



MCS 999

Speed Rechartering

Course Contents

Updated Feb 2017

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SPEED RECHARTERING

Course Outline

Introduction and Learning Objectives

The only reason for having commissioners is to help units serve more youth through Scouting.

Participants of this course will:

Understand why the recharter process is important

Describe the concept of speed rechartering

List the key stations involved in the process;

Identify ways to prepare for the rechartering event.

1. Rechartering overview
 - a. Why is rechartering important
 - b. Issues with the recharter process
2. Introducing Speed Rechartering
3. Speed Rechartering Stations
 - a. Welcome
 - b. Training Validation
 - c. New Applications
 - d. Fee Calculation & Payment
 - e. Approval Signatures and JTE
 - f. Unit information Gathering

g. Celebration

4. Staff Duties

- a. Duties of the stations
- b. Duties of the Scouting Professional

5. Speed Recharter Timeline



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Speed Rechartering

Teaching Notes

Primary Method of Instruction

The primary method of instruction will be to provide a guided discussion on each of the following topics using the materials in this guide as a reference:

- Introduction
- Define Speed Rechartering
- Define Speed Rechartering stations
- Discuss duties of stations
- Create timeline

Summarize

Thank everyone for attending and turn in attendance sheets.

Secondary Method of Instruction

The secondary approach to this class is to use the PowerPoint Presentation – MCS 999. The teaching notes are included in the slides. Be sure to review the slide and the notes prior to teaching. As the presenter you should understand the point of each slide and be able to present without reading the slide.

Thank everyone for attending and turn in attendance sheets.



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Speed Rechartering

Required Course Materials

Whiteboard or flipchart pads and appropriate markers to record participant responses

Method of holding questions to be answered such as “parking lot” or “questions dock”

PowerPoint notes pages, if PowerPoint is used; Handouts format may be provided to participants if presenter desires

Computer and Projector if BCS 999 - PowerPoint Presentation is used

Handouts:

PowerPoint Handout if used by presenter

WELCOME TO SPEED RECHARTER!

We're glad you're here! To make this process faster, here are the stations you'll be visiting. When all these boxes are marked, YOU'RE DONE! Visit these in any order, but the celebration station must be last.

- Position Specific Training Validation
- New Applications
- Fee Calculation & Payments
- Approval Signatures & Journey To Excellence
- Unit Information Gathering
- Celebration!

Other Services:

Print out your Roster

Get trained on-line

Refreshments

Fellowship

WELCOME TO SPEED RECHARTER!

These are the things to fix:

Position Specific Training Validation

New Applications

Fee Calculation & Payments

Approval Signatures & Journey To Excellence

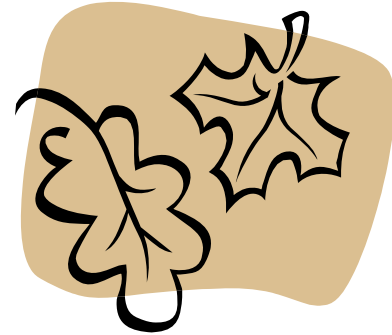
Unit Information Gathering

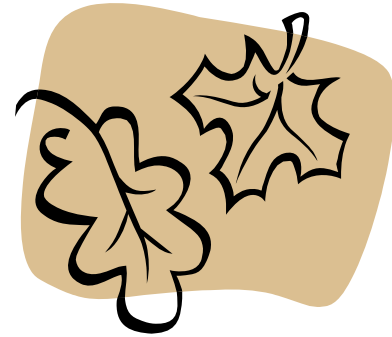
Welcome!



