



SCOUT ME IN™



**Complete your
Charter Renewal
by Nov. 12th.**

***Upload it into the
folder that has
been created for
your unit
(instructions to
come later).***

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2021 CHARTER RENEWAL GUIDEBOOK

What's New for This Year?

- Basically, everything will be online – no Recharter packets will be given out or turned in at District Roundtables.
- Access Codes will be emailed to the Unit Key 3.
- Completed Recharters will be uploaded to a specific One-Drive folder for the unit through an invite to the folder from your District staff.
- Checks and new youth and adult applications will need to be mailed to the Everett Scout office to comply with restrictions base on the pandemic.
- Submit online Opportunity Fund Membership Assistance applications for Recharter by December 31, 2020.
- For 2021, the Charter/registration period will be 10 months (January 1 to October 31). Beginning November 1st, the registration period will return to 12 months, Nov 1st through October 31st.
- The Recharter page will show the fees for 12 months. Ignore these fees and use the fillable 2021 Recharter Calculator for the 10-month fees.
- **Links to forms and other resources:**
 - How-to Presentation on Internet Rechartering from National – Oct. 2020
 - Unit Journey to Excellence (JTE) Forms – (fillable)
 - Position Training Requirements for Each Registered Position
 - Opportunity Fund Membership Assistance application (online)
 - 2021 Recharter Fee Calculator (fillable)
 - Annual Charter Agreement (fillable)
 - New Member Additions Spreadsheet (fillable)
 - Pack and Troop Budget Worksheets
 - 2021 Charter Renewal Slideshow deck
 - "Scouting Forward" for Mount Baker Council, July presentation

Mount Baker Council Youth Protection Training Policy

- *Youth Protection Training for all adults must be completed annually. For 2021 Charter Renewal, the Date Taken must have a 2020 date.*
- *Youth Protection Training certificate must be attached to all new adult applications.*
- *Current and new adults will NOT be registered without taking the 3-module plus test version (4 modules) of the **Mandatory** Youth Protection Training (required).*





CHARTER RENEWAL INSTRUCTIONS

1. **Access Codes will be emailed to the Unit Key 3.** Who are the Unit Key 3? They are the Chartered Organization Representative (CR); the Committee Chair (CC); and the Pack Cubmaster (CM), the Troop Scoutmaster (SM), the Venturing Crew Leader (NL), or the Ship Skipper (SK).
2. **Determine who will be the Charter Renewal Processor (the person doing the Recharter).**
 - a. If one of the Key 3 will not be doing the Recharter for the unit, then they will need to give the Access Code to the person who will be the Charter Renewal Processor.
 - b. If the Charter Renewal Processor is not a Unit Key 3, then they will need to be made a Key 3 Delegate by one of the Key 3 to have access to any of the reports that are needed. This can be done through my.Scouting, Organization Security Manager, from the Key 3 Delegate drop-down menu. A person needs to be registered in the unit to be in the drop-down list.
3. **The Access Code is unique for the unit and is new every year.** If you have been the Charter Renewal Processor in the past and the Access Code was saved to your computer, it will not work.
4. Use Google Chrome, Firefox or Internet Explorer (Version 11.0 or above). Safari may or may not be compatible.
5. **There are 2 ways to access Internet Rechartering:**
 - a. Go to the Council website at www.mountbakerbsa.org and on the home page select CHARTER RENEWAL. All the links to forms and resources are on the Council website.
 - b. You can also access the site using your my.Scouting account, under BSA Web Links, then Internet Rechartering.
6. **Click on the link (Oct. 2020) to read through the Internet Rechartering presentation from National** for what and how to do it (even if you have done Internet Rechartering in the past).
7. Register as a First-Time User—Select **“REGISTER” (First-Time User)**:
 - a. Enter the 2021 Unit Access Code. Select the unit type and enter your **four-digit** unit number. If you are used to seeing your unit only having 1, 2, or 3 numbers, place a 0 before it as a place-holder (for example, Troop 2 would be 0002 or for those in North Cascade District it would be 4002).
 - b. Enter your name and contact information.
 - c. Create a generic password as instructed and click **“REGISTER”**. Keep your password handy for reference. The Council does not have access to retrieve your password.
My new password is: _____
 - d. After registering as a First-Time User, you will then log in as a “Returning User” with your Access Code and password.
8. **Reports that are needed (Unit Roster, Youth Protection Training and Position Training):**
 - a. **A print-out of your roster** is available 2 ways:
 - i. From Internet Recharter -- After registering as a First-Time User, LOAD COUNCIL INFORMATION. On the next page, where it says, “STEP 1 of 6: Update Charter Information,” in the upper right corner, click on the grey box that says **“Review / Print Roster”**. You can print a DRAFT VERSION of the roster that gives a list of everyone who is currently registered in your unit.
 - ii. From your my.Scouting account in Member Manager.
 - b. **A Youth Protection Training report from Training Manager from my.Scouting.**
 - c. **A Trained Leader Report from Training Manager from my.Scouting.**



