



Longhorn Council, BSA — 2021 Charter Renewal Guide

Thank you for supporting the Boy Scouts of America and supporting our North and Central Texas youth. Charter Renewal is an annual process to reestablish and re-affirm relationship with the Boy Scouts of America. Your unit should plan to complete charter renewal via the Internet Charter Renewal System. On time charter renewal of your unit is important. This guide will assist in the charter renewal process. Again, this year the entire process can be completed online, including payment of National Fees, council insurance fees, and Boy's Life Subscriptions, if desired.

Access codes for the Online Charter Renewal System will be sent to the Unit Key 3 leadership Team and units can access the Online System starting two months prior to their expiration date.

Preparing for Charter Renewal

- Appoint a Unit Charter Coordinator (UCC) to manage the process
- Get your Charter Renewal Site access code from your COR or Unit Committee Chair
- Check Member Manager in <http://my.scouting.org> to confirm all scouts and adults are registered
- Confirm all adults have completed the new Youth Protection Training (YPTv2) course within the last two years.
- Confirm accurate email addresses for each Unit Key 3 member
- Arrange for final signature from Unit Leader and Institution Head (IH)
- Plan complete turn-in 15 days prior to the expiration of your unit to avoid lapse in membership

Journey to Excellence and Other Data Collection

Scouting's *Journey to Excellence* (JTE) is the BSA's planning, performance, and recognition program designed to encourage and reward the success of units, districts, and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA. The Longhorn Council requests all units participate in and submit a yearly JTE status form. As the recharter process continues to go virtual, we have made it available for units to submit their JTE form and other supplemental charter questions online. Please remember to turn in your unit forms and answers online at: [2020 Unit Journey to Excellence Online Submission](#) & [2020 Recharter Supplemental Questions Submission](#). Please complete both by December 15, 2020.

YOUTH PROTECTION POLICY

Youth Protection Training (YPT2) is required for each adult on the unit charter, and all adults registered in Scouting in the Longhorn Council. Youth Protection Training is valid for a period of two years. All adults must have record of current YPT2 certification. In addition, every new Adult Application must include a Youth Protection Training certificate. Please make sure all adults have valid YPT2 certification

You will not be able to complete your charter renewal if any registered adult has expired YPT2 certification. Training can be completed online through <https://my.scouting.org>

AUTHORIZATION FOR BACKGROUND CHECK

The Boy Scouts of America (BSA) is committed first and foremost to keeping youth safe. Part of that commitment includes continually updating our youth protection policies to help ensure we are always on the forefront of youth safety. For 2021, all registered adults must provide a signed "Additional Disclosures & Background Check Authorization" form to have on file at Longhorn Council. You may have provided one with your 2020 renewal and that will suffice. If you have not provided a new form or if you are unsure if you have, please provide a copy of the Authorization for every adult leader when you submit your Charter Renewal Paperwork. We are truly grateful for your continued commitment to keeping youth safe and for helping them learn, grow, and thrive through Scouting programs.





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National Membership Fee Update

The National Executive Board of the BSA has made the difficult but necessary decision to increase the annual membership fee effective August 1, 2020.

Over the last few months, we have seen the Scouting community come together, even while physically apart, to bring solutions, relief, and comfort to those in need. From making masks to supporting food banks, Scouting has been a vital partner for communities across the country.

The value of Scouting is undeniable for those within the program and the greater public, and we are committed to continuing to offer this unmatched opportunity to young people and families nationwide.

The Boy Scouts of America (BSA) has worked to keep the membership fee as low as possible. Unfortunately, operating costs have continued to rise, and COVID-19 has compounded the need to increase the fee to maintain the program.

To ensure we have the resources to fulfill the promise of Scouting, the updated national membership fee is

- \$66 for Cub Scouts, Scouts BSA, Venturing and Sea Scouts participants
- \$42 for Exploring participants
- \$42 for all adult volunteers (includes cost of background check)
- \$75 for a unit charter fee

The membership fees will take effect August 1, 2020, for new members in the 2020-2021 program year. For renewing members, the new fee will take effect on October 1, 2020. The updated unit charter fee will take effect August 1, 2020, for all new and rechartering units.

Starting August 1, 2020, there will also be a one-time \$25 joining fee for *new* program participants in Cub Scouts, Scouts BSA, Venturing and Sea Scouts; however, there is no joining fee for Exploring participants, participants previously registered in any BSA program, those transferring from one program to another, council-paid memberships, or adult volunteers.

[See an infographic explaining these updates.](#)

The national membership fee helps pay for the cost of essential services, including program resources, liability insurance for those participating in approved Scouting activities, youth protection and other local council resources.

