



2018 CREW CHARTER RENEWAL GUIDE

THINGS TO DO BEFORE YOU START

1. Select an adult to be the renewal processor for Internet Rechartering.
2. From your Unit Advancement Chair get a current printout of your unit roster from Internet Advancement: Have them click the "Start Over" button to get the most current roster before printing it.
3. Review your roster so you know what changes and additions need to be made and which applications need to be collected.
4. Go to my.scouting.org and print your unit's training record (unit Key 3 has access). Your unit key 3 are Committee Chair, Chartered Organization Representative, and Crew Advisor
5. Make sure all adult leaders are trained for the position for which they are being registered including Youth Protection, which is required to be taken annually. Any updates to the training list, should be provided with the renewal packet.
6. If you are adding any new youth or adults BEFORE charter renewal, make sure you acquire the appropriate signatures and turn in the original applications including any appropriate fees to the Council office ASAP! DO NOT HOLD ON TO APPLICATIONS SINCE THE YOUTH ARE CURRENTLY ACTIVE IN YOUR UNIT AND MUST BE REGISTERED NOW FOR THE REMAINDER OF THE YEAR!

BLACK HILLS AREA COUNCIL YOUTH PROTECTION POLICY

1. Youth Protection Training including Venturing, and Exploring must be completed annually.
2. Youth Protection Training certificate must be attached to all new adult applications.

Current and new adults WILL NOT be registered with a Youth Protection expiration prior to April 1, 2018.



**COMPLETED
Charter Due by
December 15, 2017**

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MOST COMMON DETOURS ON THE ROAD TO SUCCESS

1. Signature(s) are missing on Page 2 of the charter because when you began the charter renewal process you forgot to make an appointment with the IH to review the charter & get his/her signature. Now s/he's on a 3-week dream vacation in Tahiti with the unit leader's family. (The unit leader has to sign signature line #3!) REMEMBER: a council representative will sign on the second signature line when you turn in your completed charter.
2. Applications are not attached for youth or adult leader listed as NEW on page one of the charter (the cover sheet.)
 - APPLICATIONS MUST BE ATTACHED OR WE CANNOT PROCESS THE CHARTER.
 - Applications are required for any new youth or adult leader(s) listed on the cover page.
3. Signatures are missing from the applications that have been attached. Unit leaders and parents must sign the youth applications. The Applicant, Committee Chair and Chartered Organization Representative must sign the adult leader applications.
4. The Disclosure/Authorization page of the adult leader application is not attached or signed.
5. The right-hand column of information is not filled in on the adult leader application.
6. Page one (the cover sheet) is missing. Attach ALL pages of the printed charter even if it is blank.
7. No more than one position has been assigned to an adult leader, such as Committee Member and Crew Advisor. The Chartered Org Rep is the only position that can multiple either as a Committee Member or as the Committee Chair.
8. All currently registered leaders must link their BSA membership number to their training record on My.Scouting.org. New leaders must submit their Youth Protection certificate with their new leader application.
9. Money is not attached. Money needs to be submitted with the charter except LDS units. See page 4 for fees.

HOW TO TAKE OR RENEW YOUTH PROTECTION

Currently registered adults needing to renew their Youth Protection Training can do so through their personal 'my.scouting.org' account. (Do not create another account.) New adults registering with the unit need Youth Protection Training. They can complete the Youth Protection Training course online by creating a "My.Scouting" account at my.scouting.org . Please have the adults submit their current Youth Protection Certificate with the recharter paperwork.



INTERNET CHARTER RENEWAL INSTRUCTIONS

How to get started:

1. Use Internet Explorer (version 10 or above), Firefox or Google Chrome. (Safari and Mac are not compatible.)
2. After October 15, 2017 the renewal processor can log on to the council website at www.blackhillsbsa.org. (Click on recharter button on the home page)
3. Select CLICK HERE TO BEGIN.
4. Select FIRST TIME USER (each year you are a first time user).
5. On the next screen enter the 2018 unit access code found in your Charter Renewal email, select the unit type and enter your four digit unit number.
6. Create a password as instructed (keep it easy and write it down) and click REGISTER. The Council will not have access to your password.

My new Password is: _____

7. Complete the information requested on each screen. You can stop at any time, log off the system and begin again where you left off by re-entering your access code and password as a returning user.
 - a. It is suggested that every time the processor logs back in as a returning user to click the "Update Unit Roster"
 - b. Transfers do not apply at Charter Renewal. They are considered new members. The membership fee is \$33.00. Do not mark someone as a transfer.

Here's how to wrap it up:

1. When you have completed all the information to recharter the unit click Roster Review and check for accuracy.
2. If you have not clicked the SUBMIT button and are having problems call the Council Service Center at 1-605-342-2824.
3. Once everything is correct click the SUBMIT button.
4. Print ALL pages of the Unit Charter Renewal Report paperwork. If you want a copy for your unit print 2 copies.
5. Verify one more time that ALL leaders meet the Youth Protection training requirement.
6. Obtain SIGNATURES from the Institutional Head (IH)/Executive Officer and the Unit Leader on the Charter Renewal application.
7. Collect the appropriate fees. (See fee schedule on page 4)
8. Place all paperwork and fee payments (made payable to Black Hills Area Council, BSA) in an envelope.
9. Take or mail the entire packet to the council service center at 144 North Street, Rapid City, SD 57701. Packets must be received by December 15, 2017 at 5PM.



FEES

To make your job easier, please register any new youth or adult leader recruited in the fall with the council **BEFORE BEGINNING** the online recharter process.

ANNUAL FEES TO RECHARTER

(January 1 through December 31)

- Youth and Adult (each) \$33.00 Registration \$12.00 Boys' Life
- Unit Liability Insurance Fee \$40.00 per unit

For LDS units, registration and insurance fees are not collected at this time since other arrangements for payment have been made. Boys' Life fees need to be turned in with charter. Be sure to include Boys' Life only subscription form.

FEE WORKSHEET

Check #1

a) NEW YOUTH to Charter	# Youth _____ x \$33.00 = _____	
b) YOUTH Membership fee:	# Youth _____ x \$33.00 = _____	
c) YOUTH Boys' Life fee:	# Youth _____ x \$12.00 = _____	
d) ADULT Membership fee:	# Adults _____ x \$33.00 = _____	
e) ADULT Boys' Life fee:	# Adults _____ x \$12.00 = _____	
f) National Unit Liability Insurance fee:		+ \$40.00
g) Total recharter fee: (add lines a-f)		_____
h) Minus Opportunity Fund Grants:		_____
GRAND TOTAL (subtract line h from line g)		_____

All checks should be made payable to Black Hills Area Council