

Submit Your Charter Renewal No Later Than Feb. 15, 2018

Opportunities are available at District Roundtable
and District Turn-in Parties in January and February.
Visit www.denverboyscouts.org/renewal for details

DETOURS ON THE ROAD TO SUCCESS

Remember: any issues causing defects must be fixed before Recharter can be submitted online!

1. No institutional head (IH) signature. We forgot to *make an appointment with the IH* when we began the charter renewal process. Note: the IH for LDS Units is the Ward Bishop.
2. Applications are not attached or accounted for youth or adult leaders listed as NEW on the cover sheet.
3. Applications are required for any adult previously registered as a Tiger Cub Adult Partner who is now registering into a new leadership role.
4. Adult application and YPT is required for any 18-yr old youth who is promoted to Assistant Scoutmaster or Unit Scouter Reserve.
5. Signatures are missing on page two (2) of the charter. The IH or COR must sign on the first signature line. The Unit Leader must sign on the second signature line.
6. Page one (cover sheet) is missing. Attach ALL pages even if blank.
7. More than one position has been assigned to an adult leader, such as Committee Member and Den Leader. The Chartered Org Rep is the only position that can multiple either as a Committee Member or as the Committee Chair.
8. Youth Protection training certificates are not attached to new leader applications. We recommend YPT for any adult be current through May 1, 2018.
9. Money is not balanced or attached. Registration fees need to be submitted with the charter.
10. Denver Area Council specific changes (fee, terms, charter end date) have not been made.
11. Venture Scouts over 18 must have adult application and Venturing YPT.

GETTING HELP

1. Contact your Unit Commissioner (UC) or District Commissioner for assistance or questions
2. Contact Denver Area Council Registrar at 303-455-5522
3. Contact a District Professional with questions and to confirm all paperwork is complete

District	District Commissioner	District Professional
Arapahoe	crshamilton@gmail.com	rachel.joslyn@scouting.org
Centennial	russ622@gmail.com	michael.mcmanus@scouting.org
Frontier	tim@timbrackett.com	james.dockter@scouting.org
Gateway	jazonp@gmail.com	elisa.corry@scouting.org
Pioneer Trails	gary.sanders.pt@gmail.com	garrett.byrd@scouting.org
Timberline	smyexley@comcast.net	cheyann.thunberg@scouting.org
Valley	thorntonbsa@gmail.com	alberto.rodriquez@scouting.org



Denver Area Council, BSA

2018 Charter Renewal Guide

Thank you for supporting the Boy Scouts of America and supporting our Denver area youth. Charter Renewal is an annual process to re-establish and re-affirm relationship with the Boy Scouts of America. Remember: **All Units Expire on February 28, 2018.**

Your unit should plan to complete charter renewal via the National Internet Charter Renewal System by February 15, 2018. On time charter renewal of your unit is important. This guide will assist in the charter renewal process. This year the entire process can be completed online, through a newly redesigned web interface.

What's staying the same:

- Access codes will still be distributed by councils and will be used by units to log in.
- First Time Users must register to enter the Internet Rechartering system. After initial registration, they will enter the system as a Returning User.
- Stages and steps remain the same with one new feature: electronic authorization and payment inserted before the final step.
- Councils will continue to use reports that will show each unit's renewal status.

What's been added:

- The new look is consistent with my.Scouting Tools so that it is easier to read and navigate.
- Youth Protection training is required for all adults.
- Electronic authorization is available for the chartered organization representative.

LAPSED UNITS

Units that do not renew by Feb 28, 2018 will be considered "Lapsed". This means:

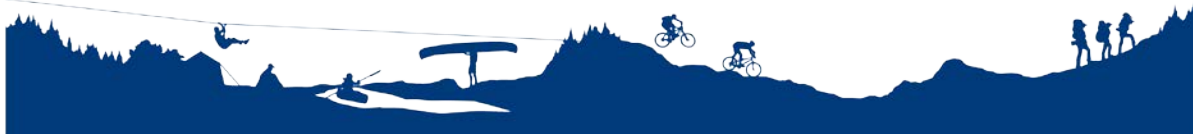
- The unit is no longer Chartered and considered inactive
- Unit tenure is interrupted – youth and adult membership is suspended
- Youth advancement is interrupted
- Activities are not authorized
- Insurance coverage for activities is interrupted
- Unit ScoutShop account frozen

On time Charter Renewal is a Denver Area Council requirement to qualify for free Scoutbook subscription (along with Gold or Silver JTE ranking)

YOUTH PROTECTION POLICY (YPT)

Youth Protection Training is **required** for each adult on the unit charter, and all adults registered in Scouting in the Denver Area Council must maintain current Youth Protection Training certification. We recommend training be current through May 1, 2018.

You will not be able to complete your charter renewal if any adult has expired YPT. Training can be completed online through my.scouting.org.



CHARTER RENEWAL INSTRUCTIONS

Access to the Online Charter Renewal site begins December 1, 2017
Go to <http://www.denverboyscouts.org/renewal> to find a link to the site.

