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## CHARTER RENEWAL

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### CHARTERS

The BSA has been chartered by Congress since 1916.

Scouting is unique among youth organizations. One of its most unusual characteristics is that it doesn't own or operate Scouting units. One of the roles of the national organization of the Boy Scouts of America is to grant charters to use the Scouting program. There are two types of charters issued by the national organization.

Charters are granted to **the local council** for two purposes:

- Extend an invitation to community groups/organizations to use the Scouting program.
- Provide supporting services to help community organizations/groups successfully carry out their Scouting programs.

Based upon the recommendation of the local council, the national organization **grants charters to local organizations** to use the Scouting program.

Therefore, the ownership of packs, troops, and crews is held by local community organizations or groups that generally have as their main activity something other than Scouting.

The local **Scouting Council provides the program, technical help, and special outdoor facilities.**

The **chartered organization provides an adequate, safe meeting place and dedicated, capable adult leadership, and adheres to the principles and policies of the BSA.**

Through the strength and wisdom of this arrangement, millions of youth have benefited from Scouting. Without this unique working association, the program would be costly and limited to a very few.

### THE CHARTER RENEWAL PROCESS

#### **At Least 90 Days Before Unit Renewal Date.**

The **district executive visits the head of the chartered organization** to renew the Scouting relationship. This visit is a critical opportunity to connect, face-to-face with our Charter Partners. In districts where many units have the same renewal date, district executives will be very busy during this time. These meetings are central to our mutual long-term success.

If problems are anticipated in the reregistering of the unit or there are other sensitive issues to be discussed, the visit should be held earlier so that any action may take place prior to the renewal date.

### Sixty Days Before Unit Renewal Date.

Using the Member Manager in my.scouting.org, **the commissioner and unit committee conduct a membership inventory of currently registered youth and adults.**

All inactive members are listed and assigned to various persons who will visit or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.

Every effort should be made to recruit additional youth and adults so that the unit can reregister with no loss in membership.

Also, be sure to register any youth who are participating but are not yet registered. The charter review date is set and officials of the chartered organization, the unit committee, unit leaders, and the unit commissioner or other district or council representative are urged to attend.

### Forty-Five Days Before Unit Renewal Date.

In preparation for entering current Unit data into the Charter Renewal System, the Unit will gather all needed information and **enter it online**. Once entered, a **Charter Renewal Summary Report** shows all Youth and Adults. It indicates those removed, added, and youth protection status for adults. YPT should be checked for all adults.

The Renewal process requires signatures from the Institution Head (IH) or the Charter Organization Representative (COR).

Arranging a **Charter Renewal meeting** with the unit committee chairman and the Institution Head of the Charter Organization is a key Unit Commissioner's task. Also, in attendance should be the Chartered Organization Representative, Unit Leader, and all other unit volunteers. The institution head of the chartered organization approves all volunteers and the unit leader certifies the youth to be registered. During the meeting, additional changes may be made to the application. The renewal application with appropriate signatures and applications for new youth and adults (including appropriate fees) are completed at this meeting.

This is also a great opportunity to begin the discussions of the Journey to Excellence status. How the current year is going and discussing plans for the next year.

### ***Unit charter renewal meeting agenda***

- (conducted 45 days prior to charter renewal date)
- |   |                         |
|---|-------------------------|
| I. INTRODUCTION AND OPENING COMMENTS -                | Unit Committee Chairman |
| II. MEMBERSHIP REVIEW -                               | Commissioner            |
| • Adult   |                         |
| • Youth   |                         |
| III. COLLECT FEES                                     |                         |
| • Charter   |                         |
| • Adult   |                         |
| • Youth   |                         |
| • <i>Boys' Life</i>                                   |                         |
| IV. COMPLETE RENEWAL FORM -                           | Commissioner            |
| • Check for accuracy and completeness                 |                         |
| • Executive officer approves and certifies volunteers |                         |
| • Unit leader approves and certifies youth            |                         |

V. CONFIRM CHARTER PRESENTATION DATE -	Commissioner
VI. JOURNEY TO EXCELLENCE UNIT	
• Review the annual commitment criteria	
• Analyze any needs to achieve award	
VII. CLOSING COMMENTS -	Executive officer of the chartered organization
	Commissioner

**Fifteen Days Before Unit Renewal Date.**

Once signed, the entire Renewal packet can be put together to pass to the Council Registrar at least 15 days before the renewal date. The packet should include the signed **charter renewal application**, new youth and adult applications with proof of **Youth Protection Training** where applicable, and **appropriate fees**. *If the unit has renewed its charter using the Internet, the registrar reviews this information online along with the hard copies from the unit charter renewal meeting.*

Units using a third-party unit management software program (Troop Master) can import their data into the Online Internet Charter Tool.

