



## Denver Area Council, BSA – 2019 Charter Renewal Guide

**Thank you for supporting the Boy Scouts of America** and supporting our Denver area youth. Charter Renewal is an annual process to re-establish and re-affirm relationship with the Boy Scouts of America. Remember: All Units Expire on December 31, 2018.

Your unit should plan to complete charter renewal via the National Internet Charter Renewal System by December 15, 2018. On time charter renewal of your unit is important. This guide will assist in the charter renewal process. Again this year the entire process can be completed online, including payment of National Fees and Boy's Life Subscriptions, if desired.

Access codes for the Online Charter Renewal System will be sent to the Unit Key 3 leadership Team in September and units can access the Online System starting October 1, 2018.

**NOTE: Units associated with the Church of Jesus Christ of Latter-Day Saints will automatically renew for 2019!**

These units do not need to use the online system—they only complete Journey to Excellence and ensure unit rosters are up to date

### Preparing For Charter Renewal

- Appoint a Unit Charter Coordinator (UCC) to manage the process
- Get your Charter Renewal Site access code from your COR or Unit Committee Chair
- Check Member Manager in <http://my.scouting.org> to confirm all scouts and adults are registered
- Confirm all adults have completed the new Youth Protection Training (YPTv2) course
- Confirm accurate email addresses for each Unit Key 3 member
- Review the updated Internet Recharter Instructions PDF document online at <http://www.denverboyscouts.org/renewal>
- Arrange for final signature from Unit Leader and Institution Head (IH)
- Plan complete turn-in before December 15, 2018 to avoid lapse in membership

### Journey to Excellence

Scouting's *Journey to Excellence* (JTE) is the BSA's planning, performance, and recognition program designed to encourage and reward the success of units, districts and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA. Denver Area Council requests all units participate in and submit a yearly JTE status form.

Now that Denver Area Council is moving to a Calendar Year Unit Charter cycle, we ask that you submit your JTE form alongside your Charter Renewal forms. Units can find JTE tracking workbooks online at <https://www.scouting.org/jte/>

**Units that score Silver or Gold on JTE and complete Charter Renewal on time will receive Free Badges of Rank from the DAC Scout Shop!**

### YOUTH PROTECTION POLICY

Youth Protection Training (YPT2) is required for each adult on the unit charter, and all adults registered in Scouting in the Denver Area Council must maintain current Youth Protection Training certification based on the revised course released March 2018.

Youth Protection Training is valid for a period of two years. All currently registered adults included with the a unit's charter renewal must have completed the new YPT2 course by September 30, 2018. Every new Adult Application must include a Youth Protection Training certificate. A problem sometimes arises when an adult has not yet linked his or her My.Scouting.org training profile with his or her scouting membership ID number. An adult with unlinked accounts may show up on the printout in a section entitled "Adults Without Youth Protection Training Report." You will need to provide a Youth Protection Training certificate for those unlinked adults.

**You will not be able to complete your charter renewal if any registered adult has expired YPT2 certification.**

**Training can be completed online through <https://my.scouting.org>**

**Visit <https://www.scouting.org/training/youth-protection> for more information on YPT2 policies**





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### CHARTER RENEWAL INSTRUCTIONS

Access to the Online Charter Renewal site begins October 1, 2018  
Go to <http://www.denverboyscouts.org/renewal> to find a link to the site.

#### Register for access (remember - each year you are considered a first time user)

1. From the Charter Renewal site, select FIRST TIME USER
2. Enter your 2019 access code, select your unit type, and enter your 4-digit unit number
3. Pad unit number with Zero (ie Pack 340 would use 0340)
4. Click CONTINUE
5. Agree to the Confidentiality Statement
6. Enter Unit Access Code (UAC) information and set a password (write it down) and click REGISTER
  - ◆ Denver Area Council will NOT have access to your password.

Our Unit Access Code: \_\_\_\_\_ Our 2019 Password: \_\_\_\_\_

#### Complete the Five Stages of Renewal

1. Follow the prompts and complete all information requested. The Five Stages include:
  - ◆ Load Roster, Update Roster, Check Roster, Summary, Submit Roster
2. You can stop at any time, log off, and begin again. Access as a Returning User, and use your unit access code and password set when you first registered
3. Contact your Commissioner or Council Registrar (303-455-5522) if you have issues any time during the process (before the final Submit Roster stage)

#### Submit Roster and Prepare Paperwork for Payment

1. Your IH can sign the charter online electronically. Complete this step before final Submit Roster step. Otherwise a physical signature is required.
2. You may pay on line using a credit card (additional processing fee applies), or by submitting check to the Council
3. Click "Submit To Council" to finish the process. Your unit is now queued for Charter Renewal processing! All that's left to be complete is to submit paperwork.
4. Please download the Cover Page, the "Unit Charter Renewal Package", and the "Summary Renewal Report EZ" for your records
5. Please Print the Cover Page and "Summary Renewal Report EZ" to turn in for processing.
6. Complete the Checklist for Finalized Charter Renewal on the next page.
7. Turn In completed paperwork, payments (if needed), and applications to Denver Area Council.

