

2012 Re-charter Information for LDS Units

(as of March 14, 2014)

GENERAL:

You may see points repeated throughout this primer. That's done for a variety of reasons including the fact that they fit into the point being discussed or because they're important and bear repeating.

1. Each Scouting group is referred to as a unit. Each ward should charter four units: A Cub Pack, a Scout Troop, a Varsity Team, and a Venture Crew. Adults can hold positions in all units if necessary. They would pay the registration fee in one unit and MULTIPLE in the other units. The Chartered Organization Representative MAY also register as a Committee Chairman or Committee Member IF needed. IF the Executive Officer (the Bishop) is needed to register in a unit position, he may do so. There's no fee for the Executive Officer, but there would be a fee for any other scouting position that he registers for.
2. LDS units do not have to meet the five-person rule – units may register with a minimum of two paid youth members.
3. Salt Lake covers the Recharter registration fees. The Church does not cover subscriptions to *Boys Life Magazine*. Any new boy that would like to receive it should mark the box on his application. If a scout is already listed on the charter, it should be indicated there. A separate check should be made out to the Central Florida Council BSA for the amount of the subscription - \$12.00.
4. Each recharter packet includes a Charter Partner Agreement for the sponsoring organization. Please ask the Bishop to sign one for each of the units.
5. **IMPORTANT:** ALL recharter packages, including LDS are being distributed at the October Roundtable. Completed recharterers should be collected at November Roundtable or before that time if they are ready. Any unit that is not registered by Dec. 31st cannot meet until their registration is complete. Insurance coverage does not apply and the Council cannot be held liable for any incident that might occur with an unregistered unit.

GETTING STARTED:

1. To get started, the first thing you need to do is to ask the Ward Clerk to print out a list of all of the Ward's Scouting-age youth as of January 1st 2015. The Clerk can do this in MLS by indicating the "as of date" as January 1st. Do this for the three Aaronic Priesthood quorums and for all the Primary classes. The Clerk should be able to further reduce the Primary request to be just the boys. The Committee Chair and Unit Commissioner should then compare these lists to the Recharter rosters.
2. Any youth and leaders, who are not registered or have changed programs, will need to fill out a new registration form to move from one unit to another. Here are a couple of tips that will save you time this year and in the future.
 - a. Please get **new** applications filled out and submitted to the Council office as soon as possible. **Please NOTE on the applications "LDS" and our Council Registrar will see immediately that the bill is to go to Salt Lake.** Any new youth or adult

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applications received at the council office by the **second week of October** should be posted by the time the Recharter packages are distributed at Roundtable. IF any applications are sent in later, it's possible that by the time you go online to work the recharter you may see this individual on your roster. If you DO NOT, please include a copy of the unit's copy on this individual (along with the signature page if an adult AND a copy of their certificate of completion of Youth Protection training). New youth and adult applications show the new member registration fee of \$24.00.

- b. Online Recharter System will be activated on Nov. 1, **2014**. You will need to use Internet Explorer 5.5, 6, or 7 to do this. (IE 8 has some issues with Scoutnet.)
- c. Registration: Aaronic Priesthood youth should have their primary registration in the unit that corresponds to their priesthood quorum: e.g. Deacons/Scouts, Teachers/Varsity Team, Priests/Venture Crew. However, if the older boys are still working toward their Eagle or adding merit badges to earn Palms, you should "primary" (pay for) them in the Troop and "multiple" them in the unit that corresponds to their priesthood quorum. This serves two purposes:
 - You can more easily track all of their advancement through a single source - BSA's Internet Advancement (and whatever software your troop might be using).
 - BSA's allows 14-year olds to join Venturing. If names of Teachers/Varsity are ALSO included on the membership roster for Priests/Venturers, then you'll avoid having to fill out a new application when they turn 16.

NOTE: Recharter is the ONLY time a change of primary (paid) position can be made without an application IF AND ONLY IF that member is already on a roster. The "rule of thumb" is: if a new member is included on the unit roster, it MUST be accompanied by the properly signed Youth or Adult Application (with Youth Protection certificate for adults).

- Bottom line – any Boy Scout age youth could stay on the Boy Scout Roster as long as he is working toward Eagle and Eagle Palms. If as a member of the Teachers or Priests Quorum he decides that the Boy Scout Advancement program is not for him, then pay him through the Varsity Team/Teachers or the Venture Crew/Priests.
- d. The packages should also contain information about unit accounts at Council that are tied to the Scout Shop. Funds from unit participation in Popcorn or Family Fest product sales can be "banked" in the unit account at Council and used for summer camp and items at the Scout Shop including advancements, uniforms, literature, emblems, etc. This is an excellent supplement to unit fundraisers or Ward budgets. Remember, the General Authorities have directed that fundraising should benefit one goal, like summer camp or a major high adventure trip. Units are not restricted from conducting multiple fundraising events, just fundraising for multiple goals. The Church also cautions against youth selling anything door-to-door. Many units have had very successful BSA product sales by selling within Wards, to family members or "Show 'n Sells" as a group at a local store, like Wal-Mart.

