



DAN BEARD COUNCIL
BOY SCOUTS OF AMERICA

Rechartering Handbook

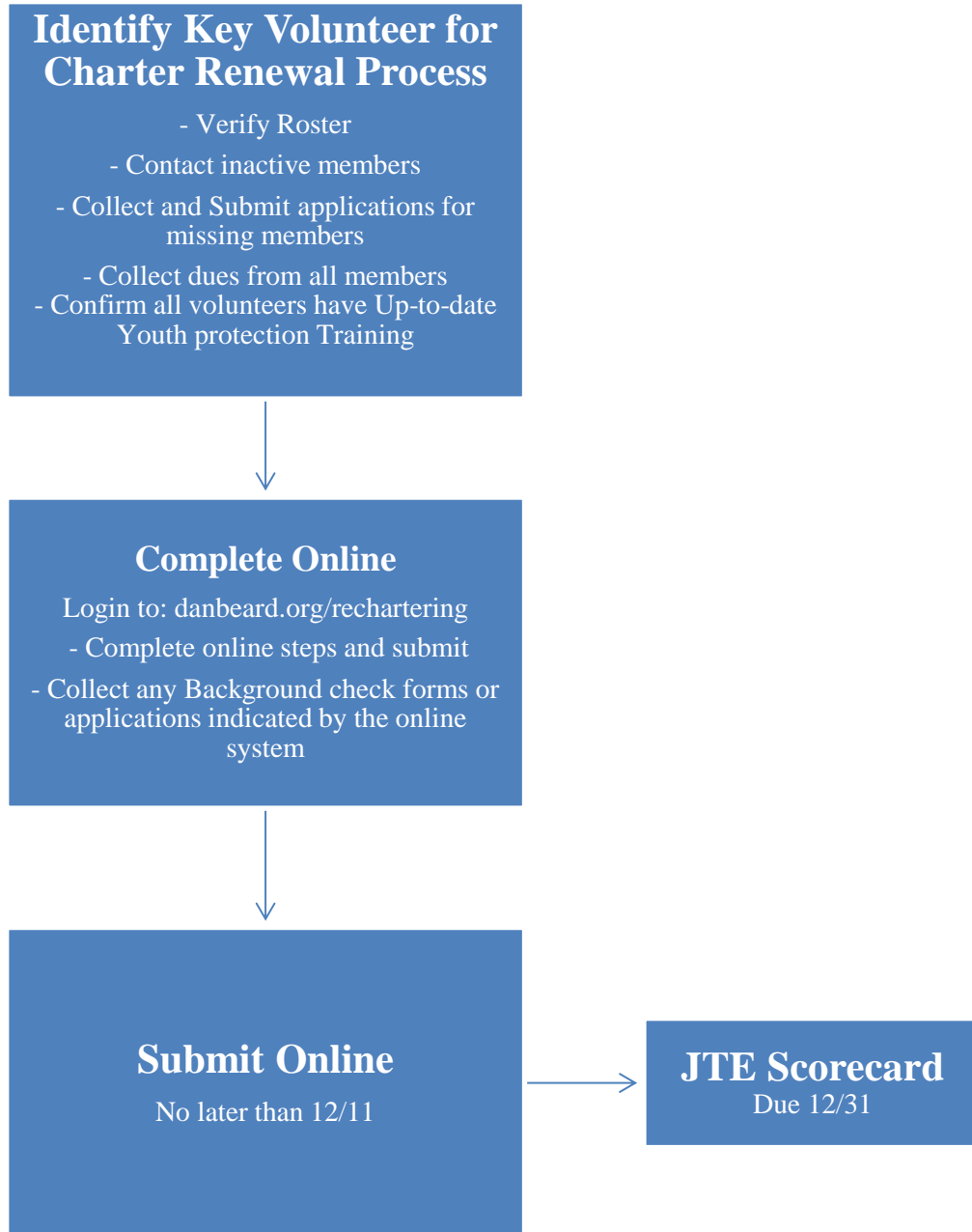
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The purpose of this booklet is to provide information and resources to assist in the on-time renewal of Dan Beard Council Scouting units.

