



**Far East Council 2017 Recharter**  
**RECHARTERS DUE WITH PAYMENT, BY 1 DECEMBER 2016.**  
**PLEASE SEND IN AS SOON AS FEASIBLE.**

**Introduction**

**What is a Charter?**

The chartering process is one of the oldest traditions in Scouting. It is the formal and legal agreement between a Chartering Organization, an organization that agrees to utilize Scouting as part of its service to youth and community outreach, and the Boy Scouts of America. It also sets expectations for the quality of program to be delivered to the Charter Partner's youth population. It helps to think of each charter year as a completely separate contract or action, so even though documents and payment are turned in by 1 December 2016, they are for the charter that starts 1 January 2017. **For any youth or adults already participating in Scouting that are not officially registered; do not wait until recharter to turn their applications into the council. Send them in immediately with the prorated fees for the remainder of 2016.** Failure to do so makes the youth ineligible for advancements and also puts any liability on the volunteer and chartering organization if something were to happen.

**Why is a Charter Renewed Annually?**

- Fosters a formal, timely plan for regular dialogue between the charter organization and BSA.
- Assures up to date member registration in district/council Scout activities and rank advancement.
- Makes units eligible to qualify for yearly Journey to Excellence goal setting, review process and recognition

**Unit Charter Renewal**

Unit Charters are issued for one year and expire on the last day of the charter renewal month (aka recharter date) printed on the charter. After that, units are "separated" from Scouting, the unit is "dropped" from BSA membership, as are all its members.

When a unit is separated from Scouting, it ceases to exist and CANNOT legally operate in any capacity, including activities and advancement. While there is a small grace period after the unit expires to make corrections; an expired unit has no status in BSA and no insurance coverage for any of the unit's members and Chartered Organization. Youth and adults are unregistered, cannot attain awards and recognition. Advancement or achievement of any kind for the boys – including Eagle Rank – cannot take place, and tenure in rank and for leadership positions is stopped.

**Privacy Policy**

Charter renewal involves confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside the Boy Scouts of America. If the recharter processor cannot accept this responsibility, a different person must be identified to complete the recharter.

**Submitting the Final Charter**

After submitting the renewal online, please print the final paperwork, secure signatures, and collect fees. The charter package needs to be submitted to your commissioner or District Executive for review; do not send directly to the registrar. Their experience will help spot potential issues that might hold up your Charter's

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processing. The District Executive will ensure that your charter is submitted to the council error free. **Please do not mail or bring the recharter package to the registrar; it must be turned into your District Executive.**

There will not be a physical packet this year. All required documentation will be on the council website at [www.fareastcouncil.org](http://www.fareastcouncil.org). Look for the 2017 Recharter button at the top of the page.

**IMPORTANT NOTE:** Unit Key 3 refers to the registered Committee Chair, Unit Leader (Scoutmaster, Cubmaster, etc) and the Chartered Organization Representative. The Unit Tools available at My.Scouting.org may be needed for recharter, and these three positions have the access. If another registered adult besides a Key 3 member is going to do the recharter, the Key 3 can delegate access to one person under the Organizational Security Toolbox in My.Scouting.org.

### SOME TRICKS OF THE RECHARTER TRADE:

- No fee for the Executive Officer (Institutional Head); but they are listed on the Charter Renewal Application
- Every unit sponsored by the same Charter Organization must have the same Executive Officer (IH) and the same Chartered Org Rep (COR) listed on the Charter Renewal Application
- CORs are the only leaders that can hold more than one position in a unit and can also be Committee Chair or a Committee Member but no other position.
- If you cannot get an application or the YPT certificate from a leader, then take him/her off the charter and register/re-register them after the Charter Renewal has been processed.
- Every Lion and Tiger Cub must have an Adult Partner, who must provide a valid birth date in the adult section of the application. Only the Den Leader or Assistant Den Leaders need adult applications; information for the adult partners is pulled from the youth application.
- Lion or Tiger Partners do not have to pay a fee unless they are also registering as a member of the Pack leadership. If a Lion or Tiger partner agrees to become the Tiger Leader or a member of your unit leadership, they must complete an Adult Leader application, take youth protection training and pay the appropriate fees
- Accuracy is paramount – an error in the Charter Renewal Application will cause a significant delay in the charter renewal process
- Packs: Unless they have already clearly crossed over, recharter your Web IIs – otherwise they can't transfer easily into Boy Scouts. Work with the gaining Troop to make sure they are not dropped.
- If you lose your internet access code, contact your District Executive – remember they cannot help with passwords.
- The Fees listed Internet Recharter only cover BSA Registrations. Units will still need to collect and pay the Overseas Council Fee. Make sure to use the Appropriate DOD (Military) or NON-DOD (Expatriate Units) Fee Worksheet.
- YOUTH Protection is mandatory and must be valid through the entire charter of the unit (1 January – 31 December 2017).

