



Should you need any assistance during this process...

For all questions: Contact your Unit Commissioner, Asst. District Commissioner, District Commissioner or District Executive

For technical questions: Contact Registrar Kathy Hull at 443-573-2513 or khull@baltimorebsa.org. She can assist with issues related to internet rechartering.

Charter Renewal Guide

Please read through the following before beginning the online portion of your charter renewal.

Reminder – No more lapse period. Charters must be completed on time or they will drop.

Following the steps outlined in this guide will assist you in completing your charter renewal correctly and efficiently. The final Charter Renewal Application, which will be printed at the end of this process, should be submitted in the envelope provided together with the necessary fees* at your district's charter renewal turn-in. Please don't complete the check amount until reviewed at turn in. **Make sure all required signatures are** obtained. Refer to the dates and times listed on the "turn in" envelope or contact your District Executive or District Commissioner for other options.

Step 1 If this is the first time you are logging in to work on your Unit's recharter, click the "FIRST TIME USER" button. Enter the access code provided in your recharter packet. Then select the unit type and enter the unit number. Click "continue". At the next screen, click "I Agree" at the confidentiality statement. Enter your information and click "register".

Step 2 After you complete the first time user portion of the software and select a password you will select "RETURNING USER" when accessing the system in the future. To do this, you will be prompted to enter your access code and the password you've selected. No one else has access to your password at any time. If you forget your password, you can reset it through the software, or you can request that it be reset by the Registrar at the Council office (Council Registrar: 443-573-2513 or khull@baltimorebsa.org)

Step 3 There are 5 stages to the Internet Rechartering Process. **Should you need to stop working and return later, you will automatically be taken back to the stage where you left off.** All of your information is stored exactly as you left it. Click "begin" to start the process.

Step 4 (Stage 1) Load your unit's roster into the online database: You have two options available at this point:

1.) You can load the information that is currently in Baltimore Area Council BSA database. To proceed this way, click "Load Council Information." or

2.) If you use Troopmaster, Packmaster, or another Unit Management Software (UMS), you can load your information into the software by clicking "Upload UMS file." If you choose to upload UMS software, follow the on-screen directions. You will first locate and upload your file. Then you will select from a list all those members that are new, and then verify members who are matched from the Boy Scouts database.

Step 5 (Stage 2) Review Roster stage: Follow the on-screen prompts. First, verify the charter organization information and make necessary updates. Then select all members that are renewing from the list displayed. Third, add any *new* youth or adults. Next update

any information changes on new or re-registering members (i.e. date of birth, address changes, etc.). Finally, the software will assist you in updating positions held by adult leaders. If at any time an error is discovered by the software, you will be alerted and forced to correct the information before you will be allowed to proceed. **Please do not drop youth who will be transferring in the coming months due to transition from one program to another (i.e. Cub Scouts crossing over to Scouts, BSA).**

- Step 6** (Stage 3) Check Roster stage: At this point your unit's information will be verified by the system and any warnings or errors will be noted. You will not be able to proceed to future steps until all errors are corrected. You can return to any stage you have previously completed. To return to a previous stage, click on one of the choices at the bottom of the screen. Once you are ready to have the system verify your data, click "check roster." NOTE — not all warnings are valid. The system will detect anything out of the ordinary, but based on the specific needs of your unit, those **warnings may not be valid. "Warnings" do not need to be corrected in order to continue. "Errors" MUST be fixed before you will be allowed to continue.**
- Step 7** (Stage 4) Review final data and fees: Click "summary" to review the final roster. You will still have the opportunity to make changes after clicking summary. Verify the information on the screen. If any changes need to be made, click "update" next to the member's name, there you will find the Multiple box. **NOTE** — Prior to continuing to the final stage, **you must click "Roster Review"** in the upper left hand corner of the screen. Print this roster and verify the information as it is printed, this hard copy **Draft** is **not** the roster that you will turn in. Once complete, click "next stage" to continue.
- Step 8** (Stage 5) Submit roster stage: **After you have verified all information** and you are ready to submit your roster electronically to the Council office, click "Submit to Council." Print off your Charter Renewal Application. **The "Charter Renewal Application" is the Charter document that must be signed and submitted at the District turn in. (Acrobat Reader must be installed on the computer to print.)**
- Step 9** The Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor or Skipper **must sign** Unit Leader's Certification on the CHARTER RENEWAL APPLICATION. They are certifying that each youth member meets the appropriate age requirements.
- Step 10** You must have the Chartered Organization Executive Officer **sign Executive Officer's Certification** (also called Institutional Head – IH) **(ON THE TOP OF THE FIRST PAGE OF YOUR CHARTER RENEWAL APPLICATION)** signifying that the organization approves this application and all registering adults. The Executive Officer should also **sign** the Annual Charter Renewal Agreement (THE GOLD TWO-PART SELF-CARBON DOCUMENT IN THE CHARTER RENEWAL PACKET).
- Step 11** Complete the fee sheet included in the Charter Renewal Packet. Take the information from the Charter Renewal Application you printed and add an additional \$4.00 per registrant for the insurance fees. **NOTE — Please wait to write your check until your application has been reviewed at your District's turn-in. ***
- Step 12** Have your Charter Renewal Application checked and **signed** by your Unit Commissioner in the appropriate space (Council Representative Certification). This may be done at your District's recharter turn-in. **Do not take your application directly to Council Headquarters.** If you do, it will not be verified for accuracy before

being accepted. If your charter is defective, this could result in delays while correct information is acquired.