CHARTER RENEWAL INSTRUCTIONS (CONT.)

9. Know who will be registering, youth and adults, so that you will be able to complete the Recharter and calculate the fees.
10. Complete the information requested on each screen. You can log out any time you wish to stop, by selecting the gear in the upper right corner and “Log Out”. All changes you have made will be saved.
11. Then when logging back-in, **Log In as a Returning User** (click the Log In box since you’ve already registered) and then enter your access code and password.
12. Review your roster so that you know what changes and additions need to be made and which youth and adult applications need to be collected.
13. **Click “Update Unit Roster” every time you log back-in as a Returning User** to update additional adults or youth registered by the Council or from on-line registration. Youth Protection Training dates will also be updated for those who have recently taken it.
14. Transfers from other units are not specified as such during Charter Renewal. Instead, they are considered new members and a BSA Youth Application must be submitted for them. ***Do not mark someone as a transfer on the Recharter screen.***
15. Verify that all adult leaders are trained for the position for which they are being registered, including Youth Protection Training, which is required to be taken every year in the Mount Baker Council.
 - a. The Youth Protection Training (YPT) Aging Report” from my.Scouting – In the last column on this report, it gives the National BSA’s “Effective Through” date. It does not give the “Date Taken”. In the Mount Baker Council, for 2021 Internet Rechartering, the “Effective Through” date will need to have a 2022 year **showing that it was taken during 2020.**
 - b. The “Trained Leaders Report” from my.Scouting – The pdf summary report lets you know if a registered leader is trained for their position or not. If a person is not trained for their position a NO will be by their name and from Training Manager, you will need to get the detailed CSV Training Report and export it to an Excel spreadsheet. This will tell you the training that is still needed in order to be trained for their position. **Note: If a Scoutmaster or Assistant Scoutmaster does not have the Introduction to Outdoor Leader Skills training, please check with your Unit Commissioner or District Commissioner to get a waiver.**
16. If there is a change in the Institutional Head (IH) or Chartered Organization Representative (CR), **do not make the change at this time.** Leave the existing IH and CR as is. When mailing the check to the Everett Scout office for the fees, include their BSA application along with a note indicating there is a change.
17. Get in contact with your Sponsoring Organization’s Institutional Head or Chartered Organization Representative to let them know that you will be emailing them the Charter Renewal for their approval. We will not be getting physical signatures on a printed version for their approval.
18. When you see the “Approve Roster” page, **click the box “I (WE) AGREE”** which means that the Recharter will be signed electronically by the IH or CR for their approval.
19. **Since our Charter is for 10 months and not 12 months, do not use the fee calculations shown on the Recharter. Download our fillable 2021 Recharter Fee Calculator and enter the information.**



CHARTER RENEWAL INSTRUCTIONS (CONT.)

