

2023 Recharter Guide

The Recharter system is now open and unit Key 3 or Key 3 delegates can access it. This is the same system that was used for 2023 program year recharter. A copy of the 11/3/2023 Roundtable presentation is attached to this email. It includes a slide on fees for recharter and membership renewal.

Please note that there is quite a bit of information in this email. I wanted to make sure everything you need is contained in one place. The person working on the recharter for your unit should read through everything. Please note that there is some highlighting for important information. **Please make sure you send this email to the person completing your recharter if it is not one of the Key 3.** Thank you!

The recharter process is all **online**.

- This is the link for Internet Advancement, which is where the unit recharter processor will log in: [Recharter Website](#).
- **Please logon now, do not wait until the deadline** – if you have trouble accessing, please let us know.
- More details and tutorials can be found on Council Recharter webpage below. Please check these out. There is valuable information to walk you through the process.
- Note that the system can be **refreshed real time** if you have any new youth/adults that get added while the recharter is in process or YPT is updated. Any new youth or adult applications to be added effective 1/1/2024 can be uploaded to the recharter system.
NOTE: As of 11/3/2023 there is a known issue that the refresh button isn't working properly – National is working on this.
 - **IMPORTANT:** Please make sure any youth attending meetings and activities is registered quickly – do not wait until recharter to submit the applications. **Note that this is an insurance issue** – if someone is attending and not registered and something happens, the BSA insurance would not kick in because they are not registered. This could put the unit and the Charter Organization at risk. A youth has limited time they can attend as part of the recruiting process when they are covered. After that they need to be registered. Any questions please let me know.
- Note that when the system refers to CBC (Criminal Background Check) it means the Additional Disclosures form that is part of the Adult application – not the PA Act 15 documents.
- Please verify that the Scout Life field is correct for each member – if not selected at recharter it will require the parent to go through third party vendor with a coupon code.
- If any unit needs help with the recharter process please reach out to Ed Van Arsdale and the Commissioner staff or myself. We will be happy to schedule a time to help with the process either in person or via zoom.

DEADLINE: We ask that all recharterers be complete and submitted online **by December 15, 2023**. This will allow time for them to be reviewed and any issues to be resolved prior to January 1, 2022 effective date.

Due to ACT 15, the **attached form MUST be uploaded with your Recharter** (PA Dutch Unit Recharter Pennsylvania Required Background Check Affirmation

Statement), and it can be signed electronically. It can also be found on the Council Recharter information page, but you will need to download it to sign it electronically.

TRAINING REQUIREMENTS: During recharter units should verify that all registered adults are trained for their position. It is our Council Board policy that all registered adults should complete their position specific training within one year of registering in that position. Training will be checked once the recharter is submitted to the council, if there are any problems this could hold up your recharter from posting. So **it's best if the unit does a review prior to submitting their recharter**. There are a few items that should be checked:

1. Youth Protection Training:

- The recharter system will show a green checkmark or red exclamation point if an adult's YPT is expired. Please do not just rely on the recharter system.
- Please use the YPT report in my.Scouting to verify each adult's YPT expiration date.
- If anyone's YPT expires prior to 3/1/2024, please have them update their training now – the system may not let you submit if training is expired or is going to expire within 60 days after end of 2023.

2. Trained for Position:

- The recharter system does NOT include a check for position specific training – this is something the unit should verify and it will be checked by the Council once the recharter is submitted.
- Training can be checked in my.Scouting under the Training Manager. Please reach out to your Unit Commissioner or myself if you need help verifying training.
- Here is a link to a helpful chart that includes details and codes on training by position: <https://pdscouting.wpenginepowered.com/wp-content/uploads/2022/06/Position-Trained-Requirements-June2022.pdf>

3. Hazardous Weather

- Hazardous Weather is also part of position specific training BUT the trained leader report in my.Scouting **does not** accurately reflect if someone is not current with the training (code SCO_800).
- Those required to have a current Hazardous Weather trained certificate are the following direct contact leaders: Cubmaster, Asst Cubmaster, Den Leader, Scoutmaster, & Asst. Scoutmaster.
- It's probably a good practice for everyone to update their Hazardous Weather training when they update their YPT.
- So that you do not have to look up each adult individually, attached is a document that shows you how to pull a Hazardous Weather report for all registered adults in your unit at one time.
- This is something the unit should verify and it will be checked by the Council once's the recharter is submitted.