**Don't wait to start the process – start from the top of this checklist and follow the steps in order! The process documented here will minimize your effort, maximize your accuracy and optimize your time to recharter**

### Key Contacts:

- ☒ Asia Central District: Darrin Nicholson at [darrin.nicholson@scouting.org](mailto:darrin.nicholson@scouting.org); 646-9014 or 098-971-9014
- ☒ Asia South District: Darrin Nicholson at [darrin.nicholson@scouting.org](mailto:darrin.nicholson@scouting.org); +81-989719014, inside Japan: 098-971-9014
- ☒ Asia West District: Rob Davis at [robert.davis@scouting.org](mailto:robert.davis@scouting.org); +82-1051411198
- ☒ Asia East District: John Cuenin at [john.cuenin@scouting.org](mailto:john.cuenin@scouting.org); 080-6642-2050, 034-580-0554, Stateside 1-469-375-7719
- ☒ Council Admin Lead: Lindsey McCrea; [lindsey.mccrea@scouting.org](mailto:lindsey.mccrea@scouting.org), +81-989719013, inside Japan: 098-971-9013
- ☒ Council Registrar: Jen Amiot; [registrar@fareastcouncil.org](mailto:registrar@fareastcouncil.org); +81-989719013, inside Japan: 098-971-9013
- ☒ Japan Store: Ange Harris; [zamastore@fareastcouncil.org](mailto:zamastore@fareastcouncil.org); +81-345800554; 034-580-0554; Stateside 1-469-375-7719
- ☒ Okinawa Store: Simone Walters; [okinawastore@fareastcouncil.org](mailto:okinawastore@fareastcouncil.org); +81-989719013, inside Japan: 098-971-9013
- ☒ National BSA Service Desk 1-972-580-2489, for technical problems; contact your District Executive first.

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### UNIT CHECKLIST

#### **Before you Start!**

\_\_\_ Schedule an appointment with your Chartered Organization Representative (COR) now. The COR is required to sign the Annual Charter Agreement and all adult applications. Waiting for the Chartered Organization signatures is the #1 showstopper every year.

\_\_\_ Have a registered Unit Key 3 Member log into their My.Scouting.org account and using Member and Training Tool Icons, download a current Member Roster and a current Youth Protection Training (YPT) roster. These two rosters will help with determining who is currently registered and who will need to take YPT before submitting the recharter. If you cannot access the rosters please contact your District Executive, who can send them to you.

\_\_\_ Confirm which Scouts or adults will continue to participate with your unit in 2017.

\_\_\_ Obtain applications for youth and adults not on the roster; and Youth Protection Training from adults who expire before 31 December 2017. Youth and adults already registered do not need new applications, but adults may need to retake their YPT.

\_\_\_ For those not continuing, note the reason and save it for Stage 4 of the internet recharter.

\_\_\_ Determine any training requirements for continuing adults using the Training Toolbox in My.Scouting.org.

\_\_\_ Send the Youth Applications to the council immediately for processing with prorated 2016 payment.

**DO NOT HOLD FOR RECHARTER.**

NOTE: A charter is an annual contract with the BSA so it helps to think of 2016 and 2017 as two different processes. All 2017 charters are uploaded and put in "hold" until the "new contract" starts on 1 January 2017, when the unit is officially posted. Holding a youth application to be posted with the charter means the Scout will not be registered in 2016 and ineligible for any awards or advancements prior to 1 January 2017.

\_\_\_ Ensure all Youth Applications are signed by the parent and the Committee Chair

\_\_\_ Ensure all adult applications are signed by the applicant, the committee chair and the Chartered Organization Representative. The council representative signature must be an employee of the council and is signed at the council office. The application must be accompanied by the disclosure statement.

\_\_\_ Determine the fees using the 2017 Registration and Overseas Council Fees Chart and any additional fees collected by your unit. Start collecting fees so the unit is ready to make payment.

#### **Completing Internet Recharter**

\_\_\_ Log into <https://my.scouting.org>; click on menu, then legacy web tools, then Internet Recharter. If unable to get access, try the direct link at <https://scoutnet.scouting.org/ucrs/UI/Home/default.aspx>

NOTE: There is a tutorial on the home page that if you have not done Internet Recharter before, it is recommended you run through the tutorial first.

