

LINCOLN HERITAGE COUNCIL, BSA 2017 UNIT RECHARTER CHECKLIST & TIMELINE

WHY SHOULD YOU RE-CHARTER YOUR UNIT ON TIME?

1. Units must remain registered to be covered by the BSA liability insurance policy.
2. Adults must be registered to be covered by the BSA liability insurance and council accident insurance policies.
3. Being late with this process will affect your youth members' advancements and unit/individual registration tenure.
4. Youth members must be registered to be covered by the council accident insurance policy.
5. Criminal background checks "CBC" are conducted on adults when applications are turned in to the council office.
6. Boy's Life and Scouting magazine subscriptions may be suspended if a unit's re-charter is turned in late.

2017 UNIT RE-CHARTER CHECKLIST:

- All chartered org/executive officer/unit/adult & youth info has been reviewed, updated, and/or corrected
- Change of position is clearly marked by crossing out current position and writing new position in its place.
- If adults/youth do not appear on the roster, a completed application is turned in with recharter.
- All required positions are filled: (See Page 3)
- All adult's Youth Protection Training is up to date and Youth Protection certification is submitted for all new adults.
- Unit's top leader (Cubmaster/Scoutmaster/Advisor/Skipper) meets basic training requirement.
- The Charter roster has been signed by the Executive Officer, the Unit Leader and the Council Representative.
- All Fees are accounted for with checks payable to BSA submitted with the re-charter.

UNIT RECHARTER PLANNING TIMELINE

<u>TIME</u>	<u>TASK</u>
NOW	Assign and/or recruit a volunteer responsible for 2017 re-charter paperwork.
AUG – OCT upcoming	Review the re-charter roster for 2017 and begin collecting fees/renewing existing members for the year and update their contact information.
AUG – OCT	Recruit new youth and leaders. Obtain applications for all new adult leaders and youth members.
OCT	Online re-charter is "open" October 1 st . <u>NOTE:</u> Once completed online the finalized paperwork must be printed and the required signatures along with additional paperwork on new youth/adults and fees submitted to council office.
ASAP	Complete and submit your re-charter paperwork and avoid trying to get this done around the holidays!

NOTE: Re-charters are due NO LATER than December 16, 2016. This will allow time for review, processing, and completion by January 1, 2017.

LATE NOTICE JANUARY 1, 2017: Charter renewal paperwork and payment that have not been submitted will be in lapsed status and not be registered with the BSA on January 1st. This will impact your unit's insurance coverage, liability coverage, advancement processing, and all accounts through Scout Office.

LHC, BSA 2017 UNIT RE-CHARTER INSTRUCTIONS

- STEP 1:** Please make sure all information is correct for your chartered organization/executive officer/and returning members (addresses, phones, meeting times, etc.)
- **Note:** Using the paper re-charter method, info can be corrected by striking through bad information with a black pen and writing the correct information immediately above or below it.
- STEP 2** Adult and youth members (New) that are not listed on the paperwork or roster online – must have applications submitted with the paperwork.
- Only submit the “Council copy” of each new youth/adult application. Retain the unit and charter org. copies.
- STEP 3** Collect all fees associated with the 2017 unit’s recharter:
- **BSA registration fee is \$24 for one year for each returning youth and adult.**
 - If you have unregistered members, please register them PRIOR to re-charter if at all possible. **Make sure all new applications have the proper signatures to prevent delay in registration.** (Attached a “copy” of the application to the re-charter or request an updated roster.)
 - **Note:** Adults may “multiple” (pay only one BSA fee) and serve in multiple units. Their multiple registration should be circled on re-charter paperwork or noted online.
 - **Note:** Boy Scouts and Venturers may “multiple” in both a Troop and a Crew and pay their registration fee within the program they wish to hold their primary registration. Their multiple registration should be circled or noted online.
 - **Boys’ Life annual subscriptions are \$12 for each subscription (\$1 a month).**
 - **The Unit Charter Liability Insurance Fee is \$40.**
 - **Unit accident insurance fee is \$1 per registered member (youth and adult).** (Please include form)
- STEP 4** Make sure you have all required leadership positions filled:
- Adults changing positions: position needs to be updated on paperwork or changed online.
 - If your charter organization charters more than 1 BSA unit (Pack, Troop, Team, Crew, and/or Ship), they **must** have the same Charter Representative for each unit.
 - Only an Executive Officer and/or Charter Representative may “multiple” within the same unit, and only as the Committee Chairman or a Committee Member. **All other adults may register in only one position within a unit.**
 - **All Required Positions Are Filled:** (See Page 3)
 - Training Requirements: Every registered adult is required to be Youth Protection trained and certification submitted for new adults. All top leaders (Cubmasters/Scoutmasters/Advisors/Skippers) should meet basic training requirements.
- STEP 5** Obtain all necessary signatures:
- Executive Officer Signature: in the space provided on the top of re-charter paperwork.
 - Unit Leader Signature: in the space provide on the re-charter paperwork.
 - Signatures on Adult Applications: Applicant, Executive Officer/Charter Rep. and Committee Chair
 - Signatures on Youth Applications: Unit leader and Parent Signature
- STEP 6** Submit completed paperwork and fees to the LHC, BSA Office/District Executive/or Unit Commissioners.

PROGRAM POSITION REQUIREMENTS

All traditional programs require the following positions, which **MUST** be filled by individuals who are at least 21 years old:

ALL UNITS

- Institutional Head (IH)
- Chartered organization representative (CR)
- Committee Chair (CC)
- Two Committee Members** (MC)

In addition, each program has its own leadership position requirements.