Step 13 Complete all additional forms contained in your packet (see the list below) and submit together with your recharter paperwork at your District turn-in.

Step 14 Review the "Checklist" on Page 4 and submit all forms in the turn in envelope at District turn in event.

***REMEMBER: BASE Youth and Adult Fees are different this year:
Youth are \$70.00 and Adults are \$46.00
\$66.00 for registration (\$42 Adult) plus
\$4.00 for Accident & Sickness Insurance
Add an additional \$12 if you would like to add Boys' Life

******The easiest option is to bring a blank check to the Turn-In******

REFERENCE INFORMATION

YOUR ENVELOPE SHOULD INCLUDE THE FOLLOWING FORMS WHEN TURNED IN

Charter Renewal Application with all signatures
Annual Charter Agreement
Adult and Youth applications for all new members and leaders
Friends of Scouting Commitment Form
Journey to Excellence (JTE) Form
Fee Envelope

POSITION CODES The minimum age for these positions is noted in parentheses beside the position.

CR	Chartered organization	representative(21)
CC	Committee chairperson (21)	
MC	Committee member (21)	
TL	Tiger Cub den leader (21)	
CM	Cubmaster (21)	
CA	Assistant Cubmaster (21)	
WL	Webelos den leader (21)	
WA	Assistant Webelos den leader (18)	
DL	Den leader (21)	
DA	Assistant den leader (18)	
PT	Pack Trainer (21)	
LP	Lion Partner (18)	
AP	Tiger Cub adult (18)	

SM	Scoutmaster (21)
SA	Assistant Scoutmaster (18)
VC	Varsity Scout Coach (21)
VA	Assistant Varsity Scout Coach (18)
NL	Crew Advisor (21)
NA	Crew associate Advisor (21)
SK	Ship Skipper (21)
MT	Mate (21)
PC	Scoutparent Unit Coordinator (18)

The executive officer (IH) is included in the adult listing. This person does not pay a fee

EXCERPT FROM THE DECLARATION OF RELIGIOUS PRINCIPLE

The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and the organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to the Declaration of Religious Principle and to the Bylaws of the Boy Scouts of America shall be entitled to certificates of leadership.

POLICY ON NONDISCRIMINATION

Youth membership in the Boy Scouts of America is open to all youth who meet the specific membership requirements to join the Cub Scout, Scouts BSA, Varsity Scout, Sea Scout, and Venturing programs. Membership in any program of the Boy Scouts of America requires the youth member to (a) subscribe to and abide by the values expressed in the Scout Oath and Scout Law, (b) subscribe to and abide by the precepts of the Declaration of Religious Principle (duty to God), and (c) demonstrate behavior that exemplifies the highest level of good conduct and respect for others and is consistent at all times with the values expressed in the Scout Oath and Scout Law. No youth may be denied membership in the Boy Scouts of America on the basis of sexual orientation or preference alone.

Baltimore Area Council Boy Scouts of America
Charter Renewal Check List

(Circle) Pack Troop Team Crew Ship # _____
Date _____
Completed by _____

- 1 Name of Executive Officer matches that of Institutional Head (IH) and signature has been obtained. (no fee required) _____
- 1A. If there is a New IH —that person’s information appears on the charter renewal application under the adult leader section _____
- 2 There is a Chartered Organization Representative (COR). (The COR may be multiple registered as a CC or MC) _____
- 3 There is a Committee Chair (CC) and at least 2 Committee Members (MC) _____
- 4 There is a Cubmaster (CM), Scoutmaster (SM), Varsity Coach(VC), Crew Advisor (NL), or Skipper (SK) _____
- 5 There is at least one den leader registered (*Cub Scouts only*). _____
- 6 There is an Adult Partner (AP) for each Tiger and Lion Cub Listed. (*Cub Scouts only* - no fee required). _____
- 7 Complete information, including birth date, is provided for each person. _____
- 8 Grades have been adjusted for all youth. _____
The Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach or Skipper has signed the
- 9 youth listing. _____
- 10 All applications being turned in with charter have been filled in completely and have all necessary approval signatures and birth dates. _____
- 11 Adult Apps include 3 pages (an Application, the accompanying Disclosure Statement with all blanks completed and a copy of the Youth Protection Certificate of Completion.)
PLEASE NOTE: The newest version must be taken to re-register for 2021. _____
- 12 All persons with multiple registrations have been marked and are on the multiple listing printed with the charter application. _____
- 13 Please remember to hit Submit at Stage 5. **NO DRAFT CHARTERS WILL BE ACCEPTED** _____
- 14 \$75.00 Charter fee has been paid. _____
\$70.00 registration fee (\$66) + Insurance (\$4) has been paid for Youth. _____
- 15 \$46.00 registration fee (\$42) + Insurance (\$4) has been paid for Adult. _____
- 16 \$12.00 fee has been paid for each *Boys’ Life* subscription _____
- 17 Annual Charter Agreement has been completed and turned in. _____
- 18 Friends of Scouting Commitment form completed _____
- 19 Complete Journey to Excellence Worksheet _____
- 20 Complete Unit Commitment Form _____
- 21 Completed Fee Envelope containing all forms, and a **blank check** to be filled in at time of Submission _____