

# Recharter



# Now



Southwest Florida Council

## RE-CHARTER TRAINING

## 2020-2021



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# Recharter Links and FAQ'S

- ❖ <https://www.swflcouncilbsa.org/resources/re-charter-information/72215>
- ❖ [2020 Internet Charter Renewal Tutorial](#)
- ❖ [How to print a membership card](#)
- ❖ [Rechartering FAQ'S](#)
- ❖ [Internet rechartering link](#)
- ❖ [How to print a charter certificate](#)



# Availability and Due Date

- Recharter packets available Oct. 1, 2020
- Online system opens – Nov. 1, 2020

• **DUE DATE – SUBMIT PRIOR TO Dec. 1<sup>st</sup>**

- ALL units... ALL recharter documentation
- **Unit Charter Expires- Dec. 31, 2020**
  - **LATE** Charters...  
NO Grace Period, NO Insurance, NO Advancement



# Just Like Last Year...

- **ALL Adults** must complete Youth Protection Training
- **ALL Direct Contact Leaders** should be fully trained
- Online Internet Recharter System
- **ALL New Youth, Adults or Transfers during recharter MUST** have a paper application
- **DO NOT add members through BeaScout** during this time period. Wait until after recharter to use again.

- **3% Admin Fee Online *Internet Recharter* payment.**  
Suggest paying Council directly with check or unit account.



# New This Year...

## ANNUAL MEMBERSHIP FEE

\$ **66** /YR

Participants in kindergarten through age 20.



\$ **42** /YR



Participants age 10 through 20.

\$ **42** /YR



All registered adult volunteers in unit and non-unit positions. (Volunteers with multiple registrations will continue to pay for only one position).



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# New This Year...

## NEW-MEMBER JOINING FEE

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 Exploring participants or for any youth previously registered in any BSA program. No joining fee for transfers from one program to another.



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# New This Year...

## UNIT RECHARTER FEE

**\$75** /YR

For all new and  
rechartering units.



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# Be Prepared... Do This First

## ✓ **Identify Key Personnel**

- Identify & Train Unit Recharter Processor
- Identify Unit Commissioner
- Identify District Professional

## ✓ **Review Internet Rechartering Tutorial;** [scouting.org/commissioners/internet-rechartering/](https://scouting.org/commissioners/internet-rechartering/)





# Before Recharter

## Member Manager and Training Manager;

[my.scouting.org](http://my.scouting.org)

### Member Manager

- Inventory all members and adult positions
- Print youth & adult roster and membership cards

### Training Manager

- Review & update leader training records including YPT and Job Specific
- Take Youth Protection Training and Job Specific Training



# Before Recharter

- ❑ **Complete membership inventory** of all youth & adults. Identify dropped members, continuing members, and new members.
- ❑ Determine **changes to key unit leadership**. Identify replacements and/or additions.
- ❑ Determine leadership positions for ALL adults.
- ❑ **Collect Applications** for all NEW youth & adult members.



# Before Recharter

- ❑ Collect **Background Disclosures** for all NEW adult members.

## \*Background Disclosure Forms

- Criminal background check only. **No consumer/credit check.**
- Signature form must be included with recharter
- Adults WILL NOT be registered without the signed form.



# Before Recharter

- ❑ Confirm **ALL Adults** have current Youth Protection Training (YPT).
- ❑ Confirm **ALL Direct Contact Leaders** are **FULLY** trained for their registered position. Fully trained includes all three levels (Before the 1<sup>st</sup> Meeting, First 30 Days, and Position Trained).
- ❑ Collect training verification for ALL new Direct Contact Leaders.



# Direct Contact Leaders that Require Training

CM – Cubmasters

SM – Scoutmasters

NL – Venture Crew Advisors

SK – Sea Scout Skipper

ALL Den Leaders (LL, TL, DL, WL)



# The Recharter Process

- ❑ Unit receives Access Code
- ❑ Go to the [SWFL Council Website](#) and select “**Unit Resources**” then “***Recharter Information***”
- ❑ Click on [Recharter Now](#) (in red) and log into *Internet Recharter* to review your roster
- ❑ Collect the current fees for every registered youth & adult (See 2020-2021 Fees)



