

2018 Charter Renewal Tips

Before you begin, you will need:

1. List of current youth, leaders, and other volunteers in your unit.
2. Log in to my.scouting.org to update contact info (in the Member Manager) & training (in the Training Manager). YPT should be current through 1 May 2018. May need 24-48 hours to sync.
3. Traditional units collect fees: \$27.50 per person and \$10 for *Boys Life*.
4. Review the Charter Renewal Guide and get started at www.denverboyscouts.org > Resources>Charter Renewal (big blue button)

Logging in

- Even if you've done this in past years, you are a First Time User with a new access code for *this year*.
- If you don't know your code, ask your unit commissioner.
- Use a 4-digit unit number. Prefill zeroes before your unit number as needed; pack 25 would use 0025.
- Use an easy password such as *pack25* or the password provided by your commissioner.

Load the roster from BSA, *not* your own software. It will load the people currently listed on my.scouting.org. Traditional units must have at least 5 youth members. LDS units must have at least 2 youth members.

Applications will need to be submitted with your renewal packet for any youth or adults you enter manually during the online process. Be sure apps are complete with SSN, email, and signatures.

- LDS troops: ALL Young Men leaders should be registered with the troop.
- Consider using the Unit Scouter Reserve for non-Key 3 leaders who will have difficulty completing all position training within 90 days. Only YPT is required for this position.
- The Executive Officer signs on the "Chartered Org. Rep." line of the adult application for a new COR.
- A new Executive Officer fills out the "New Unit Application."
- All new adult applications also need proof of YPT. Acceptable documentation: printed certificates (copies OK) or YPT Aging Report from my.scouting.org

If your Chartered Organization sponsors other units (this applies to all LDS wards and some traditional units):

- Make sure all units show the same Chartered Organization Representative and Executive Officer.
- You can move boys and leaders from one unit to another within your "family." No application required.

Signatures will be obtained digitally.

- The system will send an email request to your Executive Officer and unit leader.
- "Unit Leader" means your Cubmaster, Scoutmaster, or Crew Advisor.
- "Executive officer" means the person at the highest level of the Chartered Organization or for LDS units, the bishop. This is different from the Chartered Organization Representative.

Fees: Since we're moving to year-end charter renewal, your 2018 charter will have a 10-month term. ALL UNITS will need to prorate their fees and change their charter's expiration date *by hand* to 31 December 2018.

- ALL UNITS, including LDS, will need to select the **CASH** payment option so these changes can be redlined by hand. **DO NOT PAY WITH CREDIT CARD.**
- If you have members registered in multiple units, coordinate with the other unit(s) to ensure that person's fee is paid by **only one** unit.

Submitting your packet

- Print the EZ form and bring it to a charter renewal party: 20 January, 1 February, or 15 February.
- *Traditional units*: bring a check. The amount will be different from what the online system suggests.
- Bring any applications and proof of YPT for new members.