2020 HEART OF VIRGINIA COUNCIL CHARTER RENEWAL

Welcome and Introduction
The Heart of Virginia Council is approaching the Charter Renewal process differently this year. Instead of handing out a 20+ page renewal packet at Roundtable, we are mailing and emailing this document to the Key Three of all units. The goal is to simplify and demystify this annual process to make rechartering easier to understand and to be able complete it with fewer mistakes. In addition to this instruction document, all November District Roundtable Meetings will include recharter training. Districts will also schedule one or more recharter turn-in events before year-end.

The BSA sent an email to every registered adult scout in October explaining that it is requiring all registered adults to sign and turn in a Background Check Authorization form so it can re-run periodic background checks on adult members. Our Council has decided to make this part of the recharter process. This means a signed form must be turned in at recharter for every adult who will be registered with your unit in 2020. If an adult’s form is not turned in with the recharter, the adult’s registration will not be processed. This form may be downloaded from a link on the Heart of Virginia Council website’s homepage (hovc.org).

In 2019, the Council is providing free rank advancement patches to those units who earned JTE Gold in 2018 and agreed to host a Friends of Scouting presentation. The Council is offering the same incentive in 2020, but on time (before 12/31/19) and complete turn-in of recharter paperwork and fees is being added as a qualifying requirement.

Recharter Time Period
In the Heart of Virginia Council, the charter year is January 1 to December 31. Current charters expire on December 31, 2019. After that time, units are separated from Scouting – the unit is “dropped” from membership in BSA, as are all its members, and there is only a 60-day period to reinstate the unit in Scouting without losing Unit Tenure. A dropped unit ceases to exist and CANNOT hold meetings and activities, youth and adults are unregistered and cannot earn awards, and the unit loses its insurance coverage. In summary, the charter renewal process must be completed by 12/31/19.

Internet Recharter Process
The Heart of Virginia Council uses the Unit Charter Renewal System. It is a secure, easy-to-use online application accessible from a link on the Heart of Virginia Council website (hovc.org/resources/) or directly at https://bit.ly/2de9eFF on any Internet connected PC. Units will have access to Internet Rechartering beginning November 1, 2019.

To prepare for Internet Rechartering, units should be submitting new member youth and adult applications to the Council Office for processing throughout the Fall recruiting season. This will ensure that your unit’s roster is as up to date as possible heading into rechartering.

The unit must appoint a Renewal Processor. This individual will be responsible for completing the online recharter process. He or she can be the Unit Leader, Committee Chair or another registered unit adult. This person should be familiar with the adult and youth members of the unit and comfortable with using online computer applications.

The Renewal Processor should register when Online Rechartering goes live November 1, 2019. The Processor will select REGISTER as First Time User and, when prompted, provide the unit’s unique UNIT TYPE, 4-digit UNIT NUMBER and 2020 ACCESS CODE that was provided to the Unit Key Three in the cover letter. Your District Executive and District Commissioner has this information too if you need it. The Processor will then create a password and provide contact information.

The BSA has created a very good pdf presentation of how to use the Unit Charter Renewal System that we encourage you download and reference as you work through the process. A link to this presentation is provided on the UCRS Registration/Login screen.

Once registered, the Processor should proceed to Stage One and fill its initial roster by selecting LOAD COUNCIL INFORMATION. Please do not select the alternative UPLOAD RECHARTER FILE option. Once the Council Roster is loaded, proceed to Stage Two and print this Roster.

The next step is to conduct a Roster Check to compare your unit’s own membership records to the Council Roster. Identify members from the Council Roster that may be inactive and are missing from your unit roster and invite them back to the unit. On the flip side, identify youth and adults active in your unit who are not currently on the Council Roster and need to be added during Internet Recharter. In summary, your unit should communicate with every family on both Council and Unit Rosters to confirm which adults and youth will be active in 2020. This is also a good time to confirm the accuracy of members’ contact information, birthdates, grade levels, etc., obtain completed applications (see page 3) and required training certificates (see page 4) for youth and adults missing from the Council Roster, and collect 2020 registration fees.
Once the unit has completed its Roster Check, the Processor should log back into Internet Rechartering and proceed to Stage Two where he or she update rosters by renewing and adding members, correcting member data and assigning adult positions. In the remaining three stages, the Processor will error check the roster, confirm fees, determine payment method, submit the recharter roster, and print the Unit Charter Renewal Report (not the Summary Renewal Report E-Z).

