

# 2023

## Charter Renewal Handbook



*It's not that Scary!*

(If you read this handbook)



BOY SCOUTS OF AMERICA®  
PACIFIC HARBORS COUNCIL

*The success and ease of completing your recharter is directly proportional to the effort you put forth in completing the preparation for recharter.*

## **DEFINITIONS AND ABBREVIATIONS**

### **Definitions**

Dropped Member – A dropped member is an individual who no longer has a current registration

Executive Officer – The executive officer is the head of the chartering organization and is sometimes referred to as the institutional head. The Executive Officer is the only person that can approve a Chartered Organization Representative's application.

New Member – A new member is an individual who has never been registered.

New Member Fee – The one-time \$25.00 joining fee for new program participants. There is no joining fee for Exploring participants, participants previously registered in any BSA program, or adult volunteers.

Official Membership Roster – This is the roster you will find in [my.scouting.org](http://my.scouting.org). It is the official roster of all registered Scouts and Scouters in your unit.

Scoutbook – This is an additional product used to assist units in record keeping but is not an official membership registration tool.

### **Abbreviations**

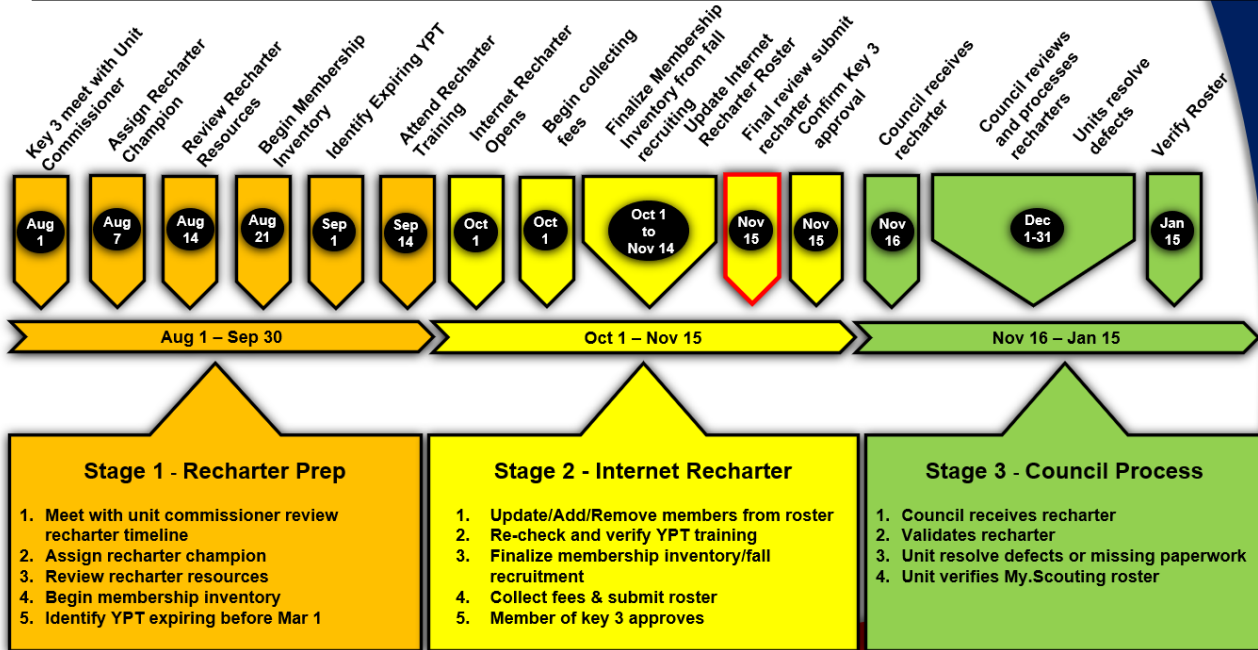
COR – Chartered Organization Representative

CC – Committee Chair

IH – Institution Head or Executive Officer of the Chartering Organization

UL – Unit Leader. The Scoutmaster, Cubmaster, Skipper, or Advisor

## December Recharter Unit Timeline



## Getting Ready

Before you begin Online Charter Renewal:

1. Identify who will be processing your charter renewal. This must be one of the unit Key 3 (Unit Leader, Committee Chair, or Charter Organization Representative), or a Key 3 Delegate
2. All charter renewals must be submitted by December 1, 2022.
3. Download a copy of unit roster. **Scoutbook roster is not the official roster!**
  - Log into My.Scouting.org account and click on "MENU" on the top left of the page
  - Scroll down, then click on the unit and select "ROSTER"
  - Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
  - The exported roster file will show up in a pop-up box, click on it
  - Save as an Excel file. This is the "official" BSA roster and will be your working document
4. Review your roster.
  - a. Verify members who are reregistering with your unit.
  - b. Verify contact information: address, phone, and email. Update in my.scouting.org
  - c. Confirm that you have at least 5 youth, and at least 2 youth who have their paid registration with your unit.

- d. Confirm you have a Chartered Organization Representative, Committee Chair, Unit Leader, and at least 2 Committee Members. If a pack, you must also have at least 1 Den Leader.
  - d. Identify members who will be registered in another unit and where they have their paid registration.
  - e. Identify who will be receiving Scout Life magazine.
5. Confirm that all registered leaders have completed Youth Protection Training in 2022.