The registrar then creates the new charter and registration cards for the unit.

The registrar **mails the registration cards to the unit leader** and makes the **new charter available to the district** for presentation by the commissioner.

**60 Days after the Charter Renewal Date.**

Stage the presentation at a regular meeting or activity of the chartered organization.

This serves to accentuate the character of the relationship, puts the organization in a better position to recognize its unit leaders, and assures attendance of the largest possible number of the organization’s members.

The charter presentation belongs in the hands of the organization rather than the unit itself. There are members of the organization who will attend an organizational affair, but who will not be motivated to attend a meeting put on by the unit. It is important to capture the interest of as many members of the chartered organization as possible. Parents of youth members will be just as likely to attend in either case.

Each occasion must be considered individually, and circumstances will color the decision as to location of the ceremony. A unit consisting of youth of different religious faiths will require careful consideration, particularly if the organization is a religious one. Other things to be considered are personalities involved, available facilities, and community attitudes. The charter should be presented to the head of the chartered organization unless that person directs otherwise.

## *INTERNET CHARTER RENEWAL*

**Units choosing to renew their charters online (Internet Rechartering) will select a person as their renewal processor. He/she will LOG IN to the local council's website, complete the steps through the submittal process, and print a revised charter renewal application to be brought to the unit's charter renewal meeting for review, discussion, and authorized signatures. New in 2017, unit's may obtain electronic signature and file the charter electronically. Keeping a printed copy is a good idea.**

New in 2017 YPT is validated and a unit renewal processor will not be able to register anyone that does not have current youth protection.

To assist districts in this process, there is a report available to **council employees** with membership reporting capabilities titled **Commissioner's Status Report**. This report provides commissioners of each unit's electronic renewal status, including the date of first login, the current stage of the process completed, and date submitted. It will only show the electronic process.

Two other reports that are available are the **New Members Added Report** and the **Members Not Renewed Report**. Both reports are designed to provide information to the district in an effort to follow up with new youth and dropped youth identified through the renewal process.)

The Unit commissioner can run a Unit Roster at any time through [my.scouting.org](http://my.scouting.org). Member Manager.

## *FAILURE TO RECHARTER*

- If the unit fails to reregister on time, immediately discover who is the charter renewal processor, or who has the charter renewal forms and what is holding them up. Consult with your District Executive. If using the paper method, hand-carry the forms through the reregistering process and bring them to your District Executive.
- Dropped Unit status is no fun. Once a unit does not show on the Council's system, unit insurance is not valid, advancements cannot be filled, most councils will not allow a unit to register for Camp, and technically, the members cannot meet using the Scouting Program.
- To reinstate after the grace period, the online system has usually been shut down, so Charter Renewal is handled all by all paper. The unit may have to complete all applications, youth protection again, etc.

## WHAT ARE THE CONSEQUENCES OF NOT COMPLETING CHARTER RENEWAL ON TIME?

- If data is inaccurate, members are not registered, and fees are incorrect
- If BSA guidelines are not followed, the renewal is defective until corrected and the unit is not registered for the new charter year. This may affect advancement.
- If late, not credited on JTE and the unit and members can be dropped from Scouting.

## CHARTER PRESENTATION CEREMONY

This ceremony may be used at a meeting of a service club or as a part of a regular meeting of a chartered organization.

**Note:** A short inspirational message could be added to the following suggested charter presentation ceremony. Note that this ceremony is written for a troop, and must be adapted for use at a pack, crew, or ship charter presentation ceremony.

**Opening Statement.** “I am pleased to be with you to recognize the great relationship that exists between the Boy Scouts of America and \_\_\_\_\_ (name of organization). The Boy Scouts of America exists primarily to serve chartered organizations and their needs as they reach out to serve youth of their respective organizations and youth in the nearby community. “In recognition of this great relationship, I would like to call forward at this time the chairman and members of the (unit committee).”

**Charge to the Unit Committee.** *(Call forward the troop committee chairman and the members of the committee.)*

“You have assumed the responsibility of being the board of directors for Scouts BSA Troop \_\_\_\_\_ (number) a \_\_\_\_\_ (organization). The chairman of the committee presides over the monthly meetings of the troop committee and also assumes the direction of the troop should the Scoutmaster or assistants be unable to serve. As members of the committee, you have assumed the obligation of providing the troop with camping experiences, advancement opportunities, information on events and activities conducted by the district and council, transportation for troop activities, the financial stability in support of approved fund-raising projects, and guaranteeing continuity of the troop through the years.

“On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability?

