

Submit Your Charter Renewal at Roundtable and Turn-in Parties in January and February.

NO LATER THAN Feb 15, 2017.

www.denverboyscouts.org/recharter

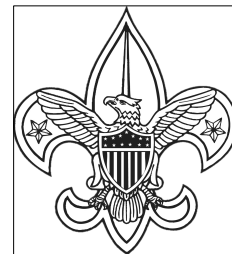
DETOURS ON THE ROAD TO SUCCESS

1. No institutional head (IH) signature. We forgot to ***make an appointment with the IH*** when we began the charter renewal process. The IH for LDS Units is the Ward Bishop.
2. Applications are not attached for youth or adult leaders listed as NEW on the cover sheet.
3. Applications are required for any adult previously registered as a Tiger Cub Adult Partner who is now registering in leadership role.
4. Adult application and YPT is required for any 18-yr old youth who is promoted to Assistant Scoutmaster or Unit Scouter Reserve.
5. Signatures are missing on page two (2) of the charter. The IH or COR as listed on the charter papers must sign on the first signature line. The Unit Leader must sign on the second signature line.
6. Page one (cover sheet) is missing. Attach ALL pages even if blank.
7. 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.
8. Youth Protection training certificates are not attached to new leader applications. YPT for any adult must be current through June 1, 2017.
9. Money is not balanced or attached. Registration fees need to be submitted with the charter.
10. Venture Scouts over 18 must have adult application and Venturing YPT.

COMMON APPLICATION ERRORS

1. The Disclosure/Authorization page of the adult leader application is not attached or signed.
2. The right-hand column of information (references) is not filled in on the adult leader application.
3. Signatures or initials are missing from the applications that have been attached. Unit leaders and parents must sign the youth applications. The Applicant, Committee Chair (CC) and Chartered Organization Representative (COR) must sign the new adult leader applications. Adult initials are required where noted.

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



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Youth Protection Training (YPT) How to Take / Renew

Registered adults renew their YPT in their personal 'my.scouting.org' account.

New adults complete the YPT course online by creating an account at my.scouting.org.

Denver Area Council 2017 Annual Charter Renewal Guide

ALL UNITS EXPIRE 2/28/2017

Who is Responsible for Your Unit's Charter Renewal? Your Unit Key 3:

1. Unit Leader: Cubmaster or Scoutmaster or Team Coach or Advisor or Skipper
2. Committee Chair
3. Chartered Organization Representative

IMPORTANT: Before You Begin...

1. Appoint a Unit Charter Coordinator (UCC)
2. Check my.scouting.org member manager to confirm all scouts and adults are registered.
3. Confirm all adults have current Youth Protection Training good through June 1, 2017.
4. In [member manager](http://member.manager) ensure accurate email addresses for each Unit Key 3 member.
5. Arrange date for final signature from Unit Leader and Institution Head (IH).
6. Plan complete turn-in before February 15, 2017 to avoid lapse in membership.

YOUTH PROTECTION POLICY (YPT)

All adults registered in Scouting in the Denver Area Council must maintain current Youth Protection Training certification. Online: my.scouting.org

GETTING HELP

1. Your Unit Commissioner (UC) is your best resource.
2. Your District Commissioner can help you identify your UC and answer questions.
3. Your District Professional can answer questions and confirm that Charters and applications are complete.

| District | District Commissioner: | District Professional: |
|----------------|--|--|
| Arapahoe | scott.markowitz@gmail.com | bryan.hyatt@scouting.org |
| Centennial | russ622@gmail.com | ryan.thompson@scouting.org |
| Frontier | tim@timbrackett.com | lindsay.gerlach@scouting.org |
| Gateway | jazonp@gmail.com | tobin.truslow@scouting.org |
| Pioneer Trails | guardiancs@hotmail.com | corey.slack@scouting.org |
| Timberline | smyexley@comcast.net | cheyann.thunberg@scouting.org |
| Valley | thorntonbsa@gmail.com | alberto.rodriguez@scouting.org |

CHARTER RENEWAL INSTRUCTIONS

How to get started:

1. After December 1, 2016 the Unit Charter Coordinator (UCC) can log on to the National Internet Charter Renewal System to begin the online portion of the process. my.scouting.org in the main menu under 'Legacy Tools' called "Internet Rechartering".
2. Select **CLICK HERE TO BEGIN**.
3. Select **FIRST TIME USER** (each year you are a first time user).
4. On the next screen enter the 2017 unit access code (your COR, Unit Leader and Committee Chair received this in the mail, and your Unit Commissioner can help you find it). Select your type of unit and enter your four digit unit number.

