

Cornhusker Council

Re-Chartering Guide 2017

This guide is specific to: #####

Your unit's Internet Re-chartering Access Code is: #####
(Be sure to log-in as a "New User")

New in 2017:

1. Membership fees are increasing to \$33 per member.
2. Any adults who do not have current youth protection **will not** be eligible for renewal or registration. Youth Protection Training must be verified in the system for anyone who not completed youth protection in the last two years or is a new adult. A unit will not be able to submit the charter with expired youth protection.
3. You can pay online with a credit card for the recharter as you submit. (This method will not work for youth members paid for by WellCare or scholarship)
4. You can have the Chartering Organization use a digital signature to sign for the application.
5. If you complete all these new features, you will not need to submit a paper form to the council office. Your charter will be complete if it meets all requirements.

Why re-charter?

- Renews partnership between charter organization and BSA.
- Allows continued registration in district/council activities and rank advancement.
- Makes the unit eligible to qualify for Journey to Excellence Recognition.

Process:

- September 2017—Meeting with Charter Organization executive officer to:
 - Discuss success and needs of unit
 - Review role of the charter partner and local council
 - Consider key unit personnel to determine replacements, additions, and recognitions
- September 2017—Conduct membership inventory of youth and adults. Visit or contact every inactive youth and adult. Recruit additional youth.
- October 2017—Charter renewal meeting that identifies youth and adults to re-charter, complete forms, and collects fees. If a youth member is a member of WellCare (Medicaid) get the member ID number.
- November 17, 2017—Submit paperwork and money into office. (Check with your district commissioner for additional district turn in dates, times, and locations.)

Note: If your charter expires, you are not eligible to earn advancement or participate in activities that require you to be registered.

For help or to turn in your charter contact your unit commissioner or District Executive:

Prairie Winds -- Liz Roback, Liz.Robak@Scouting.org or 402-413-9212

Seven Feathers -- Will Cover, William.Cover@Scouting.org or 402-413-9211

Salt Valley – Alan Cervený, Alan.Cervený@Scouting.org or 402-413-9222

Impact – Akeem Holmes, Akeem.Holmes@Scouting.org or 402-413-9208

Availability

You can log on for internet re-chartering on **Oct. 1, 2017**

Note: On some weekends (Saturday 9 a.m. to Sunday 6 p.m.) the national office has the system down for upgrades. You may not be able to log in during this time.

System Requirements

- Most recent version of Internet Explorer, Chrome or Firefox
- Minimum 56 KB Dialup modem connection, however, faster connection such as DSL or cable internet recommended.

Internet Re-chartering - How to

- New in 2017 – **WellCare of Nebraska** (Medicaid program) will pay the \$33 membership fee for youth members. The Wellcare member id must be submitted with the charter to be accepted. Please make sure the boy is also marked yes for Boy's Life.
- Unit designates an adult member to be the “renewal processor (RP)”
- RP uses *this year's* access code for internet re-chartering to log onto the system.
- Go to CornhuskerCouncil.org and click on “Internet Re-Chartering”
- Either download unit roster information from ScoutNet or upload from 3rd party software
- Update roster
- Update information
 - Select which current members to renew
 - Add adult members
 - Add youth members
 - Update member data
 - Update member positions
- Update member fees
 - Assign multiple status
 - Update *Boys' Life*
- Complete survey of why people are not re-chartering
- Double check everything, submit to council on-line, and print charter paperwork.
- Get paperwork signed by Charter Organization Executive officer and unit leader (CM, SM, NL). Now available as an online step.
- Submit signed paperwork to Scout office with payment (if not completing all new online steps)

Note: You are not done when you hit “Submit to Council”. All paperwork must be printed, signed, fees paid, and taken to the Council office. We cannot process until this happens. Do not send in “Draft” copy.

Special Note for Venture Crews

Any one older than 18 must fill out an adult application. If they are between the ages of 18-20 and in a Venture Crew, they are still able to participate in the same programs as a youth. They need to be registered as a Venture Participant (VP). They will need to complete Youth Protection training. If they are not already in this position you will need to drop them as a youth member and collect an adult application. They will need to complete Youth Protection training.

Common Omissions

- Don't have required positions
 - Chartered Organization Representative
 - Committee Chairman
 - 2 Members of Committee
 - Cubmaster, Scoutmaster, or Crew Advisor
 - Den Leader (packs only)
- Charter paperwork and applications not signed
 - Chartered Organization Executive Officer and Unit Leader sign charter
 - Chartered Organization Executive Officer or Chartered Organization Representative **and** Committee Chairman sign adult applications
 - Parents and Unit Leader sign youth applications
- Applications for new youth and adults are not submitted with re-charter as required.
- Social security numbers are mandatory for all adult leaders along with authorization form to conduct criminal background check.
- Chartered Organization Executive Officer and Chartered Organization Representative are the **only** positions that can hold more than one position within the unit.
- Follow up with all dropped members asking them if they are interested in rejoining and asking “why” leaving
- Webelos - Packs **should** re-charter your Webelos in the spring. We cannot process their Arrow of Light rank if they are not registered.
- Information Input
 - Change wrong information (Address, phone #, etc.)
 - Change grades if incorrect, but don't “update” to the next year's grade. The system will do that automatically on June 1.
 - No Spaces in last names (DeCarlo not De Carlo)
 - No apostrophes (OBrian not O'Brian)
 - No initials for first names
 - Prefixes are Dr., Rev. etc. and Suffixes are Jr., III, etc.
 - Do not enter Mr. or Mrs.
- Applications not completely filled out. Including question 5 & 6 on adult application, signatures and signed disclosure page of application.
- No training certificates attached for new adults or Youth Protection training older than 2 years for existing adults.

BSA Training Initiative

Any adults who do not have current youth protection **will not** be eligible for renewal. Charter paperwork must include a Youth Protection Training Certificate for anyone who is included on the expired youth protection section of the charter.

To better understand the required trainings for your registered position in the pack, troop, team, crew or post, here is a complete list. Courses marked with (*) are available on-line at www.My.Scouting.org

Chartered Organization Rep (COR) - Youth Protection* (specific to unit), Training the COR

Tiger Cub Den Leader/ Assistant Tiger Cub Den Leader – Youth Protection*, Tiger Leader Job Specific*

Cub Den Leader/Assistant Cub Den Leader – Youth Protection*, Den Leader Job Specific*

Webelos Leader/ Assistant Webelos Leader – Youth Protection*, Webelos Leader Job Specific*

Pack Committee Member/Parent Coordinator/Committee Chairman – Youth Protection*, Pack Committee Job Specific*

Cubmaster/Assistant Cubmaster – Youth Protection*, Cubmaster/Assistant Cubmaster Job Specific*

Troop Committee Member/Committee Chairman – Youth Protection*, Troop Committee Challenge*

Scoutmaster/Assistant Scoutmaster – Youth Protection*, Scoutmaster/Assistant Scoutmaster Specific, Introduction to Outdoor Leader Skills

Varsity Team Leader/Assistant Team Leader – Youth Protection*, Varsity Adult Leader Training, Introduction to Outdoor Leader Skills

Varsity Team Committee/Committee Chairman – Youth Protection*, Troop Committee Challenge*

Venturing Advisor/Assistant Venturing Advisor – Venturing Youth Protection*, Venturing Adult Leader Training

Venturing Committee Member/Committee Chairman –Venturing Youth Protection*, Venturing Adult Leader Training

Exploring- All Registered Positions – Exploring Adult Leader Training, Exploring Youth Protection*