



BOY SCOUTS OF AMERICA®

NORTH FLORIDA COUNCIL

2022 Recharter Instructions

Turn In Deadline: Your District's January 6 Roundtable

3-Tips to Lead Off:

- 1) Please read all instructions before beginning
- 2) Resources to complete an accurate & timely recharter can be found at www.nfcscouting.org/recharter
- 3) Everything to finalize your recharter (updating roster, uploading supplemental paperwork, roster approval and payment) can be done online.

Overview

Rechartering gives chartering organizations the responsibility of determining continued membership of adults and youth in Scouting. All youth and adults who are registered for 2021 are listed on the unit's roster, which can be accessed thru the online recharter portal or My.Scouting.org.

Step-1: Log Into the Recharter Portal – system opens Nov. 1, 2021

Visit www.nfcscouting.org/recharter & click the "RECHARTER NOW – ONLINE PORTAL" link. Log in to the system with your My.Scouting credentials. Only members of the Unit Key 3 (Primary Unit Leader, Committee Chair, Charter Organization Representative or their Delegate – as indicated in the My.Scouting platform) – have access to the unit's recharter system.

Step-2: Review the Roster for Inactive Members (both youth & adults)

Call ALL inactive members and invite them to continue their membership in the BSA. Just because a Scout hasn't been active lately, doesn't mean they want to end their association with Scouting. Sports or other seasonal activities may have prevented them from participating recently; every Scout deserves a second chance. Invite them back and encourage them to take part in your upcoming activities or to connect with another Scouting unit that better fits their schedule/needs at www.beascout.org.

- **Did you know?** After all recharterers are turned in, district volunteers call every youth who was dropped, and often what they find is, the Scout wasn't around during recharter time. The family is sometimes surprised to learn they weren't included. A thorough and complete unit inventory is the quality first step to recharter success.
 - **Did you know?** When polled, families who drop from Scouting often point to lack of communication as the #1 reason for their departure. If a newly registered Scout has not attended a meeting yet, the family may be waiting for a phone call or email.
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Step-3: Do you have any youth or adults who are active, but not appearing on the roster?

Compare your active roster of Scouts and Adults to the roster displayed in the recharter portal. If active members are missing, they can be invited to register via email link directly from the recharter portal (this will prevent you from dealing with paper applications in Step 4). Once they have registered online, a member of the Unit Key 3 must log in thru the My.Scouting application manager to approve their membership. Once this is complete, log in to the recharter portal & refresh the roster, which should then show the new member.

Make sure to add all new members BEFORE proceeding to Step 4.

Step-4: Review New Roster

At this point, the current roster reflected in the system should list all members (youth and adult) the unit is planning to recharter. At this time, you'll want to:

- Update any leader position changes
 - Update information on registrants, for example address corrections, phone numbers, etc.
 - Check for errors noted by the system- all required positions are filled, youth protection training and background authorization forms are completed for all registered adults.
 - Missing items will be noted to the right of the adult's name with a red icon. Click the box to the left of that person's name & then click "Upload Document" to include a copy of the missing items with your unit's finalized recharter package. PDF & image files can be uploaded.
 - Remember that all newly-joining adults will need to have a copy of their youth protection training and background authorization form uploaded into the system.
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Step-5: Review List of Top 9-Mistakes

- 1) Different Executive Officers for Units chartered by the same organization. If a Pack, Troop and/or Crew is chartered by the same organization, the Executive Officer must be the same for the Pack, Troop and/or Crew.
- 2) Different Charter Organization Representatives for Units chartered by the same organization. If a Pack, Troop and/or Crew is chartered by the same organization, the Charter Organization Representative must be the same for the Pack, Troop and/or Crew.
- 3) Incorrect signatures. The adult members who are serving in the Primary Unit Leader, Committee Chair, Charter Organization Representative or Executive Officer roles moving forward (i.e. beginning at recharter) MUST be the ones to sign the charter and approve adult/youth applications.
- 4) Adult Volunteers do not have current Youth Protection Training or the Background Authorization form. Unit Leader not "trained" in position.
- 5) New persons (youth and adults) added to charter without application.
- 6) New youth applications not signed by both the unit leader and parent or guardian or they are missing vital information (Birth date, grade or address).
- 7) Charter Representative is the only person within a unit that may have 2 positions within the same unit (CC or MC). (Den Leader cannot be Cub Master – Scoutmaster cannot be Committee Member in the same troop.)
- 8) Youth too old for selected program (youth now too old for pack should be chartered with the troop or youth now too old to be a youth member and should be registered as an adult).
- 9) Unit does not have all of the required positions filled.

a. Packs - IH, CR, CC, CM, MC, MC and DL

b. Troops – IH, CR, CC, SM, MC and MC
c. Crews – IH, CR, CC, NL, MC and MC

Step-6: Submit for Approval & Pay

Click “Validate Recharter and Pay” to submit your roster. If the system detects any errors, they must be corrected before you are able to submit to the Council for processing.

Once the roster has submitted, your Charter Organization Representative will receive an automated email with a link to review & digitally sign the submitted roster.

Payment can be completed ANY of the following ways:

- In the online recharter portal via credit/debit card (3% processing fees apply)
- In the online recharter portal via e-check (\$1 processing fee applies)
- Paying via credit/debit card over the phone (904.388.0591) or in-person at the Council Service Center
- Paying via paper check from the unit (personal checks cannot be accepted)
- Paying via your unit’s registration account balance

PLEASE NOTE: Once your charter has been submitted to the NFC for processing, please send an e-mail to your local Scouting professional to notify them so that your final recharter package can be reviewed. There is no other mechanism for the Council to be notified that you’ve completed the online process.

Important Notes

- You may log out of the recharter portal and log back in at any time using your My.Scouting.org credentials so long as you are a member of the Key 3 or a Key 3 Delegate.
- If you need to make changes to your Executive Officer, Chartered Organization or the address of your chartered organization, you will need to contact your local Scouting professional directly. These changes CANNOT be made in the recharter portal.
- Your completed and correct recharter must be submitted by the January Roundtable. The printed E-Z form will NOT be accepted.
- Incomplete or delinquent units will be added to the “Non-Member” list. Those units will not have access to the membership privileges of the Boy Scouts of America, which include accident and liability insurance, the Scout Shop, North Florida Council camping facilities, activities, programs, advancements, etc.
- If you need help, do not hesitate to ask your District Commissioner or District Executive or contact the Council Service Center at 800-232-0845.

We stand ready to support!

Turn in Completed Re-Charter to Unit Commissioner, District Executive or the Council Service Center on or before the January Roundtable. The printed E-Z form will NOT be accepted.