

## 2023 TIDEWATER RECHARTER CHECK-LIST

All forms are required at turn-in to process a Recharter. (On-Line access opens on October 1)

District: \_\_\_\_\_ Unit Type: \_\_\_\_\_ Unit Number \_\_\_\_\_

**IMPORTANT NOTE: Review roster on my.scouting.org before opening Recharter Roster for edit.**

### ITEMS TO COMPLETE WITH PARENTS AND LEADERS:

#### 1. 2023 Unit Multiple Registration Report.

**1a.** Ask each adult and youth if they are registered in other units, in a district position, or in a council position. (Information regarding Multiple registration will need to be included with your Recharter Roster.)

**1b.** Charter Organization Representatives of multiple units must be listed for each unit, but only paid in one of the units.

NOTES: For Youth and Adults registered in another Council, contact your Unit Commissioner for advice.

Confirm that all positions of adults registered with and paid with another unit have been circled and unit type and number is indicated on application.

Members with multiple registration ONLY pay in their primary position.

#### 2. Youth and adults NOT listed on the roster must be added in one of two ways:

1) Youth and adult complete their application online. Go on application manager and accept the application. It takes the national system 24 hours for new application to appear on the unit roster. Make sure they show up on the roster and their 2023 payment is accounted for before submitting Recharter.

2) The youth or adult turn in a complete and approved paper application (with Youth Protection for adults). You will need to input their information in the online Recharter process.

NOTE: A youth or adult may transfer at Recharter time with an application. The unit gaining the youth or adult will be paying registration fees.

#### 3. Update Adult and Youth Emails

#### 4. Collect fees for renewing youth and adults. **Only new online applications pay online!**

#### 5. Complete Specific Assistance Form for families needing relief from Council Program Fees. Include both Unit Summary and a Family request for each family.

**Units should set a deadline for completing these items before beginning the recharter process.**

### ITEMS TO COMPLETE WITH ADULT LEADERS

#### 6. Confirm that the minimum number of required leadership positions have been met:

##### Key Positions-All Units Must Have:

IH – Executive Officer (Institution Head),

CR – Chartered Organization Representative,

CC – Committee Chairman (CR & CC are the only positions that can be held by the same adult in a unit.)

2 MCs – Committee Member or 1 MC and a NM (new member coordinator).

##### Cub Scouts. Packs Must Have:

CM- Cubmaster and at least 1 Den Leader. Examples include LL-Lion Leader, TL-Tiger Leader, DL-Den Leader (Wolf/Bear) or WL-Webelos Leader. Have an LP (Lion Adult Partner – non-reg. no fee position) or AP (Tiger Adult Partner -non-reg. no fee position) for each Lion or Tiger youth. Other Position Codes: WA-Assistant Webelos Leader, DA-Assistant Den Leader, CA-Assistant Cubmaster, LC-Lion Coordinator, PT-Pack Trainer.

Scouts, BSA Troop - Must Have: SM-Scoutmaster. Other Position Codes: SA-Assistant Scoutmaster.

Venturing Crew - Must Have: NL- Crew Advisor. Other Position Codes: NA-Associate Advisor.

Explorer Post - Must Have: EA- Post Advisor. Other Position Codes: AA-Associate Advisor.

Sea Scout Ship - Must Have: SK-Skipper. Other Position Codes: MT-Mate.

7. All New Adults, adults from another unit, parents registering in a unit leadership position, multiple adults, new CR, or youth moving to an adult position have completed an adult application with valid **Youth Protection Training (YPT) certificate** and signed the Additional Disclosures & Background Check Authorization are enclosed with your unit Recharter. All adult leaders except for Assistant Scoutmasters must be 21 years of age or older. Ensure all applications are signed and dated by the Charter Organization Representative. It is a good idea to set a deadline for your adults to complete YPT prior to you completing Recharter

8. To change a name, contact Jennifer Mapstone at Jennifer.Mapstone@Scouting.org

9. Check Youth Protection Training status by using Youth Protection Training Aging Report printed from my.Scouting.org Training Manager. All re-registering adults YPT must expire on January 1, 2024 or later. Bring a printed copy of the YPT Aging Report to be turned in during the charter review. On the YPT Aging Report, line out all adults not re-registering. The same applies for mandatory BSA Hazardous Weather training, which expires every two years.

10. Delete Adults and Youth who are not registering.

11. Ensure contact information is current and correct (phone, email, and mailing address) for everyone renewing.

12. The “PAY HERE” button will appear when you complete the online Recharter, go ahead, and press it. You will be given multiple options. **Do not pay online**. Choose the “Pay at council office” option. Bring a check, money order, or credit card to your District Recharter Turn-In. Now your Recharter will be submitted for approval by your IH and Unit Leader electronically.

13. The Recharter has been approved on-line by the current Institutional Head (IH) and Unit Leader. (Note: A new IH requires a New Unit application). The IH has been included in the adult listing (Required). Note: The IH is not required to pay the BSA national nor TWC local fees as they are not a registered BSA volunteer position. If the IH wishes to become a registered leader in any capacity, they must pay the national and local fees, complete their Adult Application and YPT. The council will obtain Scout Executive or designee signatures as needed. (No signature required for on-line submittal, however, IH signature is required on Annual Unit Charter Agreement form.) Please do not pay on-line.

14. The Annual Unit Charter Agreement Form is signed by the Institutional Head (IH), Charter Organization Representative, Committee Chair and the BSA Council (The District Executive, District Commissioner or Asst. District Commissioner “For the BSA Council”).

15. All paper Adult Applications for new, transfer, position change or name changes must be signed by the Charter Organization Representative.

**COMPLETED BY THE UNIT PROCESSOR BEFORE TURN IN** (remember to bring the printed YPT Aging Report):

**16.** Journey to Excellence (JTE) Form completed and turned in. Your Unit Commissioner can help you fill this out. JTE Recognition Order Form (If applicable) with additional funds to cover costs.

**17.** In coordination with the unit committee, provide a primary date and a secondary date for the district to conduct a Friends of Scouting (FOS) presentation. The best success for FOS presentations is an event where youth and parents attend (like courts of honor or blue & gold banquets).

**18.** Fees are calculated properly on the Recharter Fee Worksheet. **CASH WILL NOT BE ACCEPTED.** Only check, money order, or credit card. **Please do not pay on-line!** Follow the council **Recharter Fee Worksheet** to determine your total fee. It is especially helpful if anyone from the unit is applying for financial assistance.

**19.** Prepaid Unit Deposit Plan account form is updated and turned in if you are changing authorized users.

**20.** Keep unit copies of applications and a copy of your completed Recharter Application. You can print unit membership cards in My.Scouting.org

This Recharter was reviewed by \_\_\_\_\_ on \_\_\_\_\_  
(Unit Commissioner) (Date)

Approved by \_\_\_\_\_ on \_\_\_\_\_  
(Asst or District Commissioner) (Date)

District Commissioner \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

**Your unit's charter is due on December 3, 2022 or before.**

Units that are defective or dropped status result in not being able to access internet advancement records, register for council/district events, and are not covered by accident insurance.

Contact Council Registration Services at Jennifer.Mapstone@scouting.org or 757-497-2688 ext.172