



Denver Area Council, BSA – 2020 Charter Renewal Guide

CHARTER RENEWAL INSTRUCTIONS

Access to the Online Charter Renewal site begins November 1, 2019
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 2020 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 2020 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—Fee Updated October 23, 2019

# Youth Renewed/registered @ \$60.00. Each	=	\$ _____
# Boy's Life Subscription @ \$12. Each	=	\$ _____
# Adults Renewed/registered @ \$36.00 Each	=	\$ _____
Unit Liability Insurance Fee*	=	\$ <u> 60.00 </u>
Total Payment Due to Denver Area Council	=	\$ _____





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LAPSED UNITS

Units that do not renew by December 31, 2019 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*
- 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 Training Manager).
 - Please review YPT requirements on page 1 of this sheet*
- Signed “Additional Disclosures & Background Check Authorization” forms are provided for all registered adult leaders
- Payment Authorized or Prepared to cover Membership Fees and Boy’s Life fees
 - Make Checks payable to “Denver Area Council, BSA”*
- 2019 Journey to Excellence Unit Workbook completed and printed/prepared for submission, regardless of whether the unit has achieved its goals
- Provide your Unit’s 2020 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, 2019

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

Visit 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/Volunteer	District Professional
Arapahoe	Mike Ober – obermd@alum.mit.edu	Will Simmons – will.simmons@scouting.org
Centennial	Josh Guttormsen – josh@joshgutt.com	Rachel Joslyn - rachel.joslyn@scouting.org
Frontier	Cathy Mays – cjmays74@gmail.com	Alberto Rodriguez – alberto.rodriguez@scouting.org
Gateway	Jason Pettis – jason.pettis@scouting.org	Elisa Thurston – elisa.thurston@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 – mike.gill564@gmail.com	Connor Cushing – connor.cushing@scouting.org
Grand Mesa	Sherry Verdieck – cricketladysberry14@charter.net	Gail Atkinson – gail.atkinson@scouting.org
Majestic Mountain	Clay Campbell – mudsoup@msn.com	Gail Atkinson – gail.atkinson@scouting.org
Three Rivers	John Nihiser – JNihiser@rifleco.org	Greg Fedeczko – greg.fedeczko@scouting.org

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