I Attended Training- Now What?



Noteworthy Dates:

October 1 – The online charter renewal system becomes available.

December 3- Paper Applications for new members due

December 11- Deadline to Submit ONLINE and any additional items due to Scout Achievement Center (please mail these items)

December 31- JTE forms are due to be submitted electronically- directions are located at www.danbeard.org/Rechartering

Logging into the Rechartering System

Go to www.DanBeard.org/rechartering

Click on the “**Start Internet Rechartering Now**” icon.

Register and Login:

- The first time you access each year, you must click “REGISTER First Time User: This Year”
- Select “**REGISTER**”
- Click the box next “I am not a Robot”
- Enter the Code and 4 digit unit number from your email, Select your unit type then Click **Continue**.
- Read the Confidentiality Statement and Click “I agree”
- Enter the requested contact info and password the select “**Register**”
*Make sure write down your password in a safe place.

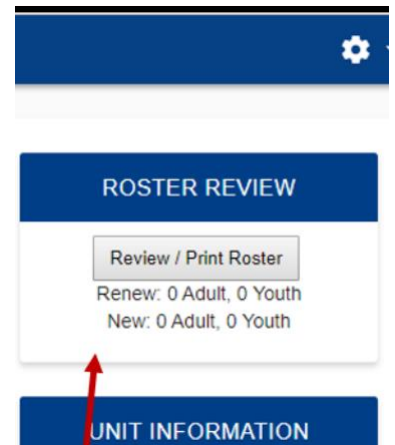
Each time you return to work on the process, you will now select “**LOG IN**”(Returning User) and login with your code and password.

For new users there is a tutorial available from the login page (Click link for October 2020 presentation).

How do I get a Current Roster?

Follow the directions for logging into the Rechartering system
Once you are logged in, click “Begin”
Then when prompted to Load Roster select “Load Council Information”
After reading the welcome screen click “Next”
On this screen on the right hand side you will see this box
Click the Review/Print Roster button

This will give you a draft version of the charter listing all currently Registered youth and adults. Use this draft to complete your membership Inventory.



Adding Members

New Youth Members

If during your roster check you discover that there are youth active in your unit that are not included in your roster you must add them. To add a NEW member to Scouting, the most efficient and timely way is to utilize the online registration system. Even if your unit does not have online registration active on BeAScout.org, an individual may utilize this system to register. A parent will be able to pay fees by credit card, and the unit leader will receive instant access to their contact information. If your unit’s online registration is not active, please contact your district professionals for a link that will provide parents access the online registration for your unit.

Another option is to complete the paper application, and submit it to the council office along with the joining fee and pro-rated registration fees for 2020. The council registrar will enter the application and

it will be added to your recharter roster. Please submit all paper applications before December 3 to allow time for them to be entered in time to appear on your charter roster. Follow directions in the Updating Unit Roster section to complete the process.

Youth Currently Registered in another unit

There are two options to add youth to your unit that are currently registered in another unit.

If the registration with your unit is to be effective immediately, or if the youth would like to remain in the current unit (multiple registration) you will need to complete a paper application and submit it to the council office by US Mail or by delivering it to the council office in person. The applications will be processed during 2020 and you will find the youth on your roster after following the Roster Refresh instructions below.

New Adult Members

If during your roster check you discover that there are adults active in your unit that are not included in your roster you must add them.

Each adult not currently listed on your roster must complete the paper application, criminal background check authorization form, and youth protection training. This should be completed as soon as possible and submitted with the pro-rated registration fess to the council office by US Mail or in-person deliver. You should NOT wait and submit these applications with your charter renewal, to ensure the criminal background check is completed as timely as possible.

Once the application is received the council registrar will enter the application and it will be added to your recharter roster. Please submit all paper applications before December 3 to allow time for them to be entered in time to appear on your charter roster. Follow directions in the Updating Unit Roster section to complete the process.

