

# 2020/2021 OFFICIAL RECHARTER INSTRUCTION BOOKLET



Grand Canyon Council - BSA  
2969 N. Greenfield Rd.  
Phoenix, AZ 85016 (602) 955-7747

Please contact your Unit Commissioner or District Executive with questions.

Kathy Coleman - GCC Council Registrar - [Katherine.Coleman@Scouting.org](mailto:Katherine.Coleman@Scouting.org)  
(602) 955-7747, Ext. 223

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## What's New for the 2020-2021 Recharter

- **All registered adults** were required submit a new criminal background check (CBC) authorization form in 2019, if you have not done so, you will be required to do so in 2020. Any unit with adult members missing the new CBC form will not be able to recharter. Unit Key 3's are/were notified by Council in April/May 2020 about any adults missing this form.
- Unit Charters can be printed off by the unit once recharter is complete. See instructions on how to print the unit charter, pg. 22
- Membership cards can be printed off at any point during the year. See instructions on how to print individual membership cards, pg. 22
- Grand Canyon Council new registration cycle is August 2020 to July 2021

## What's Staying the Same

- All users are considered "First Time Users" the first time they log in each Charter cycle and must register to enter the Internet Rechartering system. After initial registration, you will enter the system as a "Returning User".
- Stages and steps of the online process remain the same
- Ability to promote youth members within Chartered Organization family or with unit access code
- Electronic Signature Approval Strongly recommended for paperless processing
- Electronic Payment Strongly recommended **and** Electronic Checks are accepted to avoid credit card processing fees
- **Youth Protection Training is required** of ALL adults registered on the recharter (excluding the Executive Officer/Institution Head as long as that is the only position they hold). Until a few years ago, the charter was able to be completed with a warning message about leaders who still needed to complete training. You **WILL NOT** be able to complete the recharter if leaders have expired Youth Protection Training.
- It is important to make sure that all of your leaders are trained before you begin the recharter process. For more information on how to check if your leaders are 100% trained in Youth Protection or to find out how to take the training you can find information on the Grand Canyon Council website at <https://www.scouting.org/training/youth-protection/>
- **Access Codes Distributed by the District Commissioner Team** – Each unit has its own access code, which is sent to the Key 3 (Chartered Organization Representative, Committee Chair, and Key Leader- Scoutmaster, Cubmaster, Advisor, Skipper). If you can't find yours or you've misplaced it, please contact your District Commissioner.



*"The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law."*

## National Membership Fee

While costs to the organization have increased every year, the Boy Scouts of America has worked to keep the annual membership fee as low as possible by subsidizing core costs, including liability insurance the BSA must carry to cover all official Scouting activities.

National Annual registration fees for August 2020-July 2021 are:

- \$60 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts,
- \$36 for youth members in Exploring,
- \$36 for adult members (includes cost of background check and *Scouting* magazine),
- \$60 for unit charter fee,
- \$12 for Boys' Life

Across the country, Scouting remains one of the most valuable investments that can be made to support youth. From once-in-a-lifetime adventures to merit badges that spark interests and future careers; from campouts under the stars to service projects that leave a lasting impact on our communities; Scouting's year-round program expands horizons and provides young people with a safe and welcoming place to learn, grow and thrive. It has been Scouting's mission for more than 100 years to instill the timeless ideals of the Scout Law to help young people address and overcome challenges in their lives and the issues facing their generation.

Every dollar of the national membership fee will go toward the cost of essential services, including liability insurance for those participating in approved Scouting activities, program resources, safety standards, youth protection and personal safety training, and services to councils nationwide to sustain Scouting.

The national organization will also continue to develop and improve resources that support volunteers and youth members such as online registration, Member Care and Scoutbook, which now includes the Den Leader experience to ensure the safe and consistent delivery of Cub Scouting; as well as improvements aimed at simplifying the annual renewal process.



## Introduction to Rechartering

The chartering process is one of the oldest traditions in Scouting. It is the formal (legal) document that certifies the agreement between a Chartered Partner – an organization that agrees to utilize Scouting as part of its service to youth and community outreach – and the Boy Scouts of America, setting expectations for the quality of program to be delivered to the Charter Partner's youth population.

### Why is a Charter Renewed Annually?

- Fosters a formal, timely plan for regular dialogue between the charter organization and BSA.
- Assures up to date member registration in district/council Scout activities and rank advancement.
- Makes units eligible to qualify for yearly Journey to Excellence (JTE) goal setting, review process, and recognition.

Unit Charters are issued for one year and expire on the last day of the charter renewal month (aka recharter date) printed on the charter. After that, units are “separated” from Scouting, the unit is “dropped” from BSA membership, as are all its members.

When a unit is separated from Scouting, it ceases to exist and **CANNOT** legally operate in any capacity, including activities and advancement. An expired unit has no status in BSA and no insurance coverage for any of the unit's members and Chartered Organization. Youth and adults are unregistered, cannot attain awards and recognition. Advancement or achievement of any kind for the boys – including Eagle Rank – cannot take place, and tenure in rank and for leadership positions is stopped. Units have a chance of losing their Unit Number and tenure.

Units have access to the online recharter system starting June 1<sup>st</sup>. Please be sure to process your recharter accurately and on-time.

## Privacy Policy

Charter renewal involves confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside the BSA. If the recharter processor cannot accept this responsibility, a different person must be identified to complete the recharter.