PACKS

- Cubmaster (CM) (Required)
- Assistant Cubmaster (CA)
- Den Leader (DL)
- Assistant Den Leader (DA)
- Webelos Leader (WL)
- Assistant Webelos Leader (WA)
- Tiger Leader (TL)
- Lion Leader (LL)
- Parent Unit Coordinator (PC)
- Pack Trainer (PT)

*At least one den leader is required for Cub Scout Packs. This can be a DL, TL or WL.

**One pack trainer (PT) may be substituted for one (1) committee member. A pack may have one MC and one PC, or one PC and one PT.

TROOPS, TEAMS, CREWS AND SHIPS

- Scoutmaster (SM) (Required) **Troops**
- Assistant Scoutmaster (SA)
- Varsity Coach (VC) (Required) **Teams**
- Assistant Varsity Coach (VA)
- Unit College Scouter Reserve (92U)
- Crew Advisor (NL) (Required) **Crews**
- Assistant Crew Advisor (NA)
- Skipper (SK) (Required) **Ships**
- Mate (MT)

Two PCs within a pack, troop, team, crew, or ship fulfills the committee member requirement.

BASIC TRAINING REQUIREMENTS BY POSITION <i>YOUTH PROTECTION TRAINING IS REQUIRED FOR ALL ADULT LEADERS!</i>	
CUB SCOUTING	Youth Protection Training Leader Specific – By Position
BOYS SCOUTING	Youth Protection Training Leader Specific – By Position** Intro to Outdoor Leader Skills***
VARSITY SCOUTING	Youth Protection Training Varsity Scout Leader Specific (all Team adults) Intro to Outdoor Leader Skills***
VENTURING & SEA SCOUTS	Venturing Youth Protecting Training Venturing Leader Specific (All adults in Crews) Sea Scout Adult Leader Basic (All adults in Ships)
CHARTERED ORG REPS	Youth Protection Training (Unit Specific) This is Scouting Chartered Org Representative Training

Troop Committee Challenge is the position specific to troop committee members *Not required



Unit Accident & Sickness Insurance

The council will again be purchasing a Unit Accident and Sickness insurance policy from Health Special Risk, Inc., for ALL units in the council. This will require an extra dollar for every youth member and adult volunteer being re-chartered.

- All registered youth and adults will be covered by this secondary Accident and Sickness Insurance, while participating in official Scouting activities.

NOTES:

- Once your unit’s re-charter is submitted with the associated registration and insurance fees, the insurance is effective.
- New members added/registered during the year are automatically covered under this plan until next re-charter without any additional fees being paid; this includes leaders and committee persons. Guests are not covered.
- It is important to note that included in your BSA registration fees is liability coverage for all registered adults

Fill out and return the slip below with your unit re-charter and fees.

Unit Accident and Sickness Insurance

Unit# _____ Pack / Troop / Crew / Post District: _____

_____ # Youth Members x \$1.00 = \$ _____

_____ # Adults x \$1.00 = \$ _____

Total \$ _____

Unit Accident & Sickness Insurance
 Lincoln Heritage Council, BSA
 12001 Sycamore Station Place
 Louisville, KY 40299

Common Defects on Adult Leader Applications

There are two pages of the adult application that need to be completed and turned into the council office, along with a Youth Protection Training certificate.

The Disclosure/Authorization Form (DAF) contains information about the Criminal Background Check (CBC) and asks for the name of the applicant and their signature, authorizing the Council to complete a CBC. Applications without the signed DAF page cannot be processed.

In addition, unit-adult applications no longer require council approval, unless the applicant has answered “yes” to any of the background questions. Council approval is still required for adults in district and council-level positions.

The following items are common defects on adult applications – if any of these are missing, the application cannot be processed:

- Disclosure/Authorization Form (DAF)
- Applicant’s Signature
- Applicant’s Initials (1-4)
- Social Security Number
- Committee Chair Signature
- Charter Org Representative Signature
- Question #6 (A-F Answered)

Common Defects on Youth Applications

The following items are common defects on youth applications – if any of these are missing, the application cannot be processed:

- Youth member’s date of birth
- Youth member’s grade
- Unit Leader Signature
- Parent/Guardian Signature

If the youth member is in Kindergarten or First Grade, the parent section at the bottom of the youth application **must** also be completed including parent’s date of birth.

Internet Re-chartering Login Instructions

Here's how to get started:

1. Select an adult to process your unit's re-charter.
2. Sixty to forty-five days before the unit expiration date, re-charter materials should be gathered and logged onto the council website, www.lhcbsa.org.
3. Click on Resources.
4. Select Re-charter underneath BSA Online Applications. Then select Access Online Re-charter.
5. You will select First Time User and enter the unit access code that is provided below.
Access codes and passwords change yearly. DO NOT use last year's access code or password.
6. Select the unit type and unit number.
7. Create a password as instructed. The Lincoln Heritage Council cannot recover passwords but can reset them.
8. Complete the information requested on each screen. You can stop at any time, log off, and begin again where you left off by selecting Returning User and entering the unit's access code and password. ***Please remember that insurance is not included in the fees online***

Here's how to wrap it up:

9. When you've completed all the information to re-charter the unit, click the Submit button.
10. Print the Unit Charter Renewal Report Package. This package includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the application then take the entire packet along with new applications and fee payments to the council office or to the district turn-in meeting.

Below is your Access Code