# The Recharter Process

- ❑ **Complete online portion and print**
  - ❑ Print Summary report not EZ report
- ❑ **Electronic Authorization**
  - ❑ No signatures required if this option is chosen
- ❑ **Print recharter paperwork**
- ❑ If needed, **Obtain signatures** of Unit Leader & Executive Officer on applications/charter paperwork
- ❑ **Complete other paperwork**
- ❑ **Turn-in charter paperwork**



# 2020-2021 Fees

- 12 Months

	National Fee	Accident Insurance	New-Member Fee	Total Fee (12-months)
○ Scout - New	\$66	\$1	\$25	\$92
○ Scout - Returning	\$66	\$1	-	\$67
○ Explorer New or Return	\$42	\$1	-	\$43
○ Adult - ALL	\$42	\$1	-	\$43
○ Unit Liability Insurance Fee--\$75 (unit charter fee)				
○ Boys' Life Magazine--\$12 (Optional)				

- NO Fee for Lion/Tiger Cub Adult Partners
- NO Fee for 'Multiple' Position Registrations
- NO Fee for Merit Badge Counselor





# Required Unit Membership

- Executive Officer / Institutional Head (IH) can be any position in the unit (but must pay the registration fee for that position)
- Chartered Organization Representative (COR) can also be the Committee Chair (CC) or a Committee Member (MC)
- All other leader positions...one person - one job



# Required Unit Membership

## Cub Scouts



- **Institutional Head (IH) - No Application or Fee**
- **Charter Organization Representative (CR)**
- **Committee Chair (CC)**
- **Cubmaster (CM)**
- **At Least Two (2) Committee Members (MC)**  
or 1-MC and 1-Pack Trainer (PT) or 1-New Member Coordinator (NMC)
- **At Least One (1) Den Leader (LL, TL, DL, WL)**
- **At Least Five (5) Youth Members**
- **Must Have One (1) Lion/Tiger Adult Partner for every Lion/Tiger Cub**



# Required Unit Membership

## Cub Scouts

### Lion/Tiger Adult Partners

- No fee or application required
- They may register in another leader position with fee, application, background, YPT.
- **If the Adult Partner's physical address is different from the Youth.**
  - Adult Application is Required
  - Youth Protection Training is Required
  - No Fee is charged



# IMPORTANT !!!

## Webelos Crossing Over

- Encourage that Webelos re-register with the Pack and then transfer to the Troop when the Arrow of Light (AOL) paperwork has been turned in to the Council.
- Make sure any Webelos crossing over have their **Arrow of Light** paperwork turned in at the Council **BEFORE** registering with a Troop.
- **If they register with a troop prior to turning in the AOL paperwork to the Council, they CAN NOT earn the AOL!**



# Required Unit Membership

## Troops, Crews, & Sea Scouts



- Institutional Head (IH) - **No Application or Fee**
- Charter Organization Representative (CR)
- Committee Chair (CC)
- Scoutmaster (SM), Crew Advisor (NL)  
or Sea Scout Skipper (SK)
- At Least **Two (2) Committee Members (MC)**  
or 1-MC and 1-New Member Coord (NM)
- Minimum of **Five (5) Youth Members**



# IMPORTANT !!!

## Explorers, Scouts, Sea Scouts & Venturers Ages 18-20

- Considered a youth for program purposes
- They (age 18-20) must complete:
  - Adult Application
  - Youth Protection Training
  - Under go a Background Check and Include Disclosure Form
- Position Codes
  - Troops - Unit Participant (UP) – only for those with an Eagle Extension
  - Crew - Venturing Participant (VP)
  - Exploring- Exploring Participant (EP)



# Information Input

(online recharter will allow...but when synced with other systems, things get screwed up)

- No **spaces** in last names (DeCarlo not De Carlo)
- No **apostrophes** (OBrien not O'Brien)
- No **initials** for first names
- Use an initial for a middle name, no period after initial.
- Prefixes are Dr., Rev.
- Suffixes are Jr., III, etc.
- No need to enter Mr. or Mrs.