4. PA Act 15 Clearances

- Please verify that each registered adult's PA Act 15 clearances will not expire prior to 3/1/2024.

2023 Recharter Guide

- Here is the link to the database: <http://padutchbsa.org/act15/pa-act-15-clearance-status-list/>
- It is password protected but can be shared with the individual in your unit that will be verifying clearances. The password is: padutchact15

MULTIPLE REGISTRATIONS: Please be careful when rechartering people with multiple registrations. The system does not know where primary registration is, so for each unit a person is in they will appear to be primary with a corresponding fee. Only one unit needs to pay for them – please make sure you verify this with each member on your roster (don't forget about youth that might be in multiple units/Crews). Since payments can be handled online it will be more complicated to process refunds.

SUBMISSION/SIGNATURES/FEES:

- Once the recharter has been submitted there will be an automated email to the Key 3 for approval. It is preferred that the Charter Organization Rep electronically sign the recharter. But a Cubmaster/Scoutmaster or Committee Chair can sign electronically **WITH THE PERMISSION** of the Charter Org Rep.
- Once the recharter has been electronically signed, the Key 3 will receive an email with a copy of the recharter attached. If you could please email me when this is completed, I can start the Council review.
- Fees: Again this year there is a 3% fee if you pay with a credit card. If you pay with electronic check there is \$1 fee. You do have the option to select Pay at Council – if you select that please make sure you let me know **BEFORE** someone comes in to pay. I will need to review the information to make sure there are no issues or any changes need to be made to the amount due and make sure the Scout Store has a copy of your invoice so they can process your payment.

ANNUAL UNIT CHARTER AGREEMENT: The Annual Unit Charter Agreement **MUST be completed** outside of the online recharter system. Use the following link to a fillable PDF: [Annual-Charter-Agreement-Charter-Orgs_2023-2024-Year.pdf \(scouting.org\)](#) . There is also a copy of the form attached to this email. Please note that on the signature line for “Charter Organization” this should be the Executive Officer signature. Once the form is completed with required signatures, please bring to the office or email me a scanned copy, it does NOT need to be uploaded into the recharter system.

FACILITY USE AGREEMENT: If you are in need of a facility use agreement form with the location you are having your unit meetings, here are a few available to use. Please note that if you meet at your Chartering Organization, then there is no need to complete a use agreement form.

- UMC churches [UMC-BSA-Facilities-Use-Agreement_2023.pdf \(scouting.org\)](#)
- Catholic churches [BSA_Catholic_Trad_Charter_Agreement_2023-2024_FINAL.pdf \(scouting.org\)](#)
- General BSA facility use form (I think this is for if a non-Catholic or non-UMC Chartering Organization requests one) [BSA_General_Facilities-Use-Agreement_2023-2024.pdf \(scouting.org\)](#)

For more information visit the Council Recharter information page at <http://padutchbsa.org/resource-center/online-recharter/>

2023 Recharter Guide

And don't forget about completing your **Journey to Excellence Scorecard**. Please make sure you review this with your Unit Commissioner. If you do not have one assigned, please reach out to Ed Van Arsdale. Completed scorecards can be emailed to me or turned into the council service center. Use this link to get your scorecard and more information: <https://www.scouting.org/awards/journey-to-excellence/>

If you have any questions about the process, please contact your Unit Commissioner or Ed Van Arsdale first, and then your District Executive.