The charter renewal may be approved online by the Executive Officer or Chartered Organization Representative. Alternatively, the Unit Leader and either the Executive Officer or the Chartered Organization Representative must sign the Unit Charter Renewal Report. Plan for this because some people may be away or unavailable at the end of the year.

Also, the unit leader and committee should complete the JTE form.

Bring your signed Recharter Renewal Report, the accompanying new member applications, training certificates, signed background check forms, fees and JTE form to your District’s Turn-In events. If you are unable to attend the Turn-In event, make a recharter review appointment with your District Executive, District Commissioner or Unit Commissioner. Do not drop it off at the Council Office without being reviewed!

Other Guidance and Reminders
- Always refresh when you return to the rechartering system by clicking the UPDATE UNIT RECHARTER button to update any new members registered by the Council and any new trainings taken since you last logged in.
- You can stop at any time, log off the system, and begin again where you left off by logging back in.
- When updating your roster, use full legal names only, no nicknames or initials, or punctuation.
- Each adult may only serve in only one position per unit, except for the Chartered Organization Representative who may also be a Committee Member or Committee Chair.
- When adding an adult or youth member dual registered in another unit or moving from that unit to your unit, use Internet Recharter’s PROMOTE feature to add them to your roster. Do not register them as new members or create new profile records for them. If you are prompted to provide the other unit’s Unit Number and Access Code, please contact your District Executive of District Commissioner for assistance. These new unit members must complete applications and satisfy training requirements.
- Once you click the Stage 5 Submit button, you can no longer make online changes, and any changes will need to be handwritten on the printed paperwork.

Recharter Checklist and Training Requirements
Youth Protection Training (YPT) is required for every adult. And Position Specific Training is required for every direct contact leader. This training must be completed before a new adult application can be accepted. For more detailed guidance on application and training requirements, see page 3’s Unit Recharter Checklist and page 4’s Recharter Training Requirements. The Recharter Checklist also provides guidance on the adult leadership positions which must be filled to recharter your unit. Review the Checklist as a final check before turning in your recharter documents.

Payment of Fees
2020 Fees:
- $40 per unit liability fee – also known as the unit recharter fee
- $33 per member BSA registration fee (adults and youth) subject to an increase to be confirmed by end of October
- $10 per member Heart of Virginia Council fee (adults and youth)
- $12 per subscriber Boys’ Life fee.

Three payment options:
- Pay online using credit or debit card. BSA adds additional 3% administrative fee, so this is more expensive.
- Pay online using E-Check. Will need to provide account information including account holder, account type, routing number, and account number. No administrative fee.
- Pay Direct to Council with check or cash. No administrative fee. Recommend bringing signed check without amount filled in case fees need to be recalculated.

Who Can I Contact with Specific Questions?
You may contact your Unit Commissioner, District Commissioner, or District Executive to help with all charter renewal questions, issues and concerns.
Recharters MUST Have:

_____ Completed and signed Background Check Authorization forms for ALL ADULTS

_____ Online approval by the Chartered Organization Representative or Executive Officer

OR

Signatures on the printed Unit Charter Renewal Report by the Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper) and either the Executive Officer or Chartered Organization Representative

_____ New Youth Complete Applications including:
   Full legal name. No initials or nicknames.
   Complete home address and phone number
   Date of birth and school grade
   Parent/Guardian full legal name. No initials or nicknames.
   Parent/Guardian address if different from youth
   Parent/Guardian phone number and email address
   Parent/Guardian date of birth
   Parent/Guardian original signature
   Unit Leader original signature

_____ New Adult Complete Applications including:
   Full legal name. No initials or nicknames.
   Complete home address, phone number and email address
   Date of birth
   Social Security Number
   Position of registration
   All questions answered on right side of page
   Applicant original signature
   Chartered Organization Representative or Executive Officer original signature (no substitutes)
   Completed and signed Background Check Authorization Form (last page of application)

_____ Youth Protection Training Certificates for all new adults

_____ Position Specific Training Certificates for new adults or adults changing positions within the Unit who are becoming direct contact leaders (See page 4 Recharter Training Requirements)

_____ Venture Crew / Sea Scout youth ages 18-21 must fill out adult application and take Youth Protection Training

At minimum, all the following positions must be filled for a unit to recharter:

_____ IH  Institutional Head /Executive Officer of Chartered Organization

_____ CR  Chartered Organization Representative (MUST be the same for all units at the Chartered Org)

_____ CC  Committee Chairman

_____ MC  Member of Committee

_____ MC  Member of Committee

_____ SM, CM, NL, SK  Scoutmaster, Cubmaster, Crew Advisor, Skipper (Unit Leader)

Packs only:

_____ LL  Lion Den Leader (if you have kindergarteners)

_____ TL  Tiger Den Leader (if you have 1st graders)

_____ DL  Den Leader (if you have 2nd or 3rd graders)

_____ WL  Webelos Den Leader (if you have 4th or 5th graders)

*** Girl dens and girl troops must have at least one registered female leader over age 21***

_____ Completed unit JTE form
Every adult position in the Boy Scouts of America Organization has training requirements to help ensure the safety of the youth as well as to provide a consistent program on a national level.

