



# BOY SCOUTS OF AMERICA®

## NORTH FLORIDA COUNCIL

### 2021 Recharter Instructions

Turn In Deadline: Your District's January Roundtable

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#### **2-Tips to Lead Off:**

- 1) Please read all instructions before beginning
- 2) Everything to finalize your recharter (roster, roster approval and payment) can be done online – EXCEPT for the following:
  - a. **The Signed Annual Charter Agreement**
  - b. **A signed Background Authorization Form for each newly-registered adult listed on page 1 of the Charter**

#### **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 2020 are listed on the enclosed roster.

#### **Step-1: The Unit Inventory**

Those who are active, but not listed in the enclosed Call ALL inactive youth on your roster 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](http://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-2: Any new youth or adults?**

Compare your active roster of Scouts and Adults to the enclosed roster – those not listed on the enclosed roster should be contacted and directed to register online at [www.BeAScout.org](http://www.BeAScout.org) for your unit BEFORE proceeding to Step 3.

When the unit leader accepts the youth applications electronically or the Charter Rep accepts the adult applications electronically, you can move on to Step 3. This will help you upload an accurate roster in the next step – and prevent you from dealing with paper applications on the back-end of this process.

### **Step-3: The Internet Charter Renewal Process – opens Nov. 1, 2020**

Unit designated person logs on to the council website at: [www.nfcscouting.org/recharter](http://www.nfcscouting.org/recharter).

Review what's on the site and then click on "Detailed Internet Recharter Instructions." Here is an overview of the key steps:

- At the bottom of the page, select "Recharter Now."
- At the bottom of the page, select "First Time User" (even if you did it last year).  
Note: if you log out and go back in later, you will go in under returning user.
- Login with Unit access code – it is located on the top right of page 1 of this packet (if it is lost or not included for some reason, please call Registration at the council office 800-232-0845 or 904-388-0591.)
- Load from council PAS information. (If the unit uploads from the council PAS system, they will have what we have at that moment.)
- Then you review the information on your current charter. Call the families of the youth you haven't seen in a while and invite them back to Scouting!
- Update information on registrants, for example address corrections, phone numbers, etc.
- Delete anyone who is not renewing their registration with the unit.
- Adding new registrants? Again, new youth and adults should be added through your unit's pin at [www.BeAScout.org](http://www.BeAScout.org) before starting this step.
- Check to be sure everyone is entered and positions correctly assigned.
- Check for errors noted by the system; if the system detects any errors they must be corrected before you are able to submit to council for processing.
- Submit for electronic approval by your Charter Organization Representative.
- Payment can be completed ANY of the following ways:
  - In the online recharter portal via credit/debit card (processing fees apply)
  - In the online recharter portal via e-check
  - 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:** If you choose to submit to Council electronically, once done, please send an e-mail to your District Executive and [Jana.Metzger@scouting.org](mailto:Jana.Metzger@scouting.org) to notify them. There is no other mechanism for the Council to be notified that you've completed the online process.
- **CRITICAL NOTE:** If you choose to print the final roster, rather than seek electronic approval from the COR, then you must secure the appropriate pen-and-ink signatures before submitting.
- **No matter the choice – the two items that require original signatures are the Annual Charter Agreement and a signed Background Authorization Form for each newly-registered adult listed on page 1 of the Charter**

### Important Notes

- You may log out of Internet Charter Renewal at any time and return to the same place you left off by selecting “Returning User” instead of “First Time User”.
- Your completed and correct recharter must be submitted by the January Roundtable.
- 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!**

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#### **Step-4: Review List of Top 10-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) Executive Officer did not sign charter or someone else signed for Executive Officer. Unit Leader did not sign charter or someone else signed for Unit Leader (CM, SM or NL).
- 4) Adult Volunteers do not have current Youth Protection Training. Unit Leader not “trained” in position.
- 5) New persons (youth and adults) added to charter without application.
- 6) New adult applications submitted without Executive Officer or Charter Representative and Committee Chair signatures (**Background Authorization Form is required for ALL new adults listed on page 1 of the Charter package**).
- 7) 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).
- 8) 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.)
- 9) 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).
- 10) 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-5: Turn in Completed Re-Charter to Unit Commissioner, District Executive or the Council Service Center on or before the January Roundtable.**

IF YOU ARE NOT COMPLETING THE RECHARTER 100% ONLINE –  
THEN FOLLOW THESE STEPS TOO:

**Step-6: Review Checklist**

Unit \_\_\_\_\_

Checked By \_\_\_\_\_

**EXECUTIVE OFFICER CHANGES:**

- If no change, ensure name and address are correct. If there is a change, strike through old EO with a single line. Write new name, address & phone number on charter. Application for a new Executive Officer (also called Institution Head) is NOT required only at charter time (if EO is changed mid-year, an application is required).

**SIGNATURES:**

- Executive Officer and Unit Leader (CM/ SM/ NL) have signed the appropriate page (usually #2). **If there are no signature lines, the report is only a draft, not the final version. Log back in and submit to Council then print and sign.**

**PAGE 1:**

- All adult & youth applications required by the page 1 report are included. **It is not a mistake if adults previously registered are on here.**
- Youth applications **must** have parent and Unit Leader signatures.
- Adult applications **must** be signed by the applicant (Disclosure page & App), Committee Chair and Charter Rep or Executive Officer. **Note: the latest version of the adult app also requires applicants' initials.**
- **A Background Authorization Form is required for ALL new adults listed on page 1 of the Charter package).**
- Youth and adults who joined and were added after the roster was printed, must have applications attached and must be included in the count for total fees.

**TRAINING:**

- Youth Protection certificates are attached for ALL adults requiring them (the charter will list those lacking YP).

**REGISTRATION FEES:**

- National Youth (Cub Scout, Scouts BSA, Venturing & Sea Scout) registration of \$66.00 + NFC Annual Insurance Fee of \$12.00 = \$78.00
- National Explorer registration of \$42.00 + NFC Annual Insurance Fee of \$12.00 = \$54.00
- National Adult registration of \$42.00 + NFC Annual Insurance Fee of \$12.00 = \$54.00
- Optional Boys' Life per person – \$12.00
- National Unit Liability Insurance Fee – \$75.00
- Registrants paid in another unit or district position (i.e. 'multiple' or 'dual'), but active in this unit as well, are indicated in the multiple report (usually listed before the dropped report). **Please indicate where the Registrant is paid (i.e. P0001 or 'district').**

**SUBMIT CHARTER to your District or Unit Commissioner, District Executive or Scout Service Center.**