# Information Input

- Change wrong contact information (Address, phone number, etc.)
- Change current grades if wrong
  - Don't "update" to the next year's grade.
  - This happens automatically by BSA

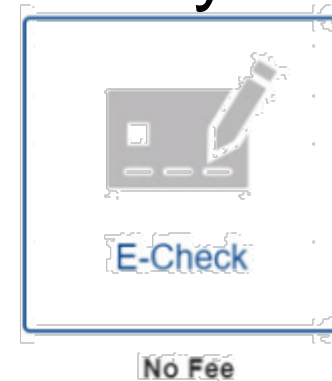
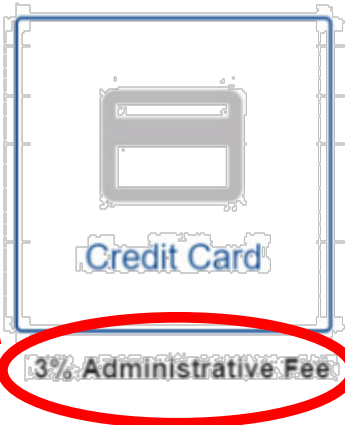




# Internet Rechartering

## Electronic Options

- Electronic Authorization
  - Available for the COR
  - No signatures required if this option is chosen
- Electronic Internet Recharter Payment



Suggest paying Council directly with check or unit account.



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# Internet Rechartering

- [Go To the SWFL Council Website](#)
  - Select “Unit Resources” tab
  - Select “Re-Charter Information”
  - Select “Re-Charter Now” In red at bottom of page
- Use *this year’s* access code
- Log in as First-Time User
- Supported browsers
  - Firefox, **Chrome** (Best), IE 10 & 11, Edge
  - MAC Computers not supported



# Internet Rechartering

- Load Council information from **ScoutNet**  
**OR**
  - Upload file from **Scoutbook**
- Update roster
  - Update information
  - Renew Current Members
  - Add adult members
  - Add youth members
  - Update member data
  - Update positions
  - Ensure non-members are removed



# Internet Rechartering

- Update member fees
  - Assign “Multiple” status
  - Sign up members for *Boys’ Life*
- Survey your unit
  - Why are Scouts not re-chartering
- After double checking *everything*, click Submit information to council
- Print paperwork and turn-in hardcopy



# Internet Rechartering

## ❑ Obtain signatures

- **Paper** (not recommended)

- Charter Organization's Executive Officer (IH), and
- Unit Leader

- **Electronic authorization**

- No signatures required

- **Note** Clicking "Submit to Council" DOES NOT=COMPLETE

## ❑ Paperwork Needed

- Transmittal form, Charter agreement, Account maintenance form, JTE form, Risk Management form, Printed Recharter, New Applications, CBCs, Fees

## ❑ Fees –

- Paid at your District Recharter Meeting
- Paid with e-check
- Paid at the Council Service Center



## INSTRUCTIONS: MANATEE DISTRICT 2021 INTERNET UNIT RECHARTER PROCESS

All units are required to use the official National BSA Internet Recharter System to charter annually. (Recharter generated through other software programs such as Troopmaster or Packmaster will not interface with the system and the local council cannot accept in paper form either.) This method ensures your charter will be accurate and offers you the convenience of doing from your home or office. It's a secure, easy-to-use application accessed at <https://my.scouting.org>.

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. Log onto the council web site and click on the Resources tab then Internet Recharter. With your completed Membership Inventory at hand (and all parent email info), you are ready to start the recharter process. (On-Line access opens 60-days prior to charter month due date)
3. **All re-charters must be generated through the Online Re-Chartering Process:** <https://my.scouting.org> menu; legacy web tools; online recharter Explorer Posts access at: <https://ill.myparticipation.org>

**Note:** Note: You must have the latest version of Google Chrome, Mozilla Firefox, Safari, or Internet Explorer (+11).

4. Select **First-Time User** and enter the Unit Access Code: Pack 0022  
Palma Sola Presbyterian Church
5. Select the unit type and enter the (four digit) unit number. 102458615
6. Create a password as instructed.
7. Complete the information request on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

Here's how to wrap it up:

8. When you've completed all the information to re-charter the unit, click the **Submit** button.
9. Print the Unit Charter Renewal Report Package -All (**Warning:** make sure this is **NOT** a draft version) Acquire the appropriate signatures on the application and fee payment.
10. Review each item on the **Checklist** and **submit Checklist with charter to your Recharter Commissioner or District Executive for Review & Approval. Do not Send to Council Office-will be returned without district approval.** (Also, turn in 1. Signed Annual Charter Agreement 2. Signed Unit Maintenance Form 3. Journey to Excellence Form 4. Risk Management Award Form)