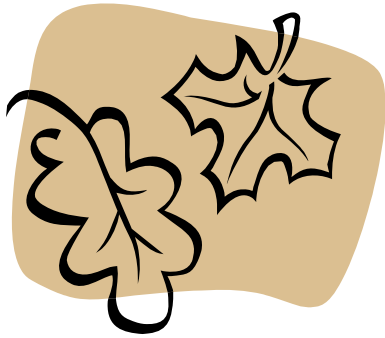
Speed Recharting

Training Validation



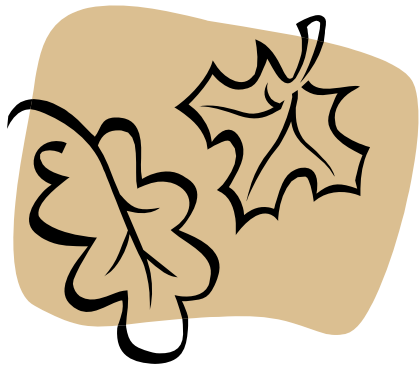


New Applications



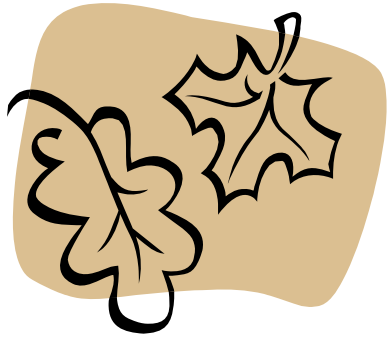


Fee Calculation & Payments



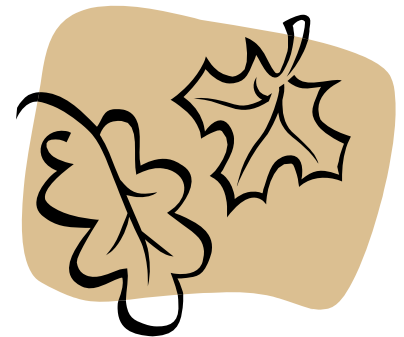
Approval Signatures & Journey To Excellence



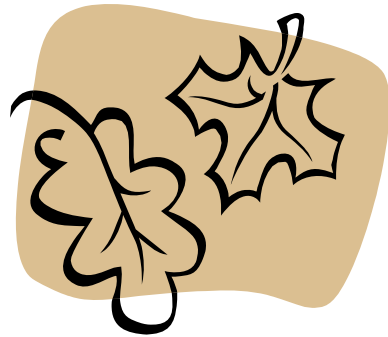


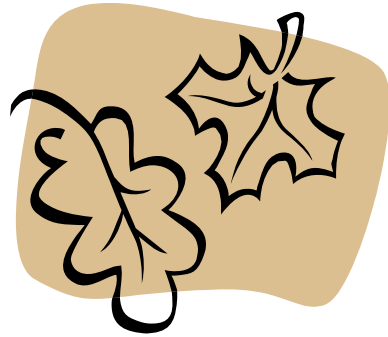
Unit Information

Gathering

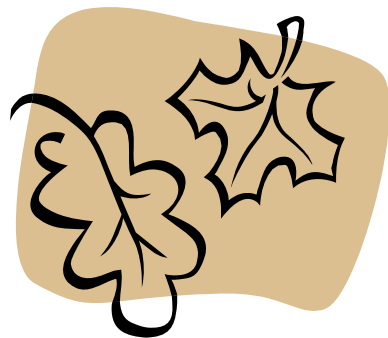


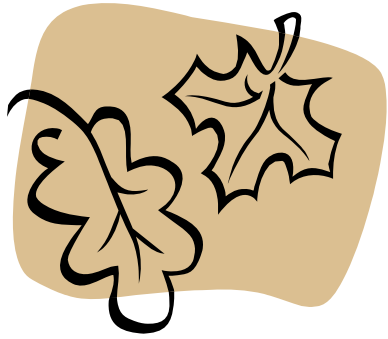
Celebration!



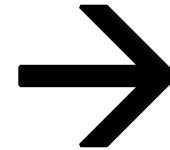


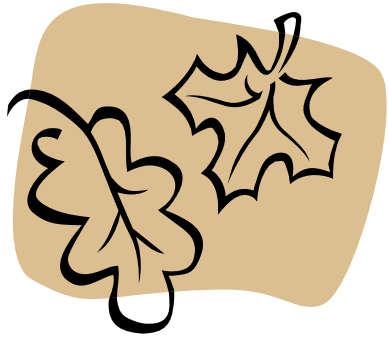
Refreshments



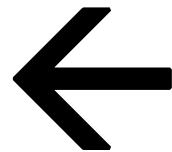


BSA Recharter





BSA Recharter



Speed Recharter
Timeline / Materials Recap / Individual Station Procedures

Timeline

1 year before:

- select and reserve the speed recharter venue. Put the Speed Rechartering date on your district calendar and in newsletters.

3 months before:

- Become familiar with Speed Rechartering, and decide which stations you will need. Begin to recruit commissioners & others for stations
- Determine layout of stations

2 months before:

- Modify recharter training presentations to indicate Speed rechartering is the primary way to recharter.
- Have excitement as you inform units during Recharter packet pick up about this new, faster way of rechartering.

