

DANIEL WEBSER COUNCIL, BSA 2021 RECHARTER GUIDELINES

Enclosed in this recharter packet are the following:

- Internet Recharter Instructions with Access Codes
- Unit Verification Worksheet
- Unit FOS Contact Form

Anyone not listed on the charter needs to be **REGISTERED IMMEDIATELY**. An application is required for **ALL NEW** adults and youth. New adult applications must be completed in its entirety with signatures, disclosure statement and **completed youth protection training certificate**. Please note that the Adult Application has been revised. Be sure to use the application that has #0220 on the lower right corner on the front page.

New applicants will have a **Criminal Background Check** completed as per BSA national policy.

Membership applications for all unregistered youth included with the 2021 Charter Renewal turned in prior to 12/31/20 will be used to register those youths for the remainder of the 2020 charter year at the normal pro-rated fees and charged to the Unit Account if payment is not included with the charter fees.

Internet Rechartering is the council's method for the renewal process. It can be accessed through your my.scouting account under Legacy Web Tools or through the Council Website – Resources - Internet Rechartering.

Attempts to process the Charter Renewal using last year's ID will be unsuccessful. Should your *Unit's Charter Processor* run into difficulty, please contact your Unit Commissioner, District Commissioner, Unit Servicing Executive or the Field Director.

Per a notification from the National Office, the registration fee for 2021 have been increased for youth and adults. Fees are as follows:

- \$66 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts,
- \$42 for youth members in Exploring, and
- \$42 for adult members
- \$75 for unit charter fees
- \$12 for Boy's Life
- \$6 for Daniel Webster Council Insurance for youth and adult leaders (This reduction from \$12 only applies for 2021 rechartering.)

Units can begin to work on their recharter after October 1st. The process will go forth as usual except for "calculate fees" portion, which will not be functional until November 1st.

Youth Protection compliance is required for all adults. **All registered adults must have valid training for the duration of the 2021 year**. The unit will get an error message if training is not current for the registered program and will not be allowed to process the charter with those adults.

The \$6.00 fee for Unit Accident Insurance will be included in the unit fee calculation. A copy of the “BSA Council Accident & Sickness Insurance Plan” is available upon request or can be viewed on the Council Website.

A Unit is 100% BOYS LIFE when at least one subscription goes to the home of each youth member.

Key points to assist in the processing of Charters:

- **All Charter Renewals** require signatures from the **Executive Officer (EO)**, and the **Unit Leader** (ex. Cubmaster, Scoutmaster, Venturing Advisor, Post Advisor).
- The **EO** is a non-paying position but **MUST** be the same for all units from that **Chartered Organization**.
- The **CR (Charter Organization Rep)** **MUST** be the same for all units from that **Chartered Organization**.
- **All Adult Leaders (new and returning) must have completed Youth Protection Training that is valid for the entire 2020 year or they will not be registered.**
- **Payment of all fees** is required when you turn in your charter. This includes the \$75 charter fee, registrations, Boys Life and unit accident insurance.
- **Checks** are payable to **DWC BSA**.
- **Please include meeting day and time** on the renewal worksheet so our files can be current.
- **JTE (Journey to Excellence) Scorecards and Order Forms** are available online at <https://scouting.org/jte>
- **Please use blue or black ink, do not use red ink or pencil.**

In summary, a completed Unit Charter Renewal packet will include the following when submitted:

- **Unit Charter Renewal Full Report Package with signatures of Unit Leader and Executive Officer. Draft copies will not be accepted.**
- **Youth and Adult applications for anyone who is NEW to the unit, completed with signatures.**
- **Unit Verification Worksheet**
- **FOS Contact Form**
- **JTE Scorecard**
- **DWC Unit of Honor form**
- **Payment of expected charter fees should be by check payable to DWC, BSA.**
- **There is an option to pay the charter fees online (directly to the National Office). If there is an error in the charter, processing could be delayed, and refunds (if applicable) are through the National Office.**
- **If there is a shortage, the Unit Account will be used to make up the difference. Overpayments will be credited to the Unit Account after the charter is finalized.**

Note: After your unit's charter is processed, an email will be forwarded to the Processor, Unit Leader, Committee Chair, District Commissioner, and District Executive. Units can print out membership cards and charter certificate after the charter has been posted through their my.scouting account.

Completed charters are to be turned in on December 5, 2020.