\_\_\_ Enter your Internet Access Code, Unit Type and Unit Number (Must be 4-digit, ie...Troop 10 would be 0010).

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\_\_\_ Agree to the Confidentiality Agreement and enter your contact info and password. Remember the password! The council has no way of knowing the password you selected if lost, we can only reset the unit and you will have to start over.

\_\_\_ Click on “Load Council Information” on the next screen. You have now finished Stage 1 – Load Roster

\_\_\_ Follow the online instructions for Stages 2 through 5

\_\_\_ If you have followed the steps above, you should not have any major issues. If you do run into an issue that causes you to want to start over, you can do that as long as you have not hit the Submit button in Stage 5 – Call your Unit Commissioner or District Executive if you need assistance.

\_\_\_ Make sure to update all leader information and the exact mailing and email addresses for all of their members; do not assume a member is living at the same address or has the same email as last year

### **Helpful Hints when using Internet Recharter:**

\_\_\_ Help is available on any screen by clicking on “Frequently Asked Questions” or by clicking “Help”.

\_\_\_ At any time during this process, print out the roster and compare it against the results you are expecting

\_\_\_ If you do not see a signature page in the first or second page of the printout, then you are looking at a draft roster, not a Charter Renewal Application. Draft rosters cannot be turned in as a Charter Renewal Application.

\_\_\_ After Stage 4 – Update Fees, you are taken to the Stage 5 – Submit Roster. Do not click the Submit button yet. Instead, print one or more copies of your roster and give the copies to other unit leaders (such as Den Leaders or ASMs) to check for accuracy. This will help reduce errors on final submittal.

\_\_\_ Once everyone is satisfied with the roster, log back into the system and on the Stage 5 – Submit Roster screen, click the Submit button.

\_\_\_ Click on Print the Charter Renewal Application and choose to print out three copies

\_\_\_ If additional help is needed, visit [www.fareastcouncil.org](http://www.fareastcouncil.org) website Rechartering page and open the Internet Recharter PowerPoint tutorial. If additional help is needed, contact your District Executive.

### **Items to scan and send to your District Executive: Do not send to the registrar.**

\_\_\_ Page one of your Charter Renewal Application (printed from Internet Recharter) – even if it is blank! This helps the registrar process your charter faster because they know immediately how many new applications to process (a blank page means none)

\_\_\_ Get the signature page (page two) of the Charter Renewal Application signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor, ...) and the Charter Organization’s Executive Officer (this is the head of the Charter Org, as printed on page two of the Charter Renewal. If you cannot find a signature page, then you are working with a roster, not a Charter Renewal Application – you will need to go back to the Stage 5 screen of the Internet Recharter System, click the blue Submit button and print three copies of the Charter Renewal Application.

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\_\_\_ Chartered Organization Annual Agreement, signed by the Executive Officer. DO NOT allow anyone to sign for the BSA, it will be signed by a BSA professional when it gets to the council.

\_\_\_ Adult applications identified on the recharter, if already submitted then handwrite "Already submitted" next to the name.

\_\_\_ Youth applications identified on the recharter, if already submitted then handwrite "Already submitted" next to the name.

REMINDER: Only submit applications on new youth and adults, not youth and adults already registered. If the recharter states to turn in an application that has recently been sent to council, write "already submitted" next to the name on the recharter.

\_\_\_ Proof of Youth Protection Training, valid through 31 December 2017, for all adults on the recharter. This can be the Youth Protection Aging Report available through My.Scouting tools by highlighting the adults that are returning. If an adult is not on the list, then a copy of their certificate must be included.

\_\_\_ Completed Recharter Fee Worksheet provided via the council website.

\_\_\_ 2016 JTE Scorecard and Unit Order Form. The patches and streamers will not be stocked in the stores but can be ordered and received within a few weeks. Units are responsible for ordering patches/steamers.

### **Making Payment to the Council.**

\_\_\_ Units can pre-deposit funds into their Unit Custodial Account at the council at any time. When the funds are already at the council it will speed up the recharter process as the council cannot upload the unit until payment is received.

\_\_\_ The amount does not have to be exact. Any funds remaining in the unit custodial account are still usable by the unit for future registrations or purchases.

\_\_\_ Regardless of the amount sent (check, credit card or wire transfer) all payments will initially be processed into the unit custodial account, then the appropriate fees will be charged out. This ensures proper accountability for all funds. Also council employees must process any form of payment the day it is received, but the registrar may not be able to immediately process all the paperwork and charge out the fees. Depositing all funds initially into the unit account ensures accountability.

\_\_\_ Refer to the Payment Document on the council page for options on how to make payments.

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