**Be sure to attend your local district's Re-charter Workshop for more detailed information.**

District/County: Manatee District / Manatee County

District Recharter Commissioner Contact Info: Bill Granger at: (941) 356-9584 or [bemahill@scouting.com](mailto:bemahill@scouting.com)

District Executive Contact Info: Josh Povernski – 989-964-9621 [Joshua.Povernski@scouting.org](mailto:Joshua.Povernski@scouting.org)

District Unit Orientation - Date/Time/Location: Oct. 8 at 7pm – ZOOM meeting  
Oct. 14 at 7pm – ZOOM meeting

District Unit Turn-In Audit - Date/Time Location: Nov. 18 at 7pm at Camp Flying Eagle  
Nov. 23 at 7pm at Camp Flying Eagle

**CHARTER IS PAST DUE AFTER THE DECEMBER 3rd**

# Recharter Instruction Sheet

Contains your access code and 4 digit unit number



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## 2021 MANATEE DISTRICT UNIT RECHARTER **TURN-IN CHECK-LIST**

All forms are **required** at turn-in to process a recharter. (On-Line access opens 30-days prior to charter month due date)

1. The Charter Renewal Application has been **approved on-line** by the current Executive Officer (IH) and Unit Leader! (Note: A new UL requires a New Unit application). The Executive Officer (IH) has been included in the adult listing (Required). Note: IH (not a registered B.S.A. volunteer position - IH must complete adult application, YPT and pay if they want to receive communication). The council will obtain Scout Executive or designee signatures as needed. (No signature required for on-line submit, however, IH signature is required on Annual Unit Charter Agreement form - A 11 below)
2. On-line deletion of any adults or youth who are **not** registering and any **incorrect personal information** has been updated. (Address changes, birth date, e-mail addresses, phone numbers, ranks or training)  
**Summary Report** - Turn in a copy of **Summary report (not the EZ report)** that lists all youth and adult members.
3. All registering youth and adults **not** listed on the print out must have been **added** online. This includes all **new youth** that signed up at school nights August through December. If you have their member #, you can list the # and their name, otherwise, you will need to fill out a new youth or adult application. If applications are **not** turned in, this will hold up the processing of your charter.
4. All **new** adults, adults from another unit, parents registering in a Pack leadership position, multiple adults or new IH or youth moving to an adult position **have completed an adult application with YPT certificate and signed background check disclosure form** and are enclosed with your unit recharter. All adult leaders must be 21 years of age or older. **ALL ADULTS MUST HAVE A DISCLOSURE & BACKGROUND CHECK AUTHORIZATION FORM ON FILE.**  
**Multiple Registration** - All positions of adults registered and paid with another unit have been checked and unit # indicated.  
**Multiple Registration means paid in the primary position and not paid (multiple) in the second position.**  
**Dual Registration means paid registration in both positions.**
5. **Minimum 7** of required adult leadership positions are met.  
**Key Positions-All Units Must Have:** IH - Institution Head or Executive Officer, CR - Chartered Organization Representative, CC - Committee Chairman (CR & CC ARE THE ONLY POSITIONS THAT CAN BE HELD BY THE SAME ADULT IN A UNIT), 2 MC's - Committee Member.  
**C.S. Pack -Must Have:** CM- Cubmaster, At least 1 Den Leader either: LL-Lion Leader, TL-Tiger Leader, DL-Den Leader (Wolf/Bear), WL-Wolf/Lion Leader and an LP (Lion Adult Partner - non-reg. no fee position) or AP/Tiger Adult Partner -non-reg. no fee position) for each Lion or Tiger youth. Other Position Codes: WA-Assistant Wolf/Lion Leader, DA-Assistant Den Leader, CA-Assistant Cubmaster, LC-Lion Coordinator, PT-Pack Trainer.  
**Scouts, BSA Troop-Must Have:** SM-Scoutmaster. Other Position Codes: SA-Assistant Scoutmaster  
**Venturing Crew-Must Have:** NL-Crew Advisor. Other Position Codes: NA-Associate Advisor.  
**Explorer Post-Must Have:** EA- Post Advisor. Other Position Codes: AA-Associate Advisor.  
  