## **Documents Needed For Recharter**

1. Annual Charter Agreement. Should already be completed with your District Executive.
2. Completed adult application for every new adult. Applications must:
  - a. Be signed by the COR or Executive Officer of the Chartering Organization
  - b. Be signed by the applicant
  - c. Yes/No questions must be answered
  - d. Include Social Security Number
  - e. Have 1 position listed
  - f. Include a signed Background Authorization Form
  - g. Include copy of Youth Protection Training certificate
  - h. Signatures must be handwritten or signed using secure digital program
3. Completed applications for every new youth. Applications must:
  - a. Be signed by parent
  - b. Be signed by unit leader
  - c. If youth is Lion or Tiger, indicate adult listed is adult partner.
  - d. Include parent birthdate and email address
4. Background Authorization Forms for all adults indicated on recharter program.
5. Youth Protection Certificate for all adults indicated on recharter program.
6. All documents will be scanned/uploaded to recharter program.

## **Youth Turned 18**

1. Cannot remain on roster as youth.
2. If they have an Eagle Extension or Beyond Age of Eligibility exception, they must be registered as a Unit Participant. Otherwise, they may register as an Assistant Scoutmaster or Unit College Scouter Reserve
3. Must complete Youth Protection Training
4. Must complete an adult application. This application must be signed by the COR.

## Keys to a Successful Recharter

1. If the unit Key 3 are incorrect on the “official” roster. Turn in adult applications for the correct individuals immediately. Do not wait for recharter.
2. Before validating your recharter, click Refresh Roster. This will bring in any last-minute online registrations.
3. Before validating your recharter, do a final review.
4. **DO NOT PAY ONLINE.** Pay Pacific Harbors Council directly. If paid online, the recharter must be posted as submitted. The registrar cannot correct any mistakes or adjust fees.
5. If you have individuals whose registration is paid in another unit; your unit’s charter cannot be verified until the other unit has submitted and paid for their recharter.

## Resources

Instructional video: [Recharter Tutorial 3.mp4 on Vimeo](https://vimeo.com/745174402?embedded=true&source=vimeo_logo&owner=39050689)  
vimeo.com/745174402?embedded=true&source=vimeo\_logo&owner=39050689

If you need assistance with your recharter, please contact your unit commissioner or:

District Executive:

Rainier District – Carrie Standish

253-682-2217

[Carrie.standish@scouting.org](mailto:Carrie.standish@scouting.org)

Olympic District – Scott Smith

360-464-9839

[Scott.smith@scouting.org](mailto:Scott.smith@scouting.org)

Council Registrar:

Cindy Iversen

253-682-2217

[Cindy.iversen@scouting.org](mailto:Cindy.iversen@scouting.org)

## Registration Fees - effective January 1, 2023

New youth who have never been registered in Scouting have an additional 1-time \$25 Joining Fee at the time of registration
This fee does not apply to new Adults or Explorers.
Annual Unit Charter Fee - \$100.00

### SCOUTS

If joining in:	BSA Fee	Program Fee	They Pay	1-Time Joining	Total if NEW
January	75.00	21.00	96.00	25.00	121.00
February	68.75	19.25	88.00	25.00	113.00
March	62.50	17.50	80.00	25.00	105.00
April	56.25	15.75	72.00	25.00	97.00
May	50.00	14.00	64.00	25.00	89.00
June	43.75	12.25	56.00	25.00	81.00
July	37.50	10.50	48.00	25.00	73.00
August	31.25	8.75	40.00	25.00	65.00
September	25.00	7.00	32.00	25.00	57.00
October	18.75	5.25	24.00	25.00	50.00
November	12.50	3.50	16.00	25.00	41.00
December	6.25	1.75	8.00	25.00	33.00

### ADULTS & EXPLORERS

If joining in:	BSA Fee	Program Fee	They Pay
January	45.00	21.00	66.00
February	41.25	19.25	60.50
March	37.50	17.50	55.00
April	33.75	15.75	49.50
May	30.00	14.00	44.00
June	26.25	12.25	38.50
July	22.50	10.50	33.00
August	18.75	8.75	27.50
September	15.00	7.00	22.00
October	11.25	5.25	16.50
November	7.50	3.50	11.00
December	3.75	1.75	5.50

### DISTRICT/COUNCIL REGISTRATIONS

If joining in:	BSA Fee	Program Fee	They Pay	Scout Life
January	11.25	5.25	16.50	3.75
February	7.50	3.50	11.00	2.50
March	3.75	1.75	5.50	-----
April	45.00	21.00	66.00	15.00
May	41.25	19.25	60.50	13.75
June	37.50	17.50	55.00	12.50
July	33.75	15.75	49.50	11.25
August	30.00	14.00	44.00	10.00
September	26.25	12.25	38.50	8.75
October	22.50	10.50	33.00	7.50
November	18.75	8.75	27.50	6.25
December	15.00	7.00	22.00	5.00

### SCOUT LIFE

If Joining in:	
January	15.00
February	13.75
March	12.50
April	11.25
May	10.00
June	8.75
July	7.50
August	6.25
September	5.00
October	3.75
November	2.50
December	-----