**Youth Protection Training**
Youth Protection Training valid through 2/29/20 is *required for all adult positions*. YPT training must be completed before turning in an application and renewed every 2 years. The YPT certificate should be turned in with the completed adult application. YPT training may be taken online at my.scouting.org and is occasionally offered by the Council or a District.

**Position Specific Training**
Position Training is available for all registered adult positions. *The Heart of Virginia Council requires Position Specific Training for all Direct Contact Leaders*. The Direct Contact Leader positions and their Position Specific Training requirements are listed below. The Position Training must be completed before turning in an application, and the training certificates should be turned in with the completed adult application. Position Training for adults who are not direct contact leaders is encouraged and recommended, but it is not a requirement for new adult member registrations.

If you have any questions regarding adult training requirements, contact the council office at 804-355-4306.

### Direct Contact Leader Positions and Training – Required

<table>
<thead>
<tr>
<th>Program</th>
<th>Position</th>
<th>Required Training</th>
<th>Training Options</th>
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</thead>
<tbody>
<tr>
<td>Cub Scouts</td>
<td>Cubmaster</td>
<td>Youth Protection Training</td>
<td>Online at My.Scouting.Org: Yes</td>
</tr>
<tr>
<td></td>
<td>Assistant Cubmaster</td>
<td>Cubmaster Training</td>
<td>Classroom by HOVC or District: Yes</td>
</tr>
<tr>
<td></td>
<td>Den Leader</td>
<td>Youth Protection Training</td>
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</tr>
<tr>
<td></td>
<td>Assistant Den Leader</td>
<td>Den Leader Training</td>
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<tr>
<td>Scouts BSA</td>
<td>Scoutmaster</td>
<td>Youth Protection Training</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Assistant Scoutmaster</td>
<td>Scoutmaster Training</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Outdoor Leadership Skills</td>
<td>Yes - outdoors</td>
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<tr>
<td>Venture</td>
<td>Crew Advisor</td>
<td>Youth Protection Training</td>
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</tr>
<tr>
<td></td>
<td>Associate Advisor</td>
<td>Crew Advisor Training</td>
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<td>Sea Scouts</td>
<td>Skipper</td>
<td>Youth Protection Training</td>
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<tr>
<td></td>
<td>Mate</td>
<td>Sea Scout Leader Training</td>
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### Non-Direct Contact Leader Positions and Training – Required

<table>
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<tr>
<th>Program</th>
<th>Position</th>
<th>Required Training</th>
<th>Training Online at My.Scouting.Org</th>
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<tbody>
<tr>
<td>All</td>
<td>All</td>
<td>Youth Protection Training</td>
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### Non-Direct Contact Leader Positions and Training – Recommended but Not Required

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<th>Program</th>
<th>Position</th>
<th>Recommended Training</th>
<th>Training Online at My.Scouting.Org</th>
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<tr>
<td>All</td>
<td>Chartered Organization Representative</td>
<td>Chartered Organization Representative Training</td>
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<td>All</td>
<td>New Member Coordinator</td>
<td>New Member Coordinator Training</td>
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<tr>
<td>Cub Scouts</td>
<td>Committee Chair</td>
<td>Pack Committee Chair Training</td>
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</tr>
<tr>
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<td>Committee Member</td>
<td>Pack Committee Member Training</td>
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<tr>
<td>Scouts BSA</td>
<td>Committee Chair</td>
<td>Troop Committee Training</td>
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<td>Committee Member</td>
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<tr>
<td>Venture</td>
<td>Committee Chair</td>
<td>Crew Committee Training</td>
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<tr>
<td></td>
<td>Committee Member</td>
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<tr>
<td>Sea Scouts</td>
<td>Committee Chair</td>
<td>Sea Scout Leader Training</td>
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<tr>
<td></td>
<td>Committee Member</td>
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