Note: Contact council registration services for additional position codes as needed.
6. There are at least a MINIMUM of five paid youth. (Required to register)
7. Fees are calculated properly and must include the additional \$1.00 Accident Insurance per person. **Use and follow the Transmittal page!**
8. Unit Account Maintenance Form is signed and turned in. FL Sales Tax Exemption Certificate provided if applicable.
9. Email Update Form included \_\_\_ yes \_\_\_ no. **OR** emails updated online \_\_\_ yes \_\_\_ no. **Important for parent communication!**
10. The Annual Unit Charter Agreement Form is signed and turned in.
11. Journey to Excellence Form completed and turned in. ITE Recognition Order Form (if applicable) with additional funds to cover costs.
12. SWFL 2020 Risk Management Award Form is completed and turned in.
13. Check enclosed for correct amount (including \$1.00 Accident Insurance per youth **not** adult).  
**Checks cannot be returned without the correct funds. Turn in copy on-line summary report.**
14. Payment made through the ONLINE Recharter system.  
**Turn in copy on-line summary report.**
15. Keep print copies of applications and a complete copy of your Charter Renewal Application. **(Be sure it is not a Draft Copy)**  
You can print unit membership cards in MyScouting.org (Click: \*Unit \*Member Manager \*Unit \*Roster \*Membr. Card Pic \*Choose \*Enter \*Download \* Print)

### **DUE DATE**

**YOUR UNIT'S CHARTER IS PAST DUE AFTER DECEMBER 3, 2020**

**UNITS THAT ARE DEFECTIVE OR DROPPED STATUS RESULT IN A UNIT NOT BEING ABLE TO ACCESS INTERNET ADVANCEMENT RECORDS, REGISTER FOR COUNCIL DISTRICT EVENTS, AND ARE NOT COVERED BY ACCIDENT INSURANCE.**

Contact council registration services at [SWFL.Registration@scouting.org](mailto:SWFL.Registration@scouting.org) or 239-936-8072 Extension 101 OR 106

# Turn In Checklist

## Convenient checklist

## Follow this and you'll do Great!



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2021 TRANSMITTAL OF CHARTER RENEWAL

DISTRICT \_\_\_\_\_

PACK # \_\_\_\_\_ TROOP # \_\_\_\_\_ CREW # \_\_\_\_\_ SHIP# \_\_\_\_\_

\$ \_\_\_\_\_ FOR: NEW YOUTH JOINING FEES (# OF YOUTH \_\_\_\_\_) ..... (\$25 PER YOUTH  
(new BSA member)

\$ \_\_\_\_\_ FOR: YOUTH REGISTRATION FEES (# OF YOUTH \_\_\_\_\_) ..... (\$66 PER YOUTH)

\$ \_\_\_\_\_ FOR: ADULT REGISTRATION FEES (# OF ADULTS \_\_\_\_\_) ..... (\$42 PER ADULT)

\$ \_\_\_\_\_ FOR: BOYS LIFE MAGAZINE (# OF BOYS' LIFE \_\_\_\_\_) ..... (\$12.00 PER - OPTIONAL)

\$ 75.00 FOR: UNIT CHARTER FEE / LIABILITY INSURANCE

\$ \_\_\_\_\_ FOR: ACCIDENT INSURANCE FEES (YOUTH \_\_\_\_\_ & # ADULTS \_\_\_\_\_) (\$1.00 PER PERSON)

\$ \_\_\_\_\_ TOTAL AMOUNT FOR CHARTER RENEWAL

\$ \_\_\_\_\_ ADMIN FEE - 3% X TOTAL = \$ \_\_\_\_\_  
(CREDIT CARDS ACCEPTED - VISA / MASTER CARD / DISCOVER / AMEX - ADD 3% COUNCIL ADMIN FEE TO TOTAL)

\$ \_\_\_\_\_ TOTAL AMOUNT DUE

\$ \_\_\_\_\_ DEDUCT FROM PREPAID

\$ \_\_\_\_\_ TOTAL AMOUNT DUE - CHECK # \_\_\_\_\_

\$ \_\_\_\_\_ TOTAL AMOUNT PAID ONLINE THROUGH RECHARTER PAGE

**IF USING A CREDIT CARD, PLEASE CALL THE COUNCIL SERVICE CENTER EXT. 101 OR 106.**

**Committee Chair**

\_\_\_\_\_  
 E-MAIL \_\_\_\_\_

	YES	NO		YES	NO
FORMS INCLUDED:					
RECHARTER CHECKLIST	<input type="checkbox"/>	<input type="checkbox"/>	JOURNEY TO EXCELLENCE	<input type="checkbox"/>	<input type="checkbox"/>
TRANSMITTAL FORM	<input type="checkbox"/>	<input type="checkbox"/>	RISK MANAGEMENT AWARD	<input type="checkbox"/>	<input type="checkbox"/>
CHARTER AGREEMENT	<input type="checkbox"/>	<input type="checkbox"/>	UNIT ACCOUNT MAINT FORM	<input type="checkbox"/>	<input type="checkbox"/>

