

# LINCOLN HERITAGE COUNCIL, BSA

## 2023 UNIT RECHARTER CHECKLIST & TIMELINE

### WHY SHOULD YOU RECHARTER YOUR UNIT ON TIME?

1. 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. Scout Life and Scouting magazine subscriptions may be suspended if a unit's recharter is turned in late.

### LINCOLN HERITAGE COUNCIL UNIT RECHARTER PLANNING TIMELINE

#### NOW

- Unit Key 3 assigns or recruits a volunteer to complete recharter. (Note: Key 3 must delegate and provide them access if they are not a member of the key 3.)
- Volunteer assigned to complete recharter becomes familiar with new system. Visit our council webpage for more information: <https://lhcbbsa.org/recharter/>
- Begin familiarizing yourself with the Internet Recharter 2.0 system using the "Sandbox" prior to the system becoming live. Here is the link: (INCLUDE LINK)

#### OCTOBER

- Review the recharter roster for 2023 and begin collecting fees/renewing existing members for the upcoming year and update their contact information.
- Submit applications for all new leaders, leaders not registered, and new youth prior to starting recharter.
- Internet Recharter 2.0 "opens" October 15. (Unit Key 3's or designees will be able to access through their my.scouting.org accounts.)

#### OCTOBER 15<sup>th</sup> thru NOVEMBER 30<sup>th</sup>

Complete all steps prior to validation and payment

#### DECEMBER

Complete validation and payment

**NOTE: Recharters are due NO LATER than December 31, 2022. This will allow time for review, processing, and completion by January 2023.**

### RECHARTER FEES

National Annual Youth Membership fee is \$75 plus \$16 Council Insurance Fee. (Any brand new Scout will need to pay a one-time New Member joining fee of \$25.00)

Scout Life Magazine (Optional) \$15.

National Annual Adult Membership is \$45 plus \$16 Council Insurance Fee.

National Charter Fee is \$100.

# IMPORTANT INFORMATION 2023 RECHARTER

## 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 2023 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.

**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/>**

## 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. Take Youth Protection Training (YPT) at My.Scouting.org
2. Print YPT Certificate and turn into the Unit Leader.
3. 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.
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. Print YPT Certificate and turn into the Unit Leader
2. 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.
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.