20. **IMPORTANT** – The “Payment” page is where you will select “Pay Direct to Council”. **Do not click on the Credit Card or Pay with E-check!** Otherwise, you will pay for 12 months and not 10 months. Refunds will be difficult as money goes directly to National. Complete our fillable Fee Calculator.
21. **Be sure to refresh your roster every time you log in to the account, especially before you click the SUBMIT tab to finish the Internet Rechartering process.**
22. For those units that have been using on-line registration for new youth from Be-a-Scout, there is a 24 to 48-hour delay before seeing the names of the new Scouts in the Recharter roster. **Be sure to have the Unit Key 3 check their my.Scouting account in Application Manager to approve any youth before you click SUBMIT.** Refresh your roster every time you log in to the account so that their names will appear.
23. As of December 1st, National will turn off the on-line registration. For any new Scouts joining in December, a BSA paper application will need to be turned in to the Scout office along with their membership fees for 2020 and for 2021 (including the Joining fee and the Activity fee).
24. When you have completed all the information to Recharter the unit, click **ROSTER REVIEW** and check for accuracy. Be sure to **UPDATE UNIT ROSTER** before submitting.
25. If you are having problems and have not clicked the SUBMIT button, call the Council Registrar at the Everett Scout Office at 425-338-0380.
26. Once you have verified that everything is correct, click the **SUBMIT** button.
27. Save to pdf or print ALL pages of the Unit Charter Renewal Report Package. **Do not print the Summary Report (E-Z).** Keep a copy for your unit’s records. The
28. **Upload a pdf of the completed Recharter into the file that has been created for you. You will be given instructions later as to how to upload the file.**
29. For Opportunity Fund Membership Assistance, please have the parent complete the online application before December 31st (the link is on the Cover page).
30. Verify again that ALL leaders meet all the training requirements.
31. Download the fillable 2021 Recharter Fee Calculator form to collect the appropriate fees. Save it to your computer and Enable Editing. Print the completed form and mail it along with one check made payable to the Mount Baker Council, BSA. You can mail new youth and/or adult applications at the same time. We are requesting mail-in to comply with Covid-19 restrictions.
32. Make arrangements with your Unit Commissioner, District Commissioner and/or District Director for completing the Annual Charter Agreement (a link to a fillable pdf is on the Cover page).

To make your job easier, consider mailing or turning in any new youth and adult applications with YPT certifications, the “Additional Disclosures & Background Check Authorization” form and membership fees to the Everett Scout office before starting the Internet Rechartering process. This way, their names will already be on the roster and you won’t need to add them. Be sure to click the UPDATE UNIT ROSTER tab so that their names will appear.





ADULT POSITION WORKSHEET

(For your use to make sure all required positions are filled.)



Position	Name	YPT Date Taken	Leader Specific Training Date
*IH – Institutional Head/ Executive Officer (non-registering leader position) – No registration fee			
*CR – Chartered Organization Representative (The only position that can be registered (multiplied) in another position – CC or MC – in the same unit)			
*CC – Committee Chair (cannot multiple register into another position in this unit other than CR)			
*MC – Committee Member (cannot multiple register into another position in this unit other than CR)			
**MC – Committee Member (cannot multiple register into another position in this unit other than CR)			
*Unit Leader – Cubmaster (CM), Scoutmaster (SM), Venturing Advisor (NL), or Skipper (SK) - (cannot multiple register into another position in this unit)			
*For Packs – minimum 1 Den Leader – Can be Tiger Den Leader (TL), Den Leader (DL), or Webelos Leader (WL) - (cannot multiple register into another position in this unit)			

*** ALL POSITIONS ARE NEEDED FOR CHARTER RENEWAL**

**Note: The Pack Trainer (PT) or New Member Coordinator (NM) position can be registered instead of a second Committee Member to meet the minimum number of required positions needed to charter a unit.

See “What Makes a Trained Leader” (page 6) for training requirements for each position.



REQUIRED TRAINING



What Makes a Trained Leader?

Adult leaders in units are considered trained, and eligible to wear the official “Trained” emblem, once they have completed Youth Protection Training and the training courses outlined below, or who have completed Youth Protection Training and a previous basic training course when it was current. **Youth Protection Training is a joining requirement for all registered adults and must be retaken every year in the Mount Baker Council!**

HAZARDOUS WEATHER TRAINING

Effective April 30, 2018, the Hazardous Weather course was added to the requirements to be a **Trained Direct Contact Leader**. **Direct Contact Leaders** are adult volunteers who have direct contact with youth and are registered in the following positions: *Cubmasters, Scoutmasters, Venturing Crew Advisors, Skippers, all Den Leaders and all Assistant Positions.* **This training needs to be taken every two years to be considered trained.**

