

# 2024

## 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](https://my.scouting.org). It is the official roster of all registered Scouts and Scouters in your unit.

Prepaid – Registration fees have already been paid for the registration term of the individual.

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

### **Abbreviations**

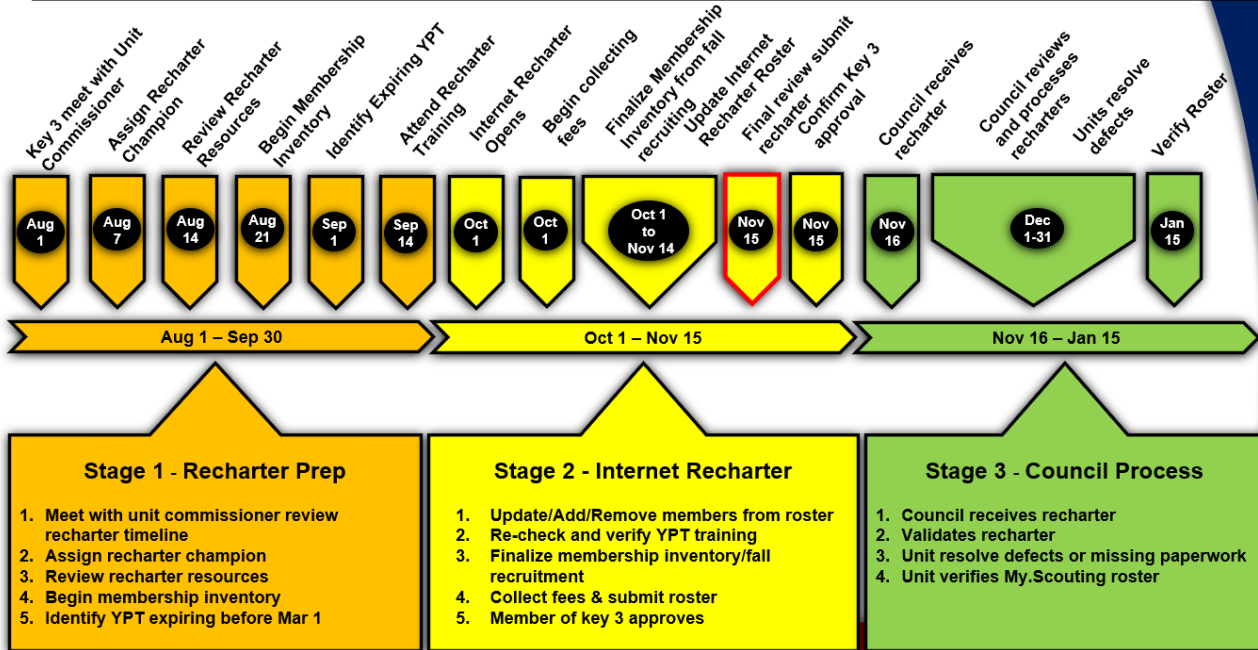
COR – Chartered Organization Representative

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, 2023.
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 within the past 12 months.

## **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. 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, Venturing Participant, or Exploring 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.

## New Annual Membership Registration with Recharter

- Beginning August 1, 2023, all BSA memberships are enrolled in a 12-month cycle.
- Membership for individuals registered prior to August 1, 2023 will expire December 31, 2023. Membership fees must be paid for these individuals at recharter.
- Those registered in the new 12-month cycle will show as prepaid on the recharter. Registration fees are not paid at recharter.

## 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

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 – Darrin Nicholson

253-682-2217

[Darrin.nicholson@scouting.org](mailto:Darrin.nicholson@scouting.org)

Council Registrar - Cindy Iversen

253-682-2217

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

# Pacific Harbors Council 2023 Annual Membership Fees

AUGUST  
**1**  
2023

FOR ALL  
**NEW**  
MEMBERS

NATIONAL <b>\$80</b> /YR	Participants in kindergarten through age 20.
COUNCIL <b>\$21</b> /YR	   
NATIONAL <b>\$50</b> /YR	
COUNCIL <b>\$21</b> /YR	For all Exploring youth and adults.
NATIONAL <b>\$60</b> /YR	All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).
COUNCIL <b>\$21</b> /YR	
NATIONAL <b>\$25</b> /YR	This fee is for Merit Badge Counselors <b>who are not already registered volunteers</b> . <small>Merit badge counselors who are not also registered in a unit position are not allowed to attend overnight Scouting activities/events.</small>
	

## ONE-TIME

**\$25**

## TO JOIN

Same flat fee no matter when you join during the year. (no prorating)  
New members pay joining fee in addition to membership fee.

No joining fee for adult volunteers, Exploring participants, participants previously registered in any BSA program, or those transferring from one program to another.



## UNIT CHARTER FEE

**\$100**/YR

For all new and rechartering units.

## SCOUT LIFE MAGAZINE FEE