DISTRICT SIGNATURE APPROVAL

DISTRICT EXECUTIVE APPROVAL _____ DATE _____	RECHARTER COMMISSIONER APPROVAL _____ DATE _____
DATE RECEIVED AT COUNCIL OFFICE: _____ NOTES: _____	

**\*IF ORDERING JOURNEY TO EXCELLENCE RECOGNITIONS OR SUPPLIES YOU MUST PAY WITH A SEPARATE CHECK. SEE ORDER FORM.**

# Transmittal of Charter Renewal

Determine your recharter total funds due.

Committee Chair Signature



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THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

\_\_\_\_\_ and the \_\_\_\_\_ Council, BSA  
Chartered Organization Local Council  
 Pack No. \_\_\_\_\_ Troop No. \_\_\_\_\_ Team No. \_\_\_\_\_ Crew No. \_\_\_\_\_ Ship No. \_\_\_\_\_  
(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

**The Chartered Organization agrees to:**

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
  - o Youth character development
  - o Career skill development
  - o Community service
  - o Patriotism and military and veteran recognition
  - o Faith-based youth ministry
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: [www.scouting.org/Membership/Charter\\_Orgal\\_resources.aspx](http://www.scouting.org/Membership/Charter_Orgal_resources.aspx).
- Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to governmental action or controversial legal, political, or social issues or causes.
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves, and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.

- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Secure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

**The Local Council agrees to:**

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Signed \_\_\_\_\_ Date \_\_\_\_\_

**Executive Officer  
 Council Professional  
 Charter Org. Rep.**

# Annual Charter Agreement

- Requires Signatures from:
  - Executive Officer (IH)
  - Charter Organization Rep. (COR)





# Unit Account Maintenance Form

TO: Committee Chair/ Chartered Organization Representative  
FROM: Council Office  
RE: Unit Account Maintenance 2021

In order to make ANY charges to your Unit Account, it is necessary that this form be completed and returned.

This information must be updated annually and submitted on this form along with a current copy of your unit's tax exemption certificate. If your unit does not have a certificate, contact your chartered organization as it is their certificate that should be submitted.

My unit is NOT TAX EXEMPT \_\_\_\_\_ My unit is TAX EXEMPT \_\_\_\_\_ (provide certificate)

To maintain service to your unit, please furnish the following information:

Your Unit Number: \_\_\_\_\_ Pack Troop Post Crew (Circle One)

Your Unit's AUTHORIZED Signers. This should include the person responsible for the account.

Authorized signers MUST be registered Scouters.

User's Printed Name	User's Signature	User's Unit Position	E-Mail Address
_____	_____	_____	_____
_____	_____	_____	_____

Authorized Signatures

Unit Account Charge Authorization 2021

Occasionally registration money may need to be moved from your unit account. We must have authorization to do this. Please sign authorization below.

I hereby authorize the Southwest Florida Council, Boy Scouts of America, to pay for youth and adult registrations with monies from our unit account.

Please provide us with the COMPLETE name, address and phone number of the person responsible for this account:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Return this form to: Southwest Florida Council, BSA  
1801 Boy Scout Drive, Fort Myers, FL 33907  
Phone: 239-936-8072  
Fax: 239-936-7864  
Website: [www.swflcouncilbsa.org](http://www.swflcouncilbsa.org)

Indicate who can make purchases using your account.