Cub Scouting



Position Specific for your position – Cubmaster, Assistant Cubmaster, Webelos Leader, Assistant Webelos Leader, Den Leader, Assistant Den Leader, Tiger Den Leader, Committee Chair, Committee Member, Pack Trainer, New Member Coordinator:
(On-Line Modules using your my.Scouting account)

Scouts BSA



Position Specific for your position – Scoutmaster & Assistant Scoutmaster: Introduction to Outdoor Leader Skills (Classroom only) **AND** Scoutmaster Specific (On-Line Modules using your my.Scouting account). **Committee Chair, Committee Member, New Member Coordinator:**
(On-Line Modules using your my.Scouting account)

Venturing Crew



Position Specific for your position – Crew Advisor, Crew Associate Advisor, Committee Chair, Committee Member, New Member Coordinator:
(On-Line Modules using your my.Scouting account)

Sea Scout Ship



Position Specific for your position – Skipper, Mate, Committee Chair, Committee Member, New Member Coordinator:
(On-Line Modules using your my.Scouting account)
Remember: Anyone 18 years of age or older registering in a Crew or Ship, Youth Protection Training needs to be taken. This 4-module Youth Protection Mandatory Training replaces the Venturing and Exploring Youth Protection Training.

Chartered Organization Representative
On-Line or meet with District Executive for training

Unit Scouter Reserve & Unit College Scouter Reserve
Youth Protection only is needed to be considered trained.

YOUTH PROTECTION TRAINING

The Youth Protection **Mandatory** Training Learning Plan has 3 modules plus a test and must be taken for Youth Protection Training to be considered complete. For Charter Renewal in the Mount Baker Council, **ALL Adult Leaders must complete this Youth Protection Training with a 2020 date before they can be registered for 2021.**

An additional Youth Protection Training called “Recommended” is also available for additional learning. This extra training is also in 4 modules and is **not the required** Youth Protection Training that is needed for registration. It can be found on the same page/site as the Youth Protection Mandatory Training Learning Plan.



FEE WORKSHEET

Mail one check made payable to Mount Baker Council, BSA

(Please use the link to the fillable 2021 Recharter Fee Calculator on the Cover page to calculate the fees. Include it when mailing your check along with any new applications to the Everett Scout office.)

This amount will go to National BSA

- a) YOUTH Membership fee (pro-rated) # Youth _____ x \$55.00 = _____
 - b) YOUTH Boys' Life (BL) magazine fee (pro-rated): # Youth _____ x \$10.00 = _____
 - c) NEW YOUTH Joining fee (*no Opportunity Fund*) # Youth _____ x \$25.00 = _____
 - d) ADULT Membership Fee (pro-rated) # Adults _____ x \$35.00 = _____
 - e) ADULT Boys' Life magazine fee (pro-rated): # Adults _____ x \$10.00 = _____
 - f) National Unit Liability Insurance fee (Recharter fee): + \$75.00
 - g) **TOTAL Charter Renewal fees (add lines a - f)** _____
 - h) Minus Opportunity Membership Assistance (max 50% of registration fees): - _____
 - i) **TOTAL (subtract line h from line g)** _____
- Names of Opportunity Fund Membership Assistance applicants _____

This amount will stay with the Council to support our Council youth programs

- j) YOUTH Activity fee (pro-rated) # Youth _____ x \$55.00 = _____
- k) ADULT Activity Fee (pro-rated) # Adults _____ x \$20.00 = _____
- l) **TOTAL Council Activity fees (add lines j & k)** _____
- m) Minus Opportunity Activity Fee Assistance (max 50% of Activity Fee): - _____
- n) **TOTAL (subtract line m from line l)** _____

PRO-RATED REGISTRATIONS & BOYS' LIFE MAGAZINE FEES FOR THE REMAINDER OF 2020
(Do not include Opportunity Fund Membership Assistance applicants)

This amount will go to National BSA

For registering in OCTOBER:

