforts, there will be exceptions
- Your Commissioner will receive regular updates
- The contact person on the recharter will be directly notified by Council
- Deal with exceptions/deficiencies as soon as you find out – the holidays are coming

Recharter and the Journey To Excellence (JTE)

- Download the Excel workbook from <https://www.scouting.org/awards/journey-to-excellence/tracking-workbooks/>
- Unit JTE Section 2, Building Scouting and Section 3, Retention
 - You'll need the numbers from the previous and current year full recharter rosters
 - Worth up to 400 points for Packs and Troops and 500 for Crews
 - The other 100 for Packs and Troops is related to Webelos to Boy Scout transition from last February/March
- Use your previous recharter for the previous year numbers.
- Adult Leader training scores in Trained Leadership (Section 11 for Packs & Troops, Section 9 for Crews)
- Your Unit Leader, Committee Chair, and Commissioner must sign the JTE
- Turn in at the same time you turn in your Recharter EZ form

Commissioner and Council Support

- Contact your Unit Commissioner (UC) or District Commissioner for assistance or questions
- Contact a District Professional with questions and to confirm all paperwork is complete
- Contact Denver Area Council Registrar at 303-455-5522

District	District Commissioner/Volunteer	District Professional
Alpine	Steve Yexley — alpinedc20@gmail.com	Megan Gardner - Megan.Gardner@scouting.org
Black Feather	Mike Ober — obermd@alum.mit.edu	Garrett Byrd - Garrett.Byrd@scouting.org
Centennial	Josh Guttormsen — scouterjoshg@gmail.com	Mike Dineen - Michael.Dineen@scouting.org
Frontier	Cathy Mays — cjmays74@gmail.com	Alberto Rodriguez - Alberto.Rodriguez@scouting.org
Valley	Mike Gill — mike.gill564@gmail.com	Connor Cushing - Connor.Cushing@scouting.org
Majestic Mesas	Sherry Verdieck — cricketladysberry14@charter.net	Gail Atkinson - Gail.Atkinson@scouting.org
Three Rivers	John Nihiser — JNihiser@rifleco.org	Erik Petersen - Erik.Petersen@scouting.org
Alpine	Steve Yexley — alpinedc20@gmail.com	Megan Gardner - Megan.Gardner@scouting.org

Thank You to All Chartered Partners and Adult Volunteers who make Scouting Possible.