**Take all paperwork to your Unit Commissioner, your District's Roundtable or a Charter Renewal Party for final confirmation and submission.**

### UNIT FEE WORKSHEET - Based on a 12 month Charter Term

# Youth Renewed/registered @ \$33.00. Each	=	\$ _____
# Boy's Life Subscription @ \$12. Each	=	\$ _____
# Adults Renewed/registered @ \$33.00 Each	=	\$ _____
Unit Liability Insurance Fee*	=	\$ <u>40.00</u>
Total Payment Due to Denver Area Council	=	\$ _____





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### LAPSED UNITS

Units that do not renew by December 31, 2018 will be considered “Lapsed”. This means:

- The unit is no longer Chartered and considered inactive
- Unit tenure is interrupted – youth and adult membership is suspended
- Youth advancement is interrupted
- Activities are not authorized
- Insurance coverage for activities is interrupted
- Unit ScoutShop account frozen

On time Charter Renewal is a Denver Area Council requirement to qualify for free Badges of Rank (along with Gold or Silver JTE ranking)

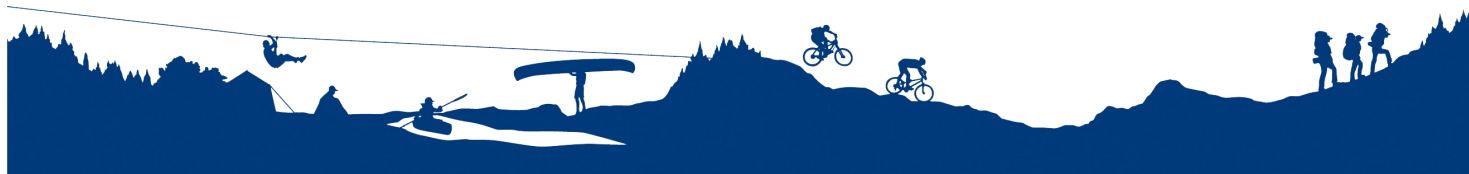
### CHECKLIST FOR YOUR FINALIZED CHARTER RENEWAL

- All pages of the “Summary Renewal Report EZ” have been printed including cover page.
- All signatures are submitted on line, or collected in person
  - Unit Leader Signature & Institutional Head (IH)/Executive Officer Signature (LDS Bishop)*
- For all Adult leaders and Youth listed as new on the first page (cover page), applications and fees are enclosed, or have been submitted online.
- YPT report is attached (Available through [my.scouting.org](http://my.scouting.org) Training Manager).
  - Please review YPT requirements on page 1 of this sheet*
- Payment Authorized or Prepared to cover Membership Fees and Boy’s Life fees
  - Make Checks payable to “Denver Area Council, BSA”*
- 2018 Journey to Excellence Unit Workbook completed and printed/prepared for submission, regardless of whether the unit has achieved its goals
- Provide your Unit’s 2019 Investment in Character Presentation Date/Time/Location

### Every Scout Deserves Trained Leaders

Units with adult leaders that are not 100% trained for their positions may consider reassigning them to “91 – Scouter Reserve” – which only requires up-to-date YPT. Once they complete all required assignment training, they can be moved back to an active position.

- Untrained Assistant Scoutmasters – register as Scouter Reserve, once training is complete they can be moved back to ASM
- Untrained Committee Members – Many units register all adults as “Member of Committee”. This position requires training! Identify Key Committee members, then move the excess adults to Scouter Reserve.
- Untrained Den Leaders, Tiger Den Leaders, Webelos Leaders – Register the minimum necessary for the unit. If they are “100% Trained” for that position, then keep them in that assignment. Any that are not going to complete training should be registered as Assistant Den Leader, Assistant Webelos Leader, or Scouter Reserve for Tiger Den Leader.





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### Submit Your Charter Renewal No Later Than December. 15, 2018

Opportunities are available at District Roundtable or at District Turn-in Parties in November and December.

Visit [www.denverboyscouts.org/renewal](http://www.denverboyscouts.org/renewal) for details

#### DETOURS ON THE ROAD TO SUCCESS

*Remember: any issues causing defects must be fixed before Recharter can be submitted online!*

- No institutional head (IH) signature. We forgot to **make an appointment with the IH** when we began the charter renewal process.
- Applications are not attached or accounted for youth or adult leaders listed as NEW on the cover sheet.
- Applications are required for any adult previously registered as a Tiger Cub Adult Partner who is now registering into a new leadership role.
- Adult application and YPT is required for any 18-yr old youth who is promoted to Assistant Scoutmaster or Unit Scouter Reserve.
- Signatures are missing on page two (2) of the charter. The IH or COR must sign on the first signature line. The Unit Leader must sign on the second signature line. Signatures can be made online or collected in person.
- Page one (cover sheet) is missing. Attach ALL pages even if blank.
- More than one position has been assigned to an adult leader, such as Committee Member and Den Leader. The Chartered Org Rep is the only position that can multiple either as a Committee Member or as the Committee Chair.
- Youth Protection training certificates are not attached for new leader applications or last-minute training completions.
- Money is not balanced or attached. Registration fees need to be submitted with the charter.
- Venture Scouts over 18 must have adult application and Venturing YPT.

#### GETTING HELP

- Contact your Unit Commissioner (UC) or District Commissioner for assistance or questions
- Contact Denver Area Council Registrar at 303-455-5522
- Contact a District Professional with questions and to confirm all paperwork is complete

District	District Commissioner	District Professional
Arapahoe	Cindy Hamilton—crshamilton@gmail.com	Rachel Joslyn—rachel.joslyn@scouting.org
Centennial	Russ Larson—russ622@gmail.com	Stephanie Vierow-Fields - stephanie.vierow-fields@scouting.org
Frontier	Tim Brackett—tim@timbrackett.com	James Dockter—james.dockter@scouting.org
Gateway	Jason Pettis—jazonp@gmail.com	Joanna Clement - joanna.clement@scouting.org
Pioneer Trails	Joy Hawkins - larryhawkins@comcast.net	Garrett Byrd—garrett.byrd@scouting.org
Timberline	Steve Yexley—smyexley@comcast.net	Tobin Truslow - tobin.truslow@scouting.org
Valley	Mike Gill - gillmusic1@earthlink.net	Alberto Rodriguez—alberto.rodriguez@scouting.org

*Thank You to All Chartered Partners and Adult Volunteers who make Scouting Possible.*