- m) YOUTH pro-rated Membership fee (\$5.50/mo) # Youth _____ x \$16.50 = _____
- n) YOUTH Boys' Life (BL) magazine fee (pro-rated): # Youth _____ x \$ 3.00 = _____
- o) ADULT pro-rated Membership Fee (\$3.50/mo) # Adults _____ x \$10.50 = _____

For registering in NOVEMBER:

- p) YOUTH pro-rated membership fee (\$5.50/mo) # Youth _____ x \$11.00 = _____
- q) YOUTH Boys' Life (BL) magazine fee (pro-rated): # Youth _____ x \$ 2.00 = _____
- r) ADULT pro-rated Membership Fee (\$3.50/mo) # Adults _____ x \$ 7.00 = _____

For registering in DECEMBER:

- s) YOUTH pro-rated membership fee (\$5.50/mo) # Youth _____ x \$ 5.50 = _____
(Boys' Life magazine not available to order for one month only)
- t) ADULT pro-rated Membership Fee (\$3.50/mo) # Adults _____ x \$ 3.50 = _____
- u) **NEW YOUTH Joining fee (one-time fee for any month)** # Youth _____ x \$25.00 = _____
- v) **TOTAL (add lines m – u if you are turning in new youth and/or adult applications)** + _____

GRAND TOTAL (add lines i plus l plus v for one check)



Scouting Fee Definitions

- **Annual National BSA membership fee** – this registration fee, which goes entirely to the National BSA, was updated on August 1st, 2020.
 - For youth members with a Pack, Troop, Crew or Ship, the fee will be \$66 for the year and Exploring youth members will be charged \$42.
 - All registered Adult leader's fees will be \$42.
- **Because our 2021 Recharter will be for 10 months** (Jan to Oct), the fee will be pro-rated for 10 months.
 - For youth members with a Pack, Troop, Crew or Ship, the membership fee is \$55.
 - Exploring youth members will be charged the pro-rated fee of \$35.
 - All Adult Leader fees will be pro-rated to \$35. Lion and Tiger Adult Partners are not Adult Leaders.
 - There is no transfer fee.
 - There is no fee when registering in more than one unit (dual or multiple registration). However, if registering in both an Exploring Post and in another unit, membership fees will need to be paid in both.
 - Boys' Life magazine will be \$10. Registered adult leaders receive the Scouting magazine with their membership.
- **New Member Joining Fee** – this fee of \$25, goes entirely to the National BSA, and was updated August 1, 2020.
 - It is paid only one time for a new youth member joining a Pack, Troop, Crew or Ship.
 - Youth who are or who have been registered before with the BSA (even if transferring from another council), do not pay this New Member Joining fee.
 - New Exploring Post youth members do not pay this fee.
 - Adults do not pay this New Member Joining fee, even if registering for the first time.
- **National Unit Liability Insurance Fee** – this \$75 fee goes entirely to the National BSA; updated Aug 1, 2020.
- **Council Activity Fee** – this fee will stay with the Mount Baker Council to support our Council youth programs.
 - For all youth members (including Unit and Venturing Participants), the Council Activity fee will match the National BSA membership fee. Since the pro-rated membership fee for 2021 Rechartering is \$55, the Council Activity fee is \$55.
 - For Exploring youth members, the Council Activity fee is \$35 and matches the National pro-rated \$35 membership fee.
 - For all Adult Leaders, the Council Activity fee for 2021 Rechartering will be \$20 (it does not match the membership fee). Since Lion and Tiger Adult Partners are not Adult Leaders, there is no Activity fee for them.
 - New members, starting January 1st, 2021, will pay a pro-rated Council Activity fee throughout the year when they join.
 - This Activity fee includes the insurance fee that was collected for past Recharters.
- **Unit Dues or Fees** – this fee is charged by a unit for its own members to support unit activities. The amount and payment schedule are set by the unit.
- **The Opportunity Fund Membership Assistance application** will be completed and submitted online through the Mount Baker Council website at mountbakerbsa.org (instructions are on the application). The Council will review it and if approved, the Opportunity Fund Membership Assistance award may cover up to 50% of the following: National BSA membership fees, uniform, handbook, Boys' Life magazine and the Council Activity fee. It does not cover the national New Member Joining Fee or any unit dues or fees.

Mount Baker Council, Boy Scouts of America

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