

This was sent to the Unit Leader, Committee Chairman and Chartered Representative

Dear Key 3 Leader,

It's time for the annual charter renewal process (re-registration of the youth and adults that are active in your Scouting program). This e-mail contains the information listed below. I encourage you to review with the person that will be completing your unit's charter renewal.

1. **Instructions for renewing your unit and your 2021 Access Code to the online Charter Renewal Portal.** These instructions outline how to complete the process. As noted, be sure all contact information for parents and volunteers is accurate. We rely on email addresses and mailing address for communications to our parents and volunteers. Remember, all adults must have completed the Youth Protection Training through the end of your charter year to be renewed. This is through Feb 28, 2022. **Every adult must have the new background check permission slip signed before they can be renewed, even if they have been registered before.** This is not the same background permission slip that is found on the hard copy of the adult application. The online renewal process will list who has not turned in the new form. The new form can be found here: www.bsaonsc.org/Documents/AdditionalDisclosuresandBackgroundCheckAuthorization.pdf
2. **2020 Journey to Excellence Pack/Troop/Crew Score Card.** Please return this with your charter renewal paperwork. Journey to Excellence- continuing in 2020 at the unit program level for Packs, Troops, and Crews - uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. The 2020 JTE card can be found here: <https://www.scouting.org/awards/journey-to-excellence/unit/>

Thank you for devoting the time to ensure your charter renewal is completed accurately and on time. If your charter is not renewed on time, the unit may not meet; members are not covered by insurance; youth cannot participate in events or activities; and youth cannot advance in rank. I encourage you to plan now to complete a successful renewal process. If you have any questions or need further assistance, please contact Kristina Edmondson at 336-378-9166.

Yours in Scouting,



Ed Martin
Scout Executive

1. Renewing your unit – For January Units (Alamance, Guilford & Uwharrie Districts) the Unit Charter Renewal System (URCS) will be available December 1. Signed charters are due to the Old North State Council Office by January 15.

For February Units (Akela & Cherokee Districts) the URCS will be available January 1. Signed charters are due to the Old North State Council Office by February 15.

Registration fees are \$66 per year for youth and \$42 per adult. Any new scouts that have never been in scouting have a onetime \$25 join fee. Liability insurance (recharter fee) is \$75 per unit and the health/accident insurance is \$1 per person (Scout and Registered Leaders). Boy's Life magazine subscription is \$12. Questions about the recharter process?

FAQ's - <https://scoutnet.scouting.org/ucrs/Help/FAQ/tips.htm>

Step by Step instruction guide - https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2020/10/Internet-Rechartering-Update_Version_12_October-1-2020.pdf

To access the UCRS, go to <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>

Or you may log on to: <https://my.scouting.org> - Click on the menu icon at the top of the page to access your Legacy Web Tools then select the link for Internet Rechartering. When logging on, please select "first time user" even though you may have used the UCRC system in past years. It is reset each year.

Internet Rechartering allows you to renew your unit's charter online and perform the following

actions: Select members from your existing charter roster, Promote members from another unit, Add new members, Update member information, and print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature. There is an online approval process which takes the place of the in-person signatures, but be sure to discuss this with your Charter Organization Representative before selecting that option.

Required documents to turn in to the Scout office in order to finalize the renewal process:

1. All pages of the Unit Charter Renewal Report Package (no draft copies please). The front page is required even if it is blank.
2. BSA Adult or Youth applications for everyone listed as "new" on page one of the Charter Renewal Report Package. Adult applications MUST include a signed Disclosure/Authorization form.
3. Youth Protection Training Certificates for new adults - YPT is available online at <https://my.scouting.org>
4. The new background check permission slip for each adult. Any adult on your charter that is listed under section 2 step 6 as not having a CBC on file will need the new CBC form. www.bsaonsc.org/Documents/AdditionalDisclosuresandBackgroundCheckAuthorization.pdf
5. If paying by check, please make ONE check payable to Boy Scouts of America and present to the Scout office.