1 month before:

- Finalize station volunteers
- Begin collecting the needed materials.
- Train station volunteers (at roundtable, maybe?)
- Ensure wi-fi at the venue/get password

2 weeks before:

- Reminders to station volunteers

Day of event:

- Get snacks, drinks
- Set up outside signage
- Set up tables, add signs
- Make sure all stations are manned and have supplies
- Start the music
- Have fun!
- Thank Volunteers
- Clean up

Station Recap

Welcome/Celebration

Leader:

Materials:

Checklists for unit leaders
Station Sign
Stickers

Training Validation Station

Leader:

Materials:

Computer
Printer
Station Sign
Stickers

New Applications Station

Leader:

Materials:

Highlighted sample youth application
Highlighted sample adult application
Station Sign
Stickers

Fee Calculation and Payments

Leader:

Materials:

Calculator
Station Sign
Stickers

WELCOME STATION

Materials needed: Checklists, stickers

You are the greeter at the door – The first one to greet the units and welcome them to the party. Smile!

Welcome the unit representative, thank them for coming!

Upon Entering, be sure to:

1. Have them sign in.
2. Hand them a Speed recharter checklist
3. Explain they must get every item checked off, and to come back to see you before they leave.
4. Completion order doesn't matter! Go to the shortest lines!
5. Give them their first sticker.

Upon Leaving, be sure to:

1. If no 'to do' items remain, collect the packet and announce to all a successful recharter.
 - a. **Hey Everybody! Troop 641 just successfully rechartered!** And lead all in a round of applause.
 - b. People still in the process will work harder to get this 'attaboy'.
 - c. This adds to the festive nature of the party.
2. If 'to do' items remain, review the items, and determine a date to recontact them with best contact information.
3. Give them their last sticker.

TRAINING VALIDATION STATION

Materials Needed: Computer, printer, stickers

Note: Youth protection is necessary for all units. Your council may have requirements for position specific. If so, THAT validation is also covered in this station. Any extra people & computers should be allocated here, as this is historically the slowest station.

1. If there isn't a YPT report in the packet, print it using the 'Training Manager' of my.scouting.org and put it in the packet.
2. Review YPT reports in the packet.
 - a. Check if all non-dropped adults have training that will expire AFTER March 1 (or your council's date) of the next year.
 - i. If so, YPT passes!
 - ii. If not, note on the back of the packet AND the back of the checklist who needs what: for example: Tom Smith needs YPT (expires 2/14).
 - b. FYI: To speed things up at this station, YPT for added adults will be reviewed at the NEW APPLICATION STATION.
3. If your council requires position specific, continue, otherwise, give the unit leader a sticker, and send them on.
4. If there isn't a position specific training report in the packet, print it using the 'Training Manager' of my.scouting.org and put it in the packet.
5. Review Position Specific reports in the packet.
 - a. Check if all non-dropped adults have training sufficient for their roles.
 - i. If so, position specific training passes!
 - ii. If not, note on the back of the packet AND the back of the checklist who needs what: for example: Helen Mirrenoff needs Scoutmaster fundamentals.
6. Give the unit leader a sticker, and send them on.

NEW APPLICATIONS STATION

Materials needed: Highlighted sample youth application, highlighted sample adult application, stickers

1. Check that all youth & adults on the 'Added' list on the charter printout have accompanying applications in the packet.
 - a. If so, continue.
 - b. If not note on the back of the packet AND the back of the checklist who needs what
Example: Mark Thomas needs an adult application.
2. Check that applications are correctly and completely filled out.
 - a. Following the template, make sure all fields are filled out.
 - b. Adult applications require two pages.
 - c. Make sure there is a YPT certificate for all new adult applications.
 - d. Note on the back of the packet AND the back of the checklist who needs what: for example: Henry Ford needs his signature on the application.
3. Give the unit leader a sticker, and send them on

FEE CALCULATIONS & PAYMENTS STATION

Materials needed: Calculator, stickers

1. Check for valid signatures on the charter application (should be two: Executive officer and Unit Leader).
2. Check totals on the first section of the sheet equals the totals on the charter application.
3. Double check the insurance number of people covered.
4. Recalculate all math.
5. Request check amount, or verify check amount.
6. Note on the back of the packet AND the back of the checklist who needs what: for example: Harrison Ford (Executive Officer) needs his signature on the application.
7. Give the unit leader a sticker, and send them on.

SIGNATURES & JTE STATION

Materials needed: stickers

1. Check for valid signatures on the charter application (should be two: Executive officer and Unit Leader).
2. If not all the signatures appear, note on the back of the packet AND the back of the checklist who needs what: for example: Harrison Ford (Executive Officer) needs his signature on the application.
3. Review the JTE Form with the Unit Leader.
 - a. Check that all areas are scored.
 - b. Check the math.
 - c. If GOLD, make sure the minimums in each area are met.
4. If the JTE form is correct, have a commissioner or professional sign the form and put it in the packet.
5. If the JTE form is not all correct, note on the back of the packet AND the back of the checklist who needs what: for example: Score needed for nights of camping.
6. Give the unit leader a sticker, and send them on.