Please include your Tax exempt Cert. if you have one



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Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
<b>Planning and Budget</b>					<b>Total Points: 200</b>		
11	Planning and budget: Have a project plan and budget that is regularly reviewed by the committee, following BSA policies regarding fundraising. (JTE rubric criteria: 100-120)	Have an annual project plan and budget approved by the troop committee.	Advance Bronze, plus troop committee approves meeting involving youth leaders for the following program year.	Advance Silver, plus troop committee meets at least six times during the year to review program plans and finances.	80	100	120
<b>Membership</b>					<b>Total Points: 600</b>		
12	Building Scouting: Recruit new youth into the troop in order to grow membership.	Have a membership growth plan that includes a youth entry policy of one a year and a youth retention plan and have youth plan membership.	Advance Bronze, and either increase youth members by six or have at least 25 members.	Advance Silver, and either increase youth members by 10 or have at least 35 members.	80	100	120
13	Retention: Retain a significant percentage of youth members.	Retain 70% of youth members.	Retain 80% of youth members.	Retain 90% of youth members.	50	100	150
14	Retention to Equal Opportunity: Have an effective plan to ensure diverse youth membership.	40% of youth are from ethnic and racial backgrounds other than white.	Advance Bronze, plus recruit two financial donors.	Advance Silver, plus provide at least one day of staff or parent involvement in the Troop Room.	25	50	100
<b>Programs</b>					<b>Total Points: 900</b>		
15	Advancement: Advance a high percentage of youth earning rank advancements.	40% of Scouts advance one rank during the year.	50% of Scouts advance one rank during the year.	60% of Scouts advance one rank during the year.	50	100	150
16	Merit badge earning: Conduct activities in order to complete (or progress) the year. (Additional forms and criteria guidelines may be used.)	Conduct 10 merit badge evening camps.	Conduct 15 merit badge evening camps.	Conduct 20 merit badge evening camps.	50	100	150
17	Leadership training: Participate in training with troop and a training in attendance. (Additional criteria and criteria guidelines may be used.)	The troop participates in a troop camp.	80% of Scouts attend a troop camp.	70% of Scouts attend troop camp.	50	100	150
18	Service projects: Participate in service projects with at least one benefiting the children. (Additional criteria and criteria guidelines may be used.)	Participate in three service projects and enter the Troop on the JTE website.	Participate in four service projects and enter the Troop on the JTE website.	Participate in five service projects and enter the Troop on the JTE website.	20	50	100
19	Patrol method: Use the patrol method to involve youth leaders. (Additional criteria and criteria guidelines may be used.)	The troop has patrols, and 100% has a patrol leader. There is an SPL. Troop has a plan. The PLC meets at least four times a year.	Advance Bronze, plus PLC meets at least six times. The troop conducts patrol leader training.	Advance Silver, plus PLC meets at least ten times. All new youth leaders are assigned an advanced training course such as NPL or Order of the Arrow (OAS).	75	100	150
<b>Volunteer Leadership</b>					<b>Total Points: 400</b>		
20	Leadership and family engagement: The troop is capable of recruiting sufficient leaders and volunteers regularly with parents. (Additional criteria and criteria guidelines may be used.)	Have at least one regular leader. Supplemental.	Advance Bronze, plus the troop make ten copies of forms, where 50% of youth are recruited with parents.	Advance Silver, plus the troop make three copies of forms, where 70% of youth are recruited with parents.	50	100	150
21	Patrol leadership: Have patrol and program leaders at all levels. All leaders are required to be at patrol orientation training. (Additional criteria and criteria guidelines may be used.)	Scoutmaster or an assistant Scoutmaster has completed patrol-specific training. If not, all programs within three months of patrol.	Advance Bronze, plus the Scoutmaster and SPL or assistant Scoutmaster completed patrol-specific training. If not, all programs within three months of patrol.	Advance Silver, plus two-thirds of active committee members have completed patrol-specific training and at least one person/role attended an all-commissioner training meeting a total of at least two days.	50	100	150

# Journey to Excellence

- Complete **Journey to Excellence** form
  - Qualified for Bronze, Silver, or Gold ?
- Log your **Service Hours**
  - (Link on JTE site at [www.Scouting.org](http://www.Scouting.org) )

Bronze: Earn at least 200 points by earning points in at least 7 objectives. Total points earned: \_\_\_\_\_  
 Silver: Earn at least 350 points by earning points in at least 10 objectives. \_\_\_\_\_  
 Gold: Earn at least 500 points by earning points in at least 13 objectives and at least three in all of 41. No. of objectives with points: \_\_\_\_\_  
 The troop may be considered bronze, silver, or gold by the standards in order to maintain consistency of the program.  
 Comments: \_\_\_\_\_

**Unit Leader  
 Committee Chair  
 Unit Commissioner**



2020 SOUTHWEST FLORIDA COUNCIL  
RISK MANAGEMENT AWARD



To qualify for the Southwest Florida Council Risk Management Award, the unit must complete (12) of the following requirements.