Please note: Youth Protection Training is required for all adults. When registering online, you will get an error message if training is not current and the adult will not be allowed to renew if their YPT has expired. Please confirm that every adult leader has current YPT *before* turning in the final renewal paperwork. Please note it is possible that a leader may have multiple ID numbers. One ID may have their

YPT listed and one may not. Use the ID that the leader has for their my.scouting account. **Hazardous weather training is also now required for all adult leaders. This is a new mandatory training requirement as of April 2019.**

New member applications: For additional adult or youth membership applications: Membership Applications: <https://www.scouting.org/resources/forms/>

2. Please turn in Journey to Excellence Forms with your recharter

Journey to Excellence forms along with instructions and Guidebooks are available online at: <https://www.scouting.org/awards/journey-to-excellence/>

3. Recording Community Service Hours in Scoutbook/Internet advancement

Tracking the progress of unit members in the following activities is made fun and simple with the Activities module in Internet Advancement. Best of all – Any service hours recorded in Internet Advancement feed directly into Journey To Excellence (JTE).

- Campouts – Days, Nights, Frost Points
- Hikes – Miles, Elevation Change
- Long Cruises (Sea Scouts) – Days, Miles
- Service Projects – Hours

Do I still need to record hours in the Good Turn For America platform (servicehours.scouting.org)?

NO! All your unit service hours will be recorded in Internet Advancement. Furthermore, all Good Turn for America service hours entries, except Eagle Service Projects, are now available in Internet Advancement.

Questions about this process? Check out the Scoutbook forums here:

<https://help.scoutbook.scouting.org/knowledge-base/activitylogs/>

As BSA policies for rank entry are enforced, what units enter will meet these requirements: Units should submit reports monthly, before the end of each month, as needed. Units must submit anything not yet reported before December 31 each year. Internet Advancement accepts advancement upload files from unit-management software. It is required that advancement reports are turned into the ONSC Office or the Scout Shop. The Scout Shop requires an advancement report to be handed in before purchasing badges and ranks.

4. Youth Protection Requirements for Re-Charter

Youth Protection training helps to keep our Scouts and adult volunteers safe. The Boy Scouts of America has provided a Youth Protection training course that was developed by some of the most qualified professionals in the various child abuse prevention disciplines. It is the responsibility of every adult who is active in our programs to be knowledgeable of the various types of youth protection issues and be prepared to respond in the event a youth discloses some form of abuse; or in case a form of abuse or a BSA policy violation is recognized.

The Boy Scouts of America requires that Youth Protection training be taken every two years to keep us up to date. The Old North State Council requires that every registered adult volunteer's Youth Protection training remains unexpired to the end of their renewal/re-charter period each year.

For those who are in the Alamance, Guilford, and Uwharrie Districts, re-charter takes place in January. For those who are in the Akela and Cherokee Districts, re-charter takes place in February. To make it easier to keep up with expiration dates, it is recommended to take Youth Protection training in the month in which your unit's charter renews. This also means your Youth Protection Training will remain unexpired for a full two years for re-charter in the next cycles.

Be looking for dates in the council eBlast for Youth Protection training by Zoom in January and February in time for your unit's re-charter date. Please review the status of all of your unit leader's Youth Protection training and help ensure they are and remain up to date.

WHEN PREPARING YOUR RE-CHARTER PAPERWORK FOR SUBMISSION, YOUR UNIT WILL BE REQUIRED TO SUBMIT PROOF THAT YOUR LEADERS ALL HAVE YOUTH PROTECTION TRAINING THAT WILL BE UNEXPIRED FOR THE FULL LENGTH OF YOUR UNIT'S CHARTER. The easiest method of providing this information is to submit a **Unit Aging Report** from My.Scouting with your re-charter paperwork.

If questions about the training, or difficulties accessing your unit's Youth Protection Aging Report, please contact Nita Grubbs at nita.grubbs@scouting.org.

Please help us keep our Scouts safe!