Register for access (remember - each year you are considered a first time user)


1. From the Charter Renewal site, select **FIRST TIME USER**
2. Enter your 2018 access code, select your unit type, and enter your 4-digit unit number
 - Pad unit number with Zero (ie Pack 340 would use 0314)
3. Click **CONTINUE**
4. Agree to the Confidentiality Statement
5. Enter UCC information and set a password (write it down) and click **REGISTER**
 - Denver Area Council will NOT have access to your password.

Our Unit Access Code: _____ Our 2018 Password: _____

Complete the Five Stages of Renewal

1. Follow the prompts and complete all information requested. The Five Stages include:
 - Load Roster, Update Roster, Check Roster, Summary, Submit Roster
2. You can stop at any time, log off, and begin again. Access as a Returning User, and use your unit access code and password set when you first registered
3. Contact your Commissioner or Council Registrar (303-455-5522) if you have issues any time during the process (before the final Submit Roster stage)

Submit Roster and Prepare Paperwork for Payment

1. Your IH can sign the charter online electronically. Complete this step before final Submit Roster step.
2. **DO NOT USE ONLINE PAYMENT OPTION.** Select "Cash" for Payment
 - DAC is charging for a 10-month term, but online system will not adjust for that
3. Click "Submit To Council" to finish the process. Your unit is now queued for Charter Renewal processing! All that's left to be complete is to submit your payment.
4. To prepare payment, please print the "Summary Renewal Report EZ" and Cover Page
5. Complete the Checklist for Finalized Charter Renewal on the facing page. 
6. Turn In completed paperwork, payments, and applications to Denver Area Council.

Take all paperwork to your Unit Commissioner, your District's Roundtable or a Charter Renewal Party for final confirmation and submission.

UNIT FEE WORKSHEET - Based on a 10 month Charter Term

# Youth Renewed/registered @ \$27.50*. Each	=	\$ _____
# Boy's Life Subscription @ \$10. Each	=	\$ _____
# Adults Renewed/registered @ \$27.50*. Each	=	\$ _____
Unit Liability Insurance Fee*	=	\$ <u>40.00</u>
*(Already paid if LDS Unit)		
Total Payment Due to Denver Area Council	=	\$ _____

IMPORTANT: BEFORE YOU BEGIN

1. Appoint a Unit Charter Coordinator (UCC) to manage the process
2. Get your Charter Renewal Site access code from your COR or Unit Committee Chair
3. Check my.scouting.org member manager to confirm all scouts and adults are registered
 - Confirm all adults have current Youth Protection Training good through May 1, 2018
 - Confirm accurate email addresses for each Unit Key 3 member
4. Review the updated Internet Recharter Instructions PDF document online at <http://www.denverboyscouts.org/renewal>
5. Arrange for final signature from Unit Leader and Institution Head (IH)
6. Plan complete turn-in before February 15, 2018 to avoid lapse in membership

DENVER AREA COUNCIL SPECIFIC DETAILS for 2018

While national fees have increased to \$33/year, Denver Area Council (DAC) is working to adjust the Charter period to a Jan 1 – Dec 31 cycle. This change will take place in 2019. For 2018, units will charter for a ten-month term. FOR 2018, NATIONAL FEES WILL BE PRO-RATED TO BE \$27.50 AND *Boy's Life* TO \$10. You will need to make the following changes to your Charter Renewal paperwork:

- Cross out and change the expiration date to Dec 31, 2018 (instead of February 2019)
- Cross out and change the charter term to 10 months (instead of 12 months)
- Recalculate the total due, cross out and change the final Amount Due (using \$27.50/person)

CHECKLIST FOR YOUR FINALIZED CHARTER RENEWAL

- All pages of the "Summary Renewal Report EZ" have been printed including cover page.
- All signatures are collected and/or submitted online
 - Unit Leader Signature & Institutional Head (IH)/Executive Officer Signature (LDS Bishop)
- For all Adult leaders and Youth listed as new on the first page (cover page), applications and fees are enclosed, or have been submitted online.
- YPT report is attached (Available through my.scouting.org Training Manager).
 - Please review YPT requirements on page 1 of this sheet
- DAC Specific Fee and Term adjustments have been made to the Report Package (see above)
- Payment Authorized or Prepared to cover Membership Fees and Boy's Life fees
 - Make Checks payable to "Denver Area Council, BSA"

Every Scout Deserves Trained Leaders

Units with adult leaders that are not 100% trained for their positions may consider reassigning them to "91 – Scouter Reserve" – which only requires up-to-date YPT. Once they complete all required assignment training, they can be moved back to an active position.

- Untrained Assistant Scoutmasters – register as Scouter Reserve, once training is complete they can be moved back to ASM
- Untrained Committee Members – Many units register all adults as "Member of Committee". This position requires training! Identify Key Committee members, then move the excessive adults to Scouter Reserve.
- Untrained Den Leaders, Tiger Den Leaders, Webelos Leaders – Register the minimum necessary for the unit. If they are "100% Trained" for that position, then keep them in that assignment. Any that are not going to complete training should be registered as Assistant Den Leader, Assistant Webelos Leader, or Scouter Reserve for Tiger Den Leader.
- It is critical that this is done in LDS Stakes that multiple register positions across many wards or units.

Thank You to all Chartered Partners and Adult Volunteers who make Scouting Possible.