

**2013 Re-charter Preparation and Submittal Training
FAQ Sheet and Training Outline
Three Harbors Council,
BSA**

Introduction to Re-charter

■ Re-Charter is the annual paperwork process where membership expires or is renewed Council wide by Pack, Troops, Teams, or Crews.

■ There are three re-charter months: December, January, and February. Districts are assigned a month to re-charter.

■ Re-charter by District:

December: Gateway, Heart of Milwaukee, Polaris,

January: Fox River

February: Iron Horse, Lighthouse, Root River, Southshore

What do I do?

■ Essentially, re-charter is about removing youth and adults that are no longer involved and adding new youth and adults that are involved.

■ Your Unit must have 5 primary positions and a minimum of 5 youth to re-charter without a waiver.

**■ EVERY CHANGE IN POSITION OR ADDITION OF AN ADULT REQUIRES A NEW
COMPLETE APPLICATION.**

■ NOTE: Main biographic page, signatures AND front page signature line.

■ The primary positions depending on program are:

■ 1. Scoutmaster or Cubmaster or Venture Advisor

■ 2. Assistant Scoutmaster, or Den Leader, or Assistant Venture Advisor

■ 3. Committee Chair*

■ 4. (two) - Members of the Committee

■ 5. Charter Organization Rep*

*Could be the same person

Two Step Process

■ Re-Charter is a two step process.

■ First: you must use your packet to re-charter online. There is a code you must enter, it changes year to year and is listed on the front of the packet.

■ You must sign in as a "first time user" even if you did the charter last year. In essence it starts fresh each re-charter year.

■ Second: you must submit the cover sheet with signatures complete, fees breakdown filled in, and a check for the correct amount of renewed registrations.

What do I do if I get stuck?

■ If you get stuck you should:

■ Review the Council Website:

■ Call your District Executive:

■ Call the Council Services Office

Terri Best 414 443 2840

Steve Olson 414 443 2841

Resources to Complete Re-charter

- There are computers available at the Scout office that you can use.
- Volunteer Commissioners are available to assist you!
- Staff is available to walk you through this on the phone or meet you in person at a place of your choosing.
- Any Roundtable will have people available to help, most have wireless internet.
- There are a multitude of people available. Please, just ask!

Dates to be submitted

- December Re-charter must be submitted by December 15!
 - January Re-charter must be submitted by January 15!
 - February Re-charter must be submitted by February 15!
- Note:
- There is disagreement about these dates. Its true that your will not be dropped for a month or so after this date. However, you will cause massive delays in the remainder of the Councils re-charter process as they must ALL be processed in one batch. Please, help out all the Scouts by getting this in on time!

Tips and information

- Chartering More than one unit
- Chartering Organization Change
- Leadership Notes
- How much is owed
- No Fee Positions
- Minimum leadership for re-charter (3 slides)
- Signature Page
- Completing a Paper Re-charter (4 Slides)

ALL CHANGES IN POSITION AND NEW LEADERS NEED A COMPLETE ADULT APPLICATION: ***When In Doubt, Fill It Out!***

Chartering Organizations with More Than One Unit

- Chartering organizations that operate more than one unit (pack, troop, team, crew, or ship) must have the same registered Institution Head (IH) and Chartered Representative (CR) for all units.
- The CR may register as the IH. The person registered as the CR serves as a voting member of the district committee and the council.

Has Your Chartering Organization Changed?

- If your unit has a new chartering organization, attach a letter from the previous organization, which releases the unit. Print the new chartering organization name, address and phone number on the top of the charter roster and attach a New Unit Application (available at the Council Office)

Leadership Notes:

■Institution Head change:

- Be sure to include a date of birth.
- The Institution Head does not necessarily need to fill out an application – but the Chartered Representative MUST have an application.

■Chartered Representative

- The Chartered Representative (CR) may hold more than one position in your unit. He or she may also be the Institution Head (IH) and either the Committee Chair (CC) or a Committee Member (MC). This person only needs to pay for one registration.

How Much Is Owed?

- Fill in the numbers for registration, quantity and fees. This year youth and adult annual registration is \$24.
- Don't forget Boy's Life (annual subscription \$12). Are the counts accurate?
- Is the math correct?
- Be sure to add in the \$40.00 charter fee

No Fee Positions

■The IH and AP (Adult Partner) are the only non-fee positions in a unit. If he/she holds a second position, other than IH or AP within any unit, there will be a fee charged and an adult application needs to be attached

PACKS LEADERSHIP MINIMUMS: (7 positions- minimum 5 people)

- Institution Head - IH
- Chartered Representative - CR
- Committee Chairman - CC
- Committee Member - MC or Pack Trainer - PT or Scout parent Coordinator - PC
- Committee Member - MC or Pack Trainer - PT or Scout parent Coordinator - PC
- Cubmaster - CM
- Tiger Cub Leader - TL or Den Leader - DL or Webelos Leader – WL

TROOPS LEADERSHIP MINIMUMS: (6 positions -minimum 4 people)

- Institution Head - IH
- Chartered Representative - CR
- Committee Chairman - CC
- Committee Member - MC or Scout parent Coordinator - PC
- Committee Member - MC or Scout parent Coordinator - PC
- Scoutmaster – SM

CREW LEADERSHIP MINIMUMS: (6 positions -minimum 4 people)

- Institution Head - IH
- Chartered Representative - CR
- Committee Chairman - CC
- Committee Member - MC or Scout parent Coordinator - PC
- Committee Member - MC or Scout parent Coordinator - PC
- Crew Advisor - NL

Signature Page and Note

Remember:

■All Tigers MUST have a registered Adult Partner (AP). Birth date and gender are necessary. This is a no cost position.

■Required Signatures:

Institution Head (IH) (front page)

Unit Leader - Cubmaster, Scoutmaster, or Venture Leader (unit leader- front page)

General Instructions for Units Completing a Paper Re-charter

- Youth and/or adults who do not appear on your renewal roster **MUST** be put on an overflow sheet (see front page).
- Draw a line through the names of the youth/adult not registering for next year. If you line through the wrong name or information, print **DO NOT DELETE** above the line.
- Draw a line through incorrect information. Print the new information above the line. Check and correct the **spelling, address, zip code, area code, phone number, grade, birth date, and gender**.
- Print a “Y” under the B/L column to receive *Boys’ Life*.
- If an adult will be paying their registration fee through a different unit, print an “M” and the unit type and number next to their name and circle their position. i.e.
- T45 = Troop 45 (P=Pack, T=Troop, V=Varsity, C=Crew, S=Ship)
- Adult position changes can be recorded by printing the new position on the charter above the listed position.
- Completed applications and payment are required for AP’s who are holding or moving into a leadership or committee position. Please check new adult applications for Social Security Numbers, Date of Birth, Position listed, all Questions have been answered and the form has been signed by the new adult, Committee Chair and the Chartered Representative.
- Check Training Status. If it is marked as not trained and the person is trained please enclose copies of the training cards so we can fix it in the computer.

A Scout/Venturer can only be registered in one unit but can be multiplied in more than one unit

An Explorer can be registered in both an Explorer Post and a Scouting Unit.