UNIT INFORMATION GATHERING STATION

This station can be used for anything you would like to capture beyond the required recharter forms. It can be one or a few stations. Please mark each station with the subject, and be sure to add it to the checklist. It might also help to modify this document for what you are looking for and how to collect it.

Ideas for these stations include:

- Record date/time/place for future FOS presentation.
- Record date of future camping promotion.
- Record Summer camp information.
- Unit meeting date/time/place.
- Service hours entry into my.scouting.com.
- Award nomination (for District recognition dinner).

You may note on the back of the packet AND the back of the checklist who needs what, but be careful, since these are not required items.

In all cases, be sure to give the unit leader a sticker, and send them on.

UNIT Information Sheet

Unit Type/Number:

Meeting Information

Day:

Time:

Location:

Summer Camp Information

Date:

Location:

Friends of Scouting Information

Date:

Location:

Contact:

Speed Rechartering

Before discussing the 'how', it's important to understand the 'why'. Why is it so critical that recharter is done at all, and why is so much emphasis placed on getting it done quickly? The commissioner's focus is the retention of the unit, though we should be especially mindful of supporting new youth membership efforts as we move more toward a volunteer-led, professionally guided approach to increasing membership.

- Freshen the roster: after a year since the last recharter, scouts and scouters have been added, some have dropped. We make sure we know the status of each person on the roster.
- Reaffirm the Charter Organization commitment: Since the Charter Organization signature is required, it provides a minimum contact with the Charter Organization. By signing the roster, the Chartered Organization reaffirms their commitment for another year.
- Insurance: ensure the correct roster to ensure all are covered by insurance during scouting events.
- Rough Idea of Health: The commissioner can see large increases or decreases in membership and follow up with the unit leader.

Issues with recharter: From the commissioner's perspective, this is a daunting job. Without a centralized turn in event, the commissioner must become experts in all recharter aspects and meet with every unit individually. No one but the commissioner knows how to recharter, and it certainly isn't much fun.

Introducing Speed Recharter

Schedule and publicize an all-district event that will make the rechartering experience faster for units ready to recharter.

Units visit a number of stations, each of them staffed by an expert (only in that station) to review pieces of their recharter package. They leave with a successful turn in or a specific list of items to correct.

Suggested stations

These are the minimum number of stations to have available. It's small enough to train volunteers quickly, and flexible to add your own requirements.

Welcome Station: This is the station to welcome the unit leader and explain what's going on.

Training validation: Requiring computer and wi-fi technology, ensure your district's training requirements are met. Youth protection is a must. This becomes a somewhat of a bottleneck with only one station volunteer.

New Application Review: Any new applications can be reviewed using a highlighted blank form. This is easy to train, even on the day of the event.

Fee Calculation: A very complicated station needing a high level of detail to check numbers against the recharter package, check the math and make sure the form of payment is correct. Use an experienced volunteer or professional for this event.

Speed Rechartering

Approval Signatures and JTE: Make sure all signatures make the recharter package viable, and use a commissioner to review the Journey to Excellence form. Although the JTE form technically isn't due at the same time, it is a good opportunity to turn it in at this event.

Unit Information Gathering Station: Any other information you would like to receive from your units. Use as much or as little as you need.

Celebration Station: The same station as the welcome station. Do last minute checks, and when successful, shout out the good news to everyone assembled! Be sure to schedule any followup that's needed.

Other things to Think about: There are other things you can do to help leaders recharter and/or make this event fun. How about a theme for the event?

Station duties

Station volunteers are critical in providing quality feedback to the unit. Be sure to specifically note issues and mark the unit leader's sheet with a sticker. They may deny liking playing the 'collect all the stickers' game, but will be sure to collect their 'completion' rewards.

District Executive Duties: The DE is a great source for solving problems and should not be given a station to staff. Make sure the event is well publicized and well-marked on the day of the event.

Get ready early!

- 1 year before: set a date on the calendar and start to advertise!
- 3 months before: Get up to speed on stations, personnel and physical layout.
- 2 months before: Set expectations with unit leaders of recharter deadline, begin to generate excitement
- 1 month before: Finalize arrangements, start training station leaders.
- Day of event: Execute your plan – have Fun, then clean up!