ADULTS:

1. The Bishop is the Executive Officer. He does not need to pay the adult registration fee unless he holds another Scouting position in a unit. If he is registered in a Scouting position (for example as the Charter Organization Representative), then he pays the adult registration fee in one unit and is counted as a multiple in all of the other units.
2. The Bishopric member over Young Men is usually the Chartered Organizational Representative.
3. It is recommended that someone outside the Bishopric and Young Men's Presidency hold the position of Committee Chair of all four units. If not, we suggest you keep the AP units under a single Committee Chair.
4. BSA refers to a UNIT LEADER as the Cubmaster, Scoutmaster, Varsity Coach, or Crew Adviser. The YM Counselors are placed in the units that involve the boys that they have stewardship over. The YM President serves as the Venture Crew Advisor. The 1st Counselor is generally the Varsity Team Coach. Due to the volume of responsibility of a Scoutmaster, it is preferable to have a separate Scoutmaster called and have the YM 2nd Counselor/Deacons Quorum Advisor function as an Assistant Scoutmaster.
5. EYOS – Your 11-year old Scout leader can be registered in the system as the Leader of 11-year-old Scouts. For troop purposes, as long as there is a registered Scoutmaster with the troop, Internet Recharter will be “happy.” Remember to register all of your 11-year-old Scouts in the Troop even though they are still in Primary.
6. The Bishopric Member over Primary and the Primary President should be registered as Committee Members for the Cub Scout Pack. The Cubmaster, Webelos Leader, and Den Leader are all positions that must be filled by separate Ward callings.
7. Parents of boys actively involved in scout advancement may be asked to serve on the scout committee where their son is primarily enrolled (or in another unit if there are no parents available for a certain unit). It is mandatory to have a minimum of two Committee members for each unit in addition to the Committee Chair. Committee members from all units meet together as a Ward Scout Committee. Any adult ward member can serve on the Committee. Encourage Eagle Scouts of any age to give back to Scouting.
8. Units can multiple the Committee Chair and committee members through all levels of Scouting. Other leaders may register in multiple units as well. For new leaders who will be serving in multiple units within the Ward – have them fill out the application, leaving the unit designation blank at the top, and run copies of this original first page (with Social Security Number). After the copies are made, write in which unit the application will go with separately on the top of each page and slip it in with each appropriate unit re-charter package along with a copy of their Youth Protection Certificate. Make a copy of the original signature page to accompany each as well. The Stake will only be charged for one registration and not the multiples. If they are serving in a DIFFERENT position in another unit, leave the position blank on the original and run the copies, then fill in the appropriate position on the form. This will avoid having to fill out multiple new applications.

9. MULTIPLE REGISTRATIONS are found on the FEES PAGE toward the end of the Internet Recharter process. You must UNCHECK the box for the individual who will not be paid in this unit. You will be asked to use a drop down box to indicate why, such as fees paid in another unit. IF you forget to do this while you are online and SUBMIT the unit recharter, you can indicate that a person is MULTIPLIED (No Fee) by CIRCLING the Adult position on the Recharter printout and indicate next to their name “mul in (and which unit)”. For a new youth who is going to multiple in a unit, CIRCLE their name on the Youth application and indicate next to their name “Mul in (and which unit)”. This is only if you forgot to uncheck the boxes before electronically submitting your final package online. [Note: if you can indicate where the Multiple members are paid on your roster, this will help the Council Registrar in speeding up the process if all of the Wards units don't arrive at the Council Office together.]

9.10. Active adults not listed in the Recharter paperwork should fill out a new application. Applications for all adult leaders MUST include the personal signature of the individual registering, Executive Officer (Bishop), COR (Bishopric Counselor over the youth) and the Committee Chair.

10.11. Adult applications now include a background check disclosure form on page 2. This MUST be submitted with new adult applications, so make copies of this page as well IF this adult will also be serving in more than one unit. This disclosure is not necessary for unit changes for currently registered adults.

11.12. On a related issue, the Church requires that all background checks be completed prior to a new leader being sustained. Bishops are encouraged to extend callings and have the adult fill out the adult application as soon as the call is accepted. Two pages from the new adult leader application and the certificate for Youth Protection need to be faxed to Patty Fountain, Council Registrar, at 407-889-4406 (office phone: 407-889-4403) so that the application can be processed (the Local Council Copy of the adult application – the one with the Social Security Number – AND the Disclosure Authorization Form on the second page) in which the individual consents to the background check. Once the application pages are faxed, shred the originals or black out the SSN on the document as Wards are not authorized to maintain files with SSANs. Within two weeks, Council will notify either the District Executive or Charter Organization Rep if there is a problem with the background check. If nothing is heard after three weeks, consider the background check completed and sustained them in their new calling.