Adults Currently Registered in another unit

There are two options to add adults to your unit that are currently registered in another unit.

If the registration with your unit is to be effective immediately, or if the volunteer would like to remain in the current unit (multiple registration) a paper application will need to be submitted to the council office by US Mail or by delivering it to the council office in person. The applications will be processed during 2020 and you will find the volunteer on your roster after following the Roster Refresh instructions below.

If the effective date for the registration in your unit is planned to be effective 1/1/21, you may use the “Promote” function in the charter renewal system. You will need to have the charter renewal code for the current unit, or it must be part of the same chartering organization as your unit.

Roster Refresh

Once applications have been submitted and processed, you will need to click the Update Roster button found in step 2 to import the new members to the recharter. It will take up to 48 hours after the applications have been processed before they will appear on the roster.



Multiple Adult Positions

Generally, the chartered organization representative (CR) is the ONLY adult allowed to hold two positions in the same unit. The CR may hold only the additional position of committee chairman (CC) or committee member (MC). The CR's additional position is always multiple in the same unit. The Executive Officer (IH) may also hold a volunteer position, such as CR, or serve in another position.

However a volunteer may serve in additional positions in other units, but need only pay once. The CR is required to be the same person for all units at the same chartering organization. Any person serving in multiple units need only pay with their primary unit. Please confirm with any adults that are registered with other units, which unit will be their primary. Indicate any that will NOT be primary as multiple by selecting the checkbox on Step 4 of the online process.

Tiger and Lion Adults

Tiger Adult and Lion Adult partners do not have to pay the membership fee or insurance fee. They also may hold an adult leader position. If they hold a leadership position besides adult partner, they will need to pay the membership and insurance fee and complete an application, background check authorization form and Youth Protection Training.

Youth Members turning 18 years old before 3/1/21

All members of the BSA must undergo a criminal background check and complete youth protection training regardless of their position. These members will need to complete an adult application, criminal background check form and youth protection training in order to recharter.

Training Standards for Registered Adults

Dan Beard Council Training Standards for the Recharter Process

Ongoing personal development and education is an essential component of quality program. Training is designed to educate and arm you with the information, tools, and resources that you need to help you provide the best Scouting experience to the youth you are helping to lead. Dan Beard Council, in conjunction with the National Office of the Boy Scouts of America, recognize the need to provide a balance of online training modules and hands-on practical learning to assist you in your leadership role on an ongoing basis. The new online BSA Training Center through my.scouting.org, offers a great resource of online modules that are easily available. This new approach allows for Scout leaders to continually learn the program throughout the Scouting year. Additionally, it allows you to return to the parts that are relevant for your program at that time.

Required for Rechartering

Every adult volunteer must have completed and current Youth Protection Training (YPT) to be included on the recharter. You can validate your Youth Protection Training right in the recharter system by clicking the "Update Unit Roster" button. Please note that you will not be able to complete the recharter until Youth Protection Training is current for everyone. If you type in a Youth Protection Training Date, you will need to submit the certificate with the Offline Item Submission Sheet.

Additional Encouraged Training Items

- The Dan Beard Council expects all adult leaders to make ongoing training, designed for their respective positions, an integral part of their responsibility in leading Scouts; and encourages all adult leaders to complete the training necessary to become an officially *Trained Leader* for their leadership position within one year of accepting a leadership responsibility.
- Appoint a Unit Training Champion. My.scouting.org resource now allows units to track, maintain, and update their training records much like advancement records for youth. This individual would help to maintain unit training records which will assist with rechartering in the future.

Youth Protection Training Details and Requirements

During the Rechartering process, Youth Protection Training will be validated for ALL registered volunteers and Venturing Participants over age 18.

How do I Access the Youth Protection Training Report?

Training reports are available to the Unit Leader, Committee Chair and Charter Representative through their account on My.Scouting.org. These individuals can also assign additional people access to training reports.

Anyone with youth protection expiring before 3/1/21 will need to update their training.