National BSA will also continue to develop and improve resources that support our volunteers and youth members through online registration, Scoutbook, and national initiatives that bring us all together like the National Camp-In and the Scout Salute partnership with the U.S. Department of Veterans Affairs.

Across the country and in each of our communities, we know that Scouting remains one of the most valuable investments we can make in young men and women today so they can become the leaders we will turn to tomorrow.

Our dedicated volunteers, staff, and Scouting families make this possible. Thank you for continuing to support one of the most valuable opportunities available to young people today.

Visit: <https://scoutingwire.org/bsa-membership-fee-increase-details-and-faq/> for more information.





CHARTER RENEWAL INSTRUCTIONS

Access to the Online Charter Renewal site begins two months prior to your expiration date.

Go to <https://www.longhorncouncil.org/unit-resources/recharter-online/> 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 2021 access code, select your unit type, and enter your 4-digit unit number
3. Pad unit number with Zero (i.e. 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. Once created, the Longhorn Council will NOT have access to your 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 (817-231-8500) 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 online 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 is 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 Longhorn Council.

Take all paperwork to your Unit Commissioner, your District’s Roundtable or a Charter Renewal Party for final confirmation and submission.





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UNIT FEE WORKSHEET - Based on a 12-month Charter Term—Fee Updated August 1, 2020

# Youth Registered		
\$66 for Cub Scouts, Scouts BSA, Venturing, and Sea Scout Participants =		\$ _____
\$42 for Exploring participants	=	\$ _____
# of New Youth Registration Fees	=	\$ _____
# Boy's Life Subscription @ \$12. Each	=	\$ _____
# Adults Renewed/registered @ \$42.00 Each	=	\$ _____
LH Council Annual Insurance Fee (\$15 per registered Youth and Adult)	=	\$ _____
Unit Annual Charter Fee	=	\$ <u> 75.00 </u>
Total Payment Due to Longhorn Council	=	\$ _____

LAPSED UNITS

Units that do not renew by their expiration date 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 Scout Shop account frozen





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CHECKLIST FOR YOUR FINALIZED CHARTER RENEWAL

- All pages of the “Summary Renewal Report EZ” have been printed including cover page.
- All signatures are submitted online, 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 if not already submitted.
- Payment Authorized or prepared to cover Membership Fees and Boy’s Life fees *Make Checks payable to “Longhorn Council, BSA”*
- 2020 Journey to Excellence Unit Workbook completed and submitted either virtually or paper, regardless of whether the unit has achieved its goals [2020 Unit Journey to Excellence Online Submission](#) by December 15th.
- Submission of [2020 Recharter Supplemental Question Submission](#) by December 15th.

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.





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, Shipmen, and Explorers over 18 must have adult application and YPT.

GETTING HELP

- Contact your Unit Commissioner (UC) or District Commissioner for assistance or questions
- Contact Longhorn Council Registrar at 817-231-8500
- Contact a District Professional with questions and to confirm all paperwork is complete

District	Professional Staff	Emails	District Commissioner	Email
Arrowhead	Jason Buescher	jason.buescher@scouting.org	Hank Kirkland	hankland1@gmail.com
Brazos Valley	Tim Calkins	tim.calkins24.7@scouting.org	Bill Farmer	eyesdeep24.7@gmail.com
Chisholm Trail	Tim Hays	tim.hays792@scouting.org	Mike Pilgrim	buzzard792@yahoo.com
Exploring	Monna Clayton	monna.clayton@scouting.org	Terri Simmons	leomome@icloud.com
Frontier Trails	Jesse Pearson	jesse.pearson@scouting.org	Gary Payne	gpphoto@verizon.net
Heart o' Texas	Kevin Lane	kevin.lane@scouting.org	David Knight	daveknight327a@hotmail.com
Leon Valley	Devin Morgan	devin.morgan@scouting.org	Juan Alvarez	viperairbornsca@gmail.com
Lone Star	Chris Bankus	chris.bankus@scouting.org	Frederick Fleury	fred.fleury@charter.net
Mustang	Colin Ramsey	colin.ramsey@scouting.org	Bill Lewis	bill.lewis.sc@gmail.com
Orion	Brea Baygents	brea.baygents@scouting.org	Bob Hammers	rdhammers@yahoo.com
Pathfinder	Ryan Hecker	ryan.hecker65@scouting.org	Harry Bean	harrybean65@gmail.com
Santa Fe	Paul Verwers	paul.verwers@scouting.org	Ken Gregory	kengr@charter.net
Trinity Trails	Phillip Mitchell	phillip.mitchell@scouting.org	Steven Beyt	steve_beyt@msn.com