Pack, Troop, Crew or Post # (circle one) \_\_\_\_\_ Chartered Organization \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Recharter Month \_\_\_\_\_ District \_\_\_\_\_

2020 YEAR    2021 YEAR    **MARK YES (Y) OR NO (N)**    (\* Items are Required plus two additional items)

- \*1.   **Health and Safety Position.** Establish and maintain a Unit Health and Safety Chairman. Our chairman is:  
Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_
- \*2.   **Safety Check.** Conduct a safety check of the unit's meeting location using the checklist in the Guide to Safe Scouting.
- \*3.   **Adult / Youth Protection Training.** All registered adult leaders have up to date age appropriate Youth Protection Training -REQUIRED.
- \*4.   **Youth / Youth Protection Video.** Unit shows the appropriate YPT DVD to youth at unit meeting and records attendance. Available @ Scout Office & Shop Date: \_\_\_\_\_ If youth \_\_\_\_\_ Unit has record on file: Y \_\_\_ or N \_\_\_
- 5.   **First Aid/Cardiopulmonary Resuscitation (FA/CPR).** At least two of the unit adult leaders are currently trained in first aid and cardiopulmonary resuscitation (FA/CPR).
- 6.   **BSA Hazardous Weather Training & BSA Wilderness First Aid Unit (Troops/Crews/Posts) have at least one leader trained or C.S. Packs must have at least one leader trained in BALOO and BSA Hazardous Weather Training.**
- \*7.   **First Aid Kit.** Verify that the first aid kit for the unit is up to date.
- \*8.   **Guide to Safe Scouting.** The unit has a hard copy of the Guide to Safe Scouting or printed from on-line web address [www.safescouting.org](http://www.safescouting.org) & a copy of the SWFL Guide/lines for Aquatics, Shooting Sports and Climbing.
- \*9.   **Unit Finance.** The unit files a Unit Money Earning Application Form with the Council for all money earning projects and has reviewed and adheres to BSA unit finance policies and procedures.
- 10.   **Safe Swim Defense.** Unit leaders and youth are trained in Safe Swim Defense. Swim Tests done on regular basis.
- 11.   **Safety Afloat.** Unit leaders and youth are trained in Safety Afloat.
- 12.   **Health & Safety or Risk Management Promotion.** The unit conducted a health & safety or risk management program for Scouts and/or leaders such as a bike safety or related project. \_\_\_\_\_ Date \_\_\_\_\_
- \*13.   **Liability Automobile Insurance Levels.** Liability automobile insurance levels are checked on all unit drivers-ON FILE. Unit equipment/trailer/s checked before each trip for tire wear and proper inflation.
- \*14.   **Medical Forms.** Have Medical Forms Parts A&B on file for all registered youth.

Unit Leader  
Signature

Date Submitted \_\_\_\_\_ District Health & Safety Chairman \_\_\_\_\_ Unit Leader \_\_\_\_\_

Instructions: The completed application for the Risk Management Award is to be submitted to the SWFL Council Office with your annual recharter. Ribbon to be awarded upon completion.

OFFICE USE ONLY: Date Received: _____	Verified: _____
Mailed: _____	Awarded in Person: _____

# Risk Management Award

Ensure your Scouting location is safe for your unit!



Prepared. For Life.®

# Printing your Charter Paperwork

Internet Rechartering Troop 0038

**APPROVE ROSTER**

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver:

I (we) verify that the name selected as approving this unit Charter Renewal has consented to this approval. I (we) understand that the unit key adults will receive e-mail notification of this approval.

I (WE) AGREE       I (WE) DO NOT AGREE

**To sign your charter electronically, select the approver, then "I (We) Agree" and select NEXT.**

**If not signing electronically select "I (We) Do Not Agree" and select NEXT.**

**1** Load Roster

**2** Update Roster

- Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member
- Update Member Data
- Update Member Position

**3** Check Roster

**4** Summary

**5** Submit Roster

- Approve Roster
- Payment
- Submit Roster
- User Survey
- Submit Confirmation

**Print the Summary report NOT the EZ report**

**No "DRAFT" reports, print the Final report.**



# Questions?



Recharter  
★ Now ★



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