To access training reports:

- Login into my.scouting.org
- Click the Menu button on the top left
- Select the unit from the drop down menu
- Then select Training Manager
- There are 2 pie charts
- The one on the left will provide Position Specific Training information. The one on the right will provide Youth Protection Training information.
- Click on “report” button on the bottom right
- The report is available to export as a CSV or PDF file.
- The report will show you any adults with expired Youth Protection Training or those who will be expiring in the coming months.
- For those who need to update their training, ask them to login to their my.scouting.org account and take the training. Learn more about this at www.danbeard.org/training.

Background Check Authorization

In an effort to standardize how the BSA administers background checks – and, in particular, how the organization will re-run background checks on a rolling basis – a new authorization form was collected as part of the recharter process in 2019. All new adult applications are required to include a signed copy of this authorization form as well. Nearly all of our volunteers now have this form on file, however, there may be someone that was missed in your unit. During step 2 of the Online Rechartering process there will be a column indicating the status of each adult’s background check authorization form. Please verify that all renewing adults are listed as having the form on file.

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver 

I (we) verify that the name selected as approving this unit Charter Renewal has consented to this approval. I (we) understand that the unit key adults will receive e-mail notification of this approval.

I (WE) AGREE

By selecting this option, you will see the digital approval displayed on the submitted renewal roster. The unit key adults will receive an e-mail notification of this approval.

I (WE) DO NOT AGREE

By selecting this option you will be required to use the submitted renewal roster to obtain physical signatures.

If you have not discussed approval with either the Executive Officer and/or the Chartered Organization Representative and received consent to proceed, do not select I (We) Agree.

Charter Organization Roster Approval

The renewal processor must give the Charter Organization Representative (CR) or Institutional Head(IH) the opportunity to review and approve the renewal on behalf of the charter organization. Once the CR or IH has reviewed and approved the renewal, the processor can indicate such on the approval screen.

Submitting Your Completed Charter

Payment

There are 3 choices on the payment Screen. To pay electronically, select pay by electronic check or credit card (a 3% processing fee applies to credit cards) or select pay Direct to Council to pay via paper check or cash. Please note there is a 2% processing fee for credit card payments at the council office.

If you do not submit required applications prior to submitting your charter online you will need to make your recharter payment Direct to Council and submit your payment with the applications and the Payment Submission worksheet.

Submit to Council

You **MUST** click the “Submit to Council” button and also confirm on the popup by clicking “Yes”. Your charter is **NOT** complete until this step has been finished.

What to Print

This year you may not need to print any documents. By submitting any applications to the council office prior to December 3, you eliminate the need to submit them as part of your recharter. In combination with online payment, your charter submission will be complete once you have completed the step above.

If you need to submit Youth protection training certificates, applications (not previously processed), offline payment, or Criminal Background check forms you will need to print the “Recharter Offline Item/Payment Submission Worksheet”

2020 Journey to Excellence

Journey to Excellence (JTE) is a year-long program designed to assist you in evaluating the progress of your unit in key aspects of scouting. This program is designed to be reviewed throughout the year with a final review as part of rechartering. These instructions are designed to help you complete the Journey to Excellence Scorecard with year end numbers. For more information about the Journey to Excellence (JTE) Program please visit: www.danbeard.org/rechartering.

The Journey to Excellence Scorecard for your unit type is available on the website above or at www.DanBeard.org/rechartering.

2021 Free Advancement

The Free Advancement program is a reward for units that achieve the following criteria.

- Submit a complete recharter with fees and all required paperwork by **December 11, 2020**
- Achieve Bronze or higher score on JTE and submit the form by 12/31/20
- The unit key 3 participates in a detailed assessment, which **MUST** be done with a commissioner between 1/1/20 and 12/31/20. (Please contact your unit or district commissioner to make arrangements for this assessment)

Units meeting these criteria will receive free cloth rank badges for all advancements in 2021. This only includes rank, and does not include merit badges, Cub Scout Adventures/belt loops or other special recognitions such as Nova or outdoor activity awards.