



BOY SCOUTS OF AMERICA®
LINCOLN HERITAGE COUNCIL

Dear Scouting Family,

As we move into the fall, we are excited for another great year of Scouting with new Scouts, awesome opportunities for families and big new adventures!

Please see the letter below from the National Boy Scouts of America Chief Scout Executive. It is important that you are aware of the upcoming increases in membership fees.

Families are attracted to Scouting because of the unique and impactful opportunities that our program offers. They also enjoy a very reasonably priced program, especially when you compare Scouting to other youth activities. National BSA has always been committed to keeping membership fees as low as possible, even while costs continue to grow.

Details on the 2020 membership fees will be shared with our Scouting volunteers as soon as it is available from National BSA.

Just like previous years, on October 1, your unit can log on to begin working on your recharter. Please begin working on your recharter as soon as possible to allow you to complete the recharter in November. Your flexibility and patience is appreciated as we navigate this recharter cycle together.

If you need any assistance regarding your unit's recharter, please contact your District Executive or the scout office.

Thank you for all you do for Scouting,

Jason Pierce, Scout Executive

FROM MIKE SURBAUGH, BSA CHIEF SCOUT EXECUTIVE:

As we evaluate the growing cost of delivering the Scouting program, a vision team of volunteers and staff from across the country is considering the best way forward that will likely require us to implement a national membership fee increase for youth members and adult leaders as of January 1, 2020. This prospective change is being driven by the significant cost increase of the liability insurance we must carry to cover all official Scouting activities.

We do not know the amount of the increase at this time since this requires National Executive Committee input and approval.

Please know that we are only considering this change out of necessity, and we are committed to ensuring that all youth can experience the character-building benefits of Scouting regardless of their financial situation. That is why, in anticipation of a likely increase, we are working to establish a donor-funded BSA Registration Assistance Fund to provide financial support to those who need it. This fund will be in addition to the many existing council and unit membership assistance funds.





We recognize the timing of this likely fee increase creates challenges as units have already begun collecting fees for their 2020 registration renewal process. We sincerely apologize and hope you understand that we would not be pursuing this path were it not absolutely necessary to ensure the BSA can continue carrying out its mission to serve youth. We are committed to supporting you through this process and are making necessary adjustments to the online rechartering system to ensure units can carry out the normal yearly process with as few issues as possible.

We recognize this is neither easy information to hear, nor to convey, but we want to be transparent as we have information to share so you can prepare your units appropriately. We commit to providing the new registration fee no later than October 23, 2019, which would take effect on January 1, 2020. The rechartering system will still open on October 1st to allow units to do their roster work.

A brief FAQ is provided below, and additional information will be available as details are confirmed.

Yours in Scouting,
Michael B. Surbaugh
CHIEF SCOUT EXECUTIVE

FAQ: 2020 Membership Fee Changes

Who is guiding the process regarding membership fee changes?

A vision team of volunteers and staff from across the country is identifying viable options and considering the best way forward as we evaluate the growing cost of delivering the Scouting program.

What do you expect the new fee to be in 2020?

We do not know the amount of the expected increase at this time since this requires National Executive Committee input and approval.

Why is this happening now?

The expected membership fee increase is the direct result of a significant increase in the cost of liability insurance we must carry to cover all official Scouting activities.

How will this impact the current rechartering process?

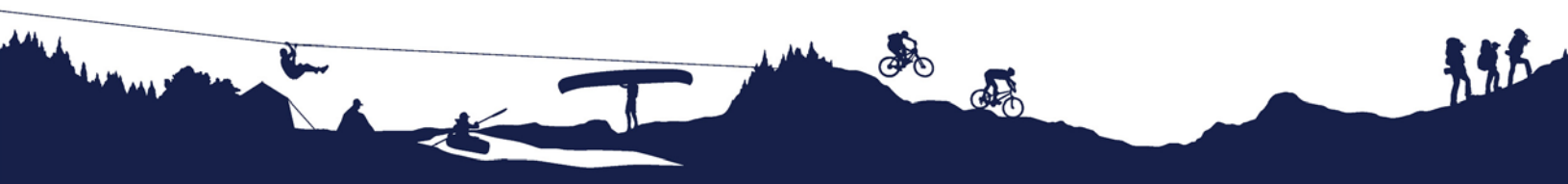
The online rechartering process will officially open as planned on October 1, 2019 for our December recharterers. The process will go forth as usual with the exception of the “calculate fees” portion, which won’t be functional until November 1st.

What should units do if they have already collected 2020 membership fees?

Unfortunately, units will need to collect the additional funds from families once the new amount is known.

When will the organization make a decision about the 2020 membership fee increase?

We commit to providing the new registration fee no later than October 23, 2019.



IMPORTANT INFORMATION 2020 RECHARTER

RECHARTER FEES

As highlighted in the cover letter (PAGES 1 & 2) and FAQ there will be a fee increase for 2020.

As mentioned in the letter, National is committed to letting us know the new registration fees no later than October 23.

The online recharter payment processing “collect fees” section will be effective November 1st.

BACKGROUND CHECKS FOR ADULTS AS A PART 2020 RECHARTER

Please review explanation on page 8. Every adult leader will receive a communication from National in the coming weeks with the requirement that they provide a disclosure for a background check to be completed.

