



BOY SCOUTS OF AMERICA®

FAR EAST COUNCIL

August 2016

Hello Unit Leadership!

My name is Jen Amiot and I'm the Registrar for Far East Council. The 2017 Recharter process is quickly approaching and will start first week of October 2016, and will be due to the council by 1 December 2016. Whether you have done this several times in the past or this is your first year, following the recommendations below will help your unit prepare for the recharter process to go as smoothly as possible.

In the Far East Council, units will use Internet Recharter (IR), is an online system that will allow the unit to remove members who have left, make adjustments to addresses and positions, and add new members if they have not been previously registered. The IR system will also let the unit know what paperwork is due. In order to get your unit ready, we highly recommend the following actions in August and September.

____. Respond back to the email that sent this letter to you verify it was received; and let us know who the point of contact will be for the 2017 recharter process. All recharter information will be mailed electronically to the POC so this is critical.

____. Conduct a membership inventory of your unit to make sure everyone is officially registered with BSA. Instructions on how to access the unit roster are attached to the bottom of this letter. Having everyone in the system will speed up your recharter process immensely. Turn in youth and adult applications as soon as they are received, do not hold until recharter! Links for the forms are attached, but if you would like actual applications email an address to the council.

____. Verify all adults chartering for 2017 have taken Youth Protection Training in 2016. While YPT is good for a maximum of 2 years, the council requires all YPT to be valid the entire charter period (1 January – 31 December 2017). Any YPT taken in 2015 will expire before the end of 2017.

____. Determine within your unit when to collect the 2017 BSA Membership and Overseas Council Fees, knowing the all 2017 fees must also be turned in by 1 December 2016 with the recharter. The 2017 Fees Chart is attached. The council cannot upload a unit for posting until the fees have been paid.

____. Set up any appointments need with your Chartering Organization to get the Annual Charter Organization Agreement, the Unit Recharter page, and any adult applications signed then backdate. This step seems to take the longest for most units.

I can be contacted directly at registrar@fareastcouncil.org, but recommend contacting your field serving executive first, their contact information is attached. I look forward to hearing from you and having a smooth recharter season!

Sincerely,

Jen Amiot

Jen Amiot
Far East Council Registrar

District Serving Executives:

Asia East District: John Cuenin; john.cuenin@scouting.org

Asia West District: Rob Davis; robert.davis@scouting.org

Asia South and Asia Central District: darrin.nicholson@scouting.org.

Council Registrar: registrar@fareastcouncil.org

Adult Application Link: <http://www.scouting.org/filestore/pdf/524-501.pdf>

Youth Application Link: <http://www.scouting.org/filestore/pdf/524-406A.pdf>

Accessing Unit Membership Report

Note: You must be the registered Unit Leader (Cubmaster, Scoutmaster), Committee Chair, or Chartered Organization Representative to access the unit. If the unit is unable to log in, contact your District Executive and request a current roster.

1. Log into <https://my.scouting.org> account (same location as Youth Protection.

2. Click on the Menu Icon  Menu > , then your unit.

If you cannot see your unit then you are not registered as noted above, or you need to update your BSA ID Number in your profile by going into Legacy Tools and clicking Manage Member ID. If should have Far East Council and your current BSA ID as primary. If not, select Far East Council and enter your BSA ID Number. Contact your district Executive for further assistance.

Manage Member ID

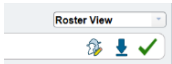
Council Name:

Member ID:

Membership Id	Council Information
11038484	Far East Council - , - #803 Primary

3. After clicking on your unit, click on the Member Manager Icon  Member Manager >

4. Your unit roster should appear. Click on the Green Check Mark to  . This will put a check net to everyone in the unit.

5. Click in the blue download arrow next to the green check.  and then select member list in the export dropdown menu.

6. Click the submit button  and the roster will download.

7. When you open the roster, you will have to expand the columns to see the data. The file opens as a .csv file so if you want to save it, make sure to change the file type to an Excel format. currently a ‘

Accessing YPT Report: Conducted in the same fashion as the membership report, but click on the training Icon instead of the membership Icon.



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Registration and Overseas Council Fee (OCF) Chart for 2017

DOD (Youth associated to U.S. Military)

Month	BSA and Overseas Council Fee			Add Boys' Life Subscription	
	Reg. Fee	OCF	Total Reg. & OCF	Boys' Life	Total w/ Boys' Life
January	\$24.00	\$12.00	\$36.00	\$12.00	\$48.00
February	\$22.00	\$11.00	\$33.00	\$11.00	\$44.00
March	\$20.00	\$10.00	\$30.00	\$10.00	\$40.00
April	\$18.00	\$9.00	\$27.00	\$9.00	\$36.00
May	\$16.00	\$8.00	\$24.00	\$8.00	\$32.00
June	\$14.00	\$7.00	\$21.00	\$7.00	\$28.00
July	\$12.00	\$6.00	\$18.00	\$6.00	\$24.00
August	\$10.00	\$5.00	\$15.00	\$5.00	\$20.00
September	\$8.00	\$4.00	\$12.00	\$4.00	\$16.00
October	\$6.00	\$3.00	\$9.00	\$3.00	\$12.00
November	\$4.00	\$2.00	\$6.00	\$2.00	\$8.00
December	\$2.00	\$1.00	\$3.00	\$1.00	\$4.00

NON-DOD (non-military affiliated youth)



Month	BSA and Overseas Council Fee			w/Bulk Boys' Life		(or) Overseas Home Delivery	
	Reg. Fee	OCF	Total Reg. & OCF	Bulk BL Fee	Total w/ Bulk BL	BL Home Delivery	Home Delivery BL
January	\$24.00	\$40.00	\$64.00	\$12.00	\$76.00	\$33.00	\$97.00
February	\$22.00	\$37.00	\$59.00	\$11.00	\$70.00	\$30.25	\$89.25
March	\$20.00	\$33.00	\$53.00	\$10.00	\$63.00	\$27.50	\$80.50
April	\$18.00	\$30.00	\$48.00	\$9.00	\$57.00	\$24.75	\$72.75
May	\$16.00	\$27.00	\$43.00	\$8.00	\$51.00	\$22.00	\$65.00
June	\$14.00	\$23.00	\$37.00	\$7.00	\$44.00	\$19.25	\$56.25
July	\$12.00	\$20.00	\$32.00	\$6.00	\$38.00	\$16.50	\$48.50
August	\$10.00	\$17.00	\$27.00	\$5.00	\$32.00	\$13.75	\$40.75
September	\$8.00	\$13.00	\$21.00	\$4.00	\$25.00	\$11.00	\$32.00
October	\$6.00	\$10.00	\$16.00	\$3.00	\$19.00	\$8.25	\$24.25
November	\$4.00	\$7.00	\$11.00	\$2.00	\$13.00	\$5.50	\$16.50
December	\$2.00	\$3.00	\$5.00	\$1.00	\$6.00	\$2.75	\$7.75

Additional Information:

All Units should submit Registration applications as soon as they are received. The registration process is not complete until the form is turned in, paid for, and the information is processed by the Council registrar. Having a properly registered youth enables Units to submit youth advancements and ensures BSA insurance coverage.

- Youth pay registration + overseas fee + Boys' Life (optional)
- Adults pay only registration fee.
- Send the completed original, signed (*TOP*) copy marked Council for youth and adult.
- All adult applications must also include the signed disclosure/authorize form.
- Adult Applications are used for unit, district and council level positions, so complete the required area for only the position applying for.
- Please read the information contained within the application, it will answer most of your questions!