***HINT: Adults with current registrations can be sustained without waiting for a background check.** Bishops, if you see someone in the ward you may want to call to a Scouting position in the future, ask them to serve on a unit committee. Only adults serving in “direct contact” positions need to have background checks completed before being sustained in Sacrament Meeting. These are leaders who have a direct responsibility to work with the boys – Cubmasters, Den Leaders, Webelos Leaders, EYOS Assistant Scoutmasters, Scoutmasters, Team Coaches, Crew Advisors, etc. Committee Members will still have background checks done, but do not need to be sustained. If you have someone who has been serving in a Committee position, their background check has already been completed by the BSA and could be called to a “direct contact” position and sustained immediately without waiting for a new background check. A new application will still have to be submitted for the change to

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the new position. The ONLY exception to this is during Recharter. At that time, a change of leadership position WITHIN the unit can be accomplished online as a part of Internet Recharter.

YOUTH:

1. All boys are registered by age group. This matches well with the church age division with the exception of 11-year old scouts who are under the umbrella of Primary, but are registered as scouts in the Scout Troop.
2. All boys listed in the printout from the Ward Clerk should be registered. If a youth is not active in the Scouting program it is the responsibility of the Ward leadership to get them active. They still need to be registered in their appropriate program whether active or not. The only exception is if the family is listed as DNC (Do Not Contact).
3. Any boys that do not show up on the recharter paperwork will need to have a new application filled out. A parent should sign the application. ***IF the parent is not available, the Bishop can sign in their place. (Per direction of Southern Region, BSA).***
4. The Cub Pack should include all boys ages 8 – 10.
5. The Scout Troop should include all boys ages 11-17, including the 11-year-old Scouts. The boys that are ages 11-13 are the principal members of the Scout Troop. These are the boys whose primary registration should be paid through the Scout Troop. As the boys get older, they move into the Varsity Team and Venture Crew, but can retain their membership in the Scout Troop. This can simplify advancements for older boys still working toward Eagle because all advancements can be accomplished within the Troop and it eases Online Advancement processing.
6. The Varsity Team should include boys ages 14 and 15. Their Recharter (registration) fees should be paid through this unit if they are NOT working on Boy Scout Advancement. These boys are counted as “multiples” in the Scout Troop and Venture Crew (since BSA policy allows youth to join Venturing at 14) to avoid having to submit new applications when they turn 16.
7. The Venture Crew should include boys ages 16-17. Their Recharter (registration) fees should be paid through this unit if they are NOT working on Boy Scout Advancement. These boys are counted as “multiples” in the Scout Troop and Venture Crew. Young men who are 18 and still in high school should be registered here, but are ineligible to earn Boy Scout awards. However, they ARE eligible to earn Venturing awards until they are 21. Their fees should be paid through this unit. A Ward could register all of their male members 18-20 in the Crew such as those serving missions or away at college.

PLEASE NOTE THE FOLLOWING:

1. Any time a leader or youth member moves from one program to another at Recharter Time, it requires a new registration form to accompany the Recharter documentation. IF a leader changes position within THE SAME unit (i.e. the Troop), the change can be made WITHOUT the BSA forms during the re-charter process **ONLY** – e.g. Assistant Scoutmaster to Scoutmaster.
2. Registered leaders moving to a different unit must fill out a new application, but don't need to include a second background check consent authorization. Just indicate the Transfer information FROM (which unit) at the top of the form.

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3. You will need to use Internet Explorer to access Internet Recharter online. The new IE 8 will not work. Use an earlier version.
4. BEFORE CLOSING OUT INTERNET RECHARTER, we strongly suggest that you save a PDF copy of this document for your records and email one to your assigned Unit Commissioner. You will see an option to *Save the document in a PDF format when you are in the program.*
5. Remember that once the unit charter is **submitted** electronically, you **must** print out a hard copy of this document and get the appropriate signatures on the documents before submitting to your Unit Commissioner or the District Commissioner if you don't have a Unit Commissioner. PLEASE keep Page 1 of the recharter printout with the rest of the paperwork and return everything in the large white envelope that you were given.
6. Note – after printing the Recharter roster, please indicate who the unit's advancement and training chair are: —Write the number to the left of the appropriate name: 112 (advancement chair) or 128 (training chair).
7. Signatures required on the Recharter documents **BEFORE** they are turned in to the District include the following: Executive Officer (Bishop), Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor), and Committee Chair.
8. The Unit Leader signature is required on all new youth applications. Signatures required on a new leader application include the following: The adult registering, the Committee Chair, and either the Executive Officer OR the Chartered Organization Representative.
9. ADDITIONALLY, the Recharter package will have several other forms that **are not** handled on-line that must be filled out and signed as appropriate. These forms include the Unit Account Authorization, the Journey to Excellence Award and commitment for 2015, and the Charter Partner Agreement. These forms are to be submitted **WITH** the Recharter rosters.

If you have questions, please call your Unit Commissioner or District Commissioner. We're also available if you need help.

Yours in Scouting Service,

Lucy

Lucy Slaton

~~Unit Commissioner, Rockledge Ward~~
~~Challenger District Assistant Council Commissioner~~

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