National is going to complete a background check for every adult every 5 years starting this January and will be mandatory as a part of this year’s recharter cycle.

NOTICE OF MANDATORY & CURRENT

Youth Protection Training is Required for Registered 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 recharter, the volunteer will not be reregistered.”

No registered adult will be renewed as part of the 2020 recharter process if they have not taken Youth Protection Training.

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.



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
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
4. After the CR approves the Application, the application and YPT certificate should be submitted to council office.

LINCOLN HERITAGE COUNCIL, BSA

2020 UNIT RECHARTER CHECKLIST & TIMELINE

WHY SHOULD YOU RECHARTER 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 recharter is turned in late.

2020 UNIT RECHARTER 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 recharter.

UNIT RECHARTER PLANNING TIMELINE

<u>TIME</u>	<u>TASK</u>
NOW	Assign and/or recruit a volunteer responsible for 2020 recharter paperwork.
SEPT – OCT	Review the recharter roster for 2020 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 recharter 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. (If turning new application after you submit recharter, please make sure you add those new applicants to your recharter.)
NOV 1st	Online recharter payment processing will be open and functional.
ASAP	Complete and submit your recharter paperwork and avoid trying to get this done around the holidays!

NOTE: Recharters are due NO LATER than November 30, 2019. This will allow time for review, processing, and completion by January 1, 2020.

LATE NOTICE JANUARY 1, 2020: 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 2020 UNIT RECHARTER INSTRUCTIONS

- STEP 1:** Please make sure all information is correct for your chartered organization/executive officer/and returning members (addresses, phones, date of birth, meeting times, etc.)
- **Note:** Using the paper recharter 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.
- STEP 3** 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 BT, Troop GT, 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 7)
 - **ALL ADULTS MUST SUBMIT BACKGROUND CHECK DISCLOSURE FORM THIS YEAR. (PLEASE SEE PAGE 8)**
 - Training Requirements:
 - **Every registered adult is required to be Youth Protection trained and certification submitted for new adults.**
 - All top leaders (Cubmasters/Scoutmasters/Advisors/Skipper) should at least meet basic training requirements.
- STEP 4** Obtain all necessary signatures:
- Executive Officer Signature: in the space provided on the top of recharter paperwork or online approval.
 - Unit Leader Signature: in the space provide on the recharter paperwork.
 - Signatures on Adult Applications: Applicant, Executive Officer/Charter Rep.
 - Signatures on Youth Applications: Unit leader and Parent Signature
- STEP 5** Collect all fees associated with the 2020 unit’s recharter (new fee structure will be announced no later than the last week of October):
- If you have unregistered members, please register them PRIOR to recharter if at all possible. **Make sure all new applications have the proper signatures and attached to recharter. Adults must have YPT Certificate attached to the recharter as well.**
 - Note: Adults may “multiple” (pay only one BSA fee) and serve in multiple units. Their multiple registration should be circled on recharter paperwork or noted online.
 - Note: Scouts BSA 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.
- STEP 6** Submit completed recharter & fees to the LHC, BSA Office/District Executive/or Unit Commissioners.

Internet Rechartering Login Instructions

Here's how to get started:

1. Select an adult to process your unit's recharter.
2. Sixty to forty-five days before the unit expiration date, recharter materials should be gathered and logged on to the council website, www.lhcbsa.org.
3. Click on For Current Scouts.
4. Click on Resources.
5. Select Recharter underneath BSA Online Applications. Then select Access Online Recharter.
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 recharter 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 rechartering your Scouting program or if you need any additional information (online code, PDF of recharter 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

- | | |
|---|--|
| <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) |
|---|--|

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

PACKS

- | | |
|--|--|
| <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 (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 NM, or one NM and one PT.

TROOPS, CREWS AND SHIPS

- | | |
|---|---|
| <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) |
|---|---|

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
SCOUTS BSA	Youth Protection Training Leader Specific – By Position ** Intro to Outdoor Leader Skills***
VENTURING & SEA SCOUTS	Youth Protecting Training Leader Specific by Position** (All adults in Crews) Sea Scout Adult Leader Basic (All adults in Ships)
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

CRIMINAL BACKGROUND CHECKS FOR ALL ADULTS RECHARTERING IN 2020

Since 2003, background checks have been conducted on every new adult when they apply to register, and in 2008 a background check was conducted on all currently registered adults. **In 2020, the BSA will implement periodic criminal background checks on a five-year basis. The first periodic recheck will take place next January (2020).**

In preparation for this, the required disclosures and authorization documents are being updated to ensure compliance with current local, state, and federal laws.

The National Service Center will send an email with three separate background check disclosures and authorization form documents around October 7th to all currently registered adults who have a valid email address listed in their ScoutNET person profile. Those documents are: (1) the Background Check Disclosure; (2) the California State Law Disclosures (Non-Credit); and (3) the Additional Disclosures & Background Check Authorization. A copy of that email and the three documents are included as individual links below.

A new, signed Additional Disclosures & Background Check Authorization form must be collected before any adult's annual registration is processed.

**PLEASE SUBMIT THESE DISCLOSURES WITH THE ANNUAL
RECHARTER PAPERWORK FOR ALL ADULTS.**

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.*