If so, answer ‘We do.’ *(Committee members respond.)*

“Congratulations! Please accept your registration cards as a member of the Boy Scouts of America.” *(Present cards to each person.)*

**Charge to the Scoutmaster and/or Assistants.** *(Call forward the Scoutmaster and assistants.)*

“You have accepted a major role on behalf of this chartered organization by assuming leadership of young people who will enjoy the Scouting program. You have accepted the responsibility of providing weekly programs, monthly camping trips, and participation in council and district events for your troop members.

The time you devote to these young people will only be rewarded in the satisfaction you get from seeing them grow into great American citizens who will live by the Scout Oath and Law. On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability? If so, answer 'We do.' (*Scoutmaster and assistants respond.*)

"Congratulations! Please accept your registration cards as members of the Boy Scouts of America." (*Present cards to each person.*)

**Charge to the Chartered Organization Representative.** (*Call the Chartered Organization Representative forward.*) "You have been appointed by your chartered organization to represent it as a voice in the local council of the Boy Scouts of America. You become an automatic voting member of the local council and will represent your organization at the annual council meeting, which selects leadership for the council for each ensuing year. In addition, you have the responsibility of coordinating the various Scouting units that exist in your chartered organization, making sure that they work one with the other to coordinate a natural graduation program from the Cub Scout pack to the Scouts BSA troop to the Venturing crew or ship. You are also a member of the district and are encouraged to provide assistance whenever and wherever you are able.

"On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability? If so, answer 'I will.' (*Chartered organization representative responds.*)

"Congratulations! Please accept your registration card as a member of the Boy Scouts of America." (*Present registration card.*)

**Youth Leaders.** (*Call forth all youth leaders.*) "You have been selected as the youth leaders of this troop. You will be expected to be an example and you will be asked to provide leadership, program ideas, and initiative to all the members of the troop who fall under your influence. You are, above all, expected to abide by the Scout Oath and Law and set a leadership pattern for all to follow.

On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability? If so, answer 'We will.' (*Youth leaders respond.*)

"Congratulations! Please accept your registration cards as members of the Boy Scouts of America."

(*Present registration cards.*)

**Members of the Troop.** "Will all members of the troop please stand? As members of this Scout troop, will you do your best to attend meetings regularly, provide help to your leaders, personally advance in rank, and demonstrate your willingness at all times to abide by the Scout Oath and Law? On behalf of the chartered organization, do you accept these responsibilities to be accomplished to the best of your ability? If so, please answer 'We will.'"

(*All members of the troop respond.*)

"Congratulations! Please accept your registration cards as members of the Boy Scouts of America." (*Present registration cards.*)

**Charge to Parents.** "Will all parents please stand? As parents, you are expected to attend parents' meetings of the troop, assist with needed transportation, provide leadership support when needed, and be willing helpers in time of need, to provide the troop with an outstanding

program, quality leadership, and good parental support. If you are willing to do your best to support the leadership of the chartered organization and provide what help you can give to the program, please answer 'We will'."

*(All parents respond.)*

**Charge to the Chartered Organization.** "Will all members of the \_\_\_\_\_ (name of chartered organization) please stand?"

"You have heard the troop committee, the troop leadership, the Chartered Organization Representative, the youth leaders, members of the troop, and parents all pledge their support to the Scouting program in this chartered organization. May we ask you to cooperate with the Scout leadership chosen by your chartered organization and provide, whenever called upon, help to make this program a vibrant living part of the youth program and youth outreach of your organization? If so, answer 'We will.'"

*(All members of the organization respond.)*

**Charter to the Head of the Chartered Organization.** *(Please call him or her forth.)* "You have heard the pledge of commitment of all these members of your organization and the troop in supporting the Scouting program as a major youth program for your organization. With the acknowledgment of this support, I am pleased to present to you the charter signifying your right to use the Scouting program for the year ahead in a way that conforms with both the rules and regulations of your organization and those of Scouting. On behalf of the National Council of the Boy Scouts of America, I present your charter and pledge the cooperation of the local district and council to help make the program a vibrant living part of your program for youth. "I would also like at this time to introduce the volunteers (if these are present) from our district who will provide support to you. May I introduce (the district chairman, your commissioner and/or district commissioner, and any other visiting Scouters) who will help you carry out an effective program of Scouting for the year ahead.

"Thank you for the opportunity to present this charter and thank you for accepting Scouting as a program of action for your organization."

*(Present the charter and turn the program over to the head of the chartered organization to make any remarks.)*

## RESOURCES

- Internet Charter Renewal Tutorial - <https://www.scouting.org/commissioners/internet-rechartering/>