

IMPORTANT UPDATES FOR 2019 RECHARTER

RECHARTER FEES

Total Registration, Accident, Insurance and Liability fees for our youth and adult members is \$40.

This is due at the time of your re-charter. Here is the breakdown of the total fee:

- **\$33** National Registration fee for youth and adults that goes to National, BSA.
- **\$7** is the local insurance fee which includes accident, illness, and liability. (NOTE: This is an increase from \$2 in 2018 due to significantly increasing insurance cost.)

National Annual Charter Fee for each unit is \$40.

Boy's Life Magazine is \$12 annually at the time of re-charter. This is sent to National to cover cost of magazine and subscription service.

NOTICE OF MANDATORY & CURRENT YOUTH PROTECTION TRAINING REQUIRED FOR ALL LEADERS

The official Youth Protection policy of the Boy Scouts of America states:

"Youth Protection training is required for all BSA registered volunteers. Youth Protection training must be taken every two years. If a volunteer does not meet the BSA's Youth Protection training requirement at the time of re-charter, the volunteer will not be reregistered."

No registered adult will be renewed as part of the 2019 re-charter process if they have not taken the NEW Youth Protection Training. Every registered adult needs to take the NEW Youth Protection by October 1st.

Youth Protection Training is critical in the Boy Scouts of America. It serves as the front-line defense against verbal, physical, and emotional abuse in our organization. It also serves as an educational tool for volunteers and staff, teaching best practices.

For more information about this policy, visit: <http://www.scouting.org/Training/YouthProtection/QA.aspx>

To complete Youth Protection Training, visit: <https://my.scouting.org/>

Video Tutorials: How to complete Youth Protection Training Online: <https://youtu.be/ZJhMMmR5qYQ>

How to merge your BSA Membership ID with your My.Scouting.org profile: https://youtu.be/z8K1QU_Ttck



New Adult Leader Process

Steps to take to become a NEW Adult Leader and Unit Check List for turning in Adult Applications at Council Office.

1. Fill out New Leader Application with Disclosure Form. Turn it into the Unit Leader. The Unit Leader should look over the application for missing information.
2. Take Youth Protection Training (YPT) at My.Scouting.org
3. Print YPT Certificate and turn into the Unit Leader
4. Unit Leader gives Application to Charter Representative (CR) for Approval and Signature.
5. After the CR approves the Application, the application, YPT certificate and payment should be submitted to council office.

Transfer/Multiple/Change of Position Adult Applications should have the following:

1. Fill out New Leader Application with Disclosure Form. Turn it into the Unit Leader. The Unit Leader should look over the application for missing information.
2. Print YPT Certificate and turn into the Unit Leader
3. Unit Leader gives Application to Charter Representative (CR) for Approval and Signature.
4. After the CR approves the Application, the application and YPT certificate should be submitted to council office.

LINCOLN HERITAGE COUNCIL, BSA

2019 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.

2019 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 5)
- ◇ 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) should meet 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 2019 re-charter paperwork.
SEPT – OCT	Review the re-charter roster for 2019 and begin collecting fees/renewing existing members for the upcoming year and update their contact information.
SEPT – 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 or paid online.
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 November 30, 2018. This will allow time for review, processing, and completion by January 1, 2019.

LATE NOTICE JANUARY 1, 2019: 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 2019 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 2019 unit’s re-charter:
- **BSA National registration/local insurance fee is \$40 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.** (Attach 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).**
 - **National Annual Charter Fee for each unit is \$40.**
- 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 & Training Requirements:** (See Page 5)
 - **Every registered adult is required to be Youth Protection trained and certification submitted for new adults.**
 - All top leaders (Cubmasters/Scoutmasters/Advisors/Skippers) should at least 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.
 - Signatures on Youth Applications: Unit leader and Parent Signature
- STEP 6** Submit completed re-charter & fees to the LHC, BSA Office/District Executive/or Unit Commissioners.

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 on to the council website, www.lhcsa.org.
3. Click on For Current Scouts.
4. Click on Resources.
5. Select Re-charter underneath BSA Online Applications. Then select Access Online Re-charter.
6. You will select **First Time User** and enter the unit's access code and 4 digit unit #. **Access codes and passwords change yearly. DO NOT use last year's access code or password.**
7. Select the unit type and unit number.
8. Create a password as instructed. The Lincoln Heritage Council cannot recover passwords but can reset them.
9. 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.

Here's how to wrap it up:

10. When you've completed all the information to re-charter the unit, click the Submit button.
11. 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.

Questions in regards to re-chartering your Scouting program or if you need any additional information (online code, PDF of re-charter roster, etc.) please contact your District Executive or Hannah Hobbs, LHC BSA Council Registrar at hannah.hobbs@scouting.org

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

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| <ul style="list-style-type: none"> • Institutional Head (IH) • Chartered organization representative (CR) | <ul style="list-style-type: none"> • Committee Chair (CC) • Two Committee Members** (MC) |
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In addition, each program has its own leadership position requirements.

PACKS

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| <ul style="list-style-type: none"> • Cubmaster (CM) (Required) • Assistant Cubmaster (CA) • Den Leader (DL) • Assistant Den Leader (DA) • Webelos Leader (WL) | <ul style="list-style-type: none"> • Assistant Webelos Leader (WA) • Tiger Leader (TL) • Lion Leader (LL) • New Member Coordinator (NM) • Pack Trainer (PT) |
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*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 NM, or one NM and one PT.

TROOPS, CREWS AND SHIPS

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| <ul style="list-style-type: none"> • Scoutmaster (SM) (Required) Troops • Assistant Scoutmaster (SA) • Crew Advisor (NL) (Required) Crews • Assistant Crew Advisor (NA) | <ul style="list-style-type: none"> • Skipper (SK) (Required) Ships • Mate (MT) • Unit College Scouter Reserve (92U) |
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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
BOYS SCOUTING	Youth Protection Training Leader Specific – By Position **
VENTURING & SEA SCOUTS	Youth Protecting Training Leader Specific by Position** (All adults in Crews)
CHARTERED ORG REPS	Youth Protection Training Chartered Org Representative Training

Troop Committee Challenge is the position specific to troop committee members. Crew Committee Challenge is position specific for Crew Committee Members. *Not required for Committee Chairs and Members

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 (1-2)
- ◆ Social Security Number
- ◆ Charter Org Representative Signature
- ◆ Question #1 thru 6 (6 A-F Answered)
- ◆ Youth Protection Training

Common Defects on Youth Applications

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

- ◆ Youth member’s date of birth
- ◆ Youth member’s grade
- ◆ Unit Leader Signature
- ◆ Parent/Guardian Signature
- ◆ Parents Date of Birth

*NOTE: 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.*