Unit Access Code is: _____

5. Create a password as instructed (keep it easy and write it down) and click REGISTER. The Council will not have access to your password.

My new Password is: _____

6. Complete all information requested. You can stop at any time, log off the system and begin again where you left off by re-entering your access code and password as a returning user:
 - a. It is recommended that each time you log in click the "Update Unit Roster"
 - b. Membership Transfers do not apply at Charter Renewal. Transfers are considered new members. Also, do not mark a new applicant as a Transfer.

Here's how to wrap it up:

1. When you have completed all the information to renew the unit Charter, click Roster Review and check for accuracy.
2. If you have not clicked the SUBMIT button and are having problems call your Commissioner or the Council Registrar and ask for help (303) 455-5522.
3. Once everything is correct click the SUBMIT button.
4. Print ALL pages of the Unit Charter Renewal Report paperwork. Keep a copy for your records and as a backup.
5. Verify one more time that ALL leaders meet the Youth Protection training requirement.
6. Obtain SIGNATURES from the Institutional Head (IH)/Executive Officer (LDS Bishop) and the Unit Leader on the Charter Renewal application.
7. Collect the appropriate fees. (See fee worksheet on page 3)
8. Compile all paperwork (Charter Renewal, Applications, Printed Training Certificates for all new leaders and fee payments (made payable to "Denver Area Council BSA").
9. Take the entire packet to your Unit Commissioner, the District's Roundtable or a Charter Renewal Party for final confirmation and submission.

CHECKLIST FOR YOUR COMPLETED CHARTER RENEWAL

1. All pages of the Charter Renewal have been printed including cover page.
2. All signatures have been acquired on the Charter Renewal
 - Unit Leader Signature
 - Institutional Head (IH)/Executive Officer Signature (LDS Bishop)
3. For all Adult leaders and Youth listed as new on the first page (cover page), applications and fees are enclosed.
4. YPT report is attached (my.scouting.org Training Manager). All adult leaders have YPT current through June 1, 2017. All new Adult applications must have a current through June 1, 2017 YPT certificate attached.
5. Checks are enclosed and made payable to "Denver Area Council, BSA" for: Membership fees and Boys Life fees.

Adult Applications Must be Complete

1. Signature release for background check.
2. Social Security #.
3. Right column including references and initials.
4. Charter Organization Representative signature.

FEE WORKSHEET

| | |
|---|------------------------|
| # Youth Renewed/registered @ \$24*. Each | = \$ _____ |
| # Boy's Life Subscription @ \$12. Each | = \$ _____ |
| # Adults Renewed/registered @ \$24*. Each | = \$ _____ |
| Unit Liability Insurance Fee* | = \$ <u> </u> 40.00 |
| *(Already paid if LDS Unit) | |
| Total Check made out to Denver Area Council BSA | = \$ _____ |

WHO'S WHO FOR CHARTER RENEWAL?

Unit Key 3:

1. Committee Chair (CC)
2. Chartered Organization Representative (COR)
3. Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor, Skipper)

Unit Charter Coordinator: Assigned by the Key 3 to complete the Annual Charter Renewal process. Consider assigning the UCC *Key3 delegate status* for my.scouting.org by using organization security manager. They then have access to training manager and member manager for Unit records.

Institution Head / Executive Officer / LDS

Bishop: Head of the Chartered Organization. Must sign Charter renewal and COR Adult application.

Chartered Organization Representative: Member of the Unit Key 3 - Must sign all Adult Leader applications & the only Scouter who can have more than one position on the Charter Renewal Roster.

Unit Commissioner: Your first resource for help and answers to your Charter Renewal questions.

District Commissioner: Responsible for the Commissioner Corps, Unit Service and Annual Charter Renewal. You may contact the DC at any time.

District Director, District Executive: Professional Staff Member. Offices are at Council HQ.

LAPSED UNITS

Units that do not renew by Feb 28, 2017:

- Are no longer Chartered
- Unit tenure is interrupted
- Youth advancement is interrupted
- Activities are not authorized
- Insurance coverage for activities is interrupted
- ScoutShop account frozen

On time Charter Renewal is a DAC requirement to qualify for Free Badges of Rank (along with Gold or Silver JTE)