## Submitting the Final Recharter

After submitting the renewal online, confirm your chartered organization has approved the recharter and make your payment online. Electronic Checks can be used with no processing fee or Credit Cards can be used with a 3% processing fee.

In cases when a unit cannot secure online payments or signatures they may print the final paperwork, secure signatures, and submit payment at the Council office. We recommend reviewing your “*recharter package*” with your assigned commissioner before it is received at the Council office to avoid mistakes. Physical charter packets will require more work for the unit and could delay the processing of the charter.

Units are **strongly** encouraged to complete the charter completely electronically.

## Getting Started

Congratulations, you are the selected individual to complete the Online Recharter Process for your unit. The Online Rechartering process allows you to be in complete control of your unit's information - this ensures that it will be correct, and you can do it from home or your office—anytime that is convenient for you. It's an easy to-use and a secure system.

Now that you have been selected, plan to attend your District's May rollout meeting. During this session, you will receive more information and help on how to log on and process the recharter for your unit.

The Online Recharter access will open **June 1<sup>st</sup>**.

To be eligible for the Journey to Excellence Unit Award (JTE), your recharter must be On Time. This means the recharter must be submitted, signed, and delivered as noted on page 5. (Note that the actual JTE paperwork itself will be submitted at calendar year end, not with the recharter submittal.)

### Here is what you'll need to get started:

Gather all information needed prior to the start recharter.

- ✓ Current Unit Roster
  - obtained by one of the Key 3 from my.scouting.org – Instructions available online
  - List of youth and adults to remain on roster
  - List of youth and adults to be removed from roster
  - List of youth and adults who want Boys' Life
  - A copy of the Unit Training Report
    - obtained from <https://my.scouting.org>
- ✓ Your Access Code (Provided by your District)

Once you have the above information log onto the Online Recharter website:

1. **Select First-time user** and enter the unit access code.
  - Each year you are considered a First-time user when accessing the system for the initial time.
  - Codes and passwords from prior years are no longer active.
2. Select the unit type and enter the unit four-digit number. (ex: unit 70 will be 0070)
3. Create a password as instructed.
4. Complete the information requested on each screen.

**Note:** You can stop at any time, log off the system, and begin again where you left off by logging in as a returning user and reentering your access code and password.

## Important Things to Remember

- Recommend using Chrome, Edge or Internet Explorer
- Make sure all mailing addresses and email addresses are up-to-date. Returned mail means a Scouting family is missing out on valuable Scouting information.
- DO NOT overtype on an existing record. You must add/delete old record for position changes.
- Tiger and Lion Parents (position AP & LP) cannot be changed to a registered position without completing an adult application and required background checks. This needs to be submitted to council at least 1 week prior to starting the recharter process.

## Required Training

**ALL** direct contact leaders (Unit Leader and Assistants), Unit Committee Chairs, Unit Charter Organization Reps, and Den Leaders and Assistants, are required to have the Basic Leader Training completed for their position per the GCC 100% Trained Initiative.

The latest Youth Protection Training (YPT) must be taken prior to recharter. When a volunteer's YPT record is not current at the time of recharter, the volunteer cannot be registered. Units should not wait until charter renewal to make sure all YPT is current. The unit Key 3 can check the unit's YPT status at any time on [www.my.scouting.org](http://www.my.scouting.org)



Instead of getting a warning message for an expired YPT, at Check Roster, an error will generate that must be resolved prior to recharter completion.

The Update Unit Roster function is used to find if an existing registrant has recently completed training. Errors can be resolved when the adult provides their YPT Completion certificate. As the recharter processor :

- under Update Member Data
- enter the course and date completed on the person record
- keep a copy of the certificate to turn in with the unit renewal



When an adult is new, YPT completion is entered at record creation. When an adult was promoted without YPT, enter the completion date from the certificate. Each volunteer adult leader is verified for YPT on his or her record.

**Tip:** Your Unit's Key 3 leaders can review your unit's current YPT and leader training list to see who is currently trained or needs renewal by accessing [my.scouting.org](http://my.scouting.org). Encourage everyone needing YPT and position training to complete their course before you start to renew your charter! We recommend completing in April or May.

### Hazardous Weather Training

Effective April 30, 2018 **ALL** direct contact leaders must complete the Hazardous Weather Training to be considered trained by BSA.



### Boys' Life Subscriptions

**BOYS' LIFE** is ~~Optional~~ **Essential!** Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that **BOYS' LIFE** magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use **BOYS' LIFE**.

Units can qualify for a **100% Boys' Life Streamer** if every family receives at least one subscription. If your unit is a Journey to Excellence Unit, you will also qualify to wear the **Journey to Excellence/100% Boys' Life emblem**.



Samples

## Rechartering Tips for Success

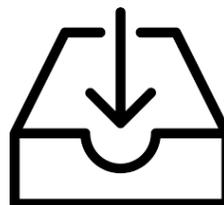
From the Council Registrar

To Simplify your recharter process:

- All new youth and adult registrations need to be turned into the Council Office by at least 1 week prior to starting the recharter. This will make the process go much faster.
- Take advantage of the “**UPDATE**” button use it multiple times throughout your recharter process.
- Make sure that when unselecting/deleting, you delete the correct person. **IF** deleted by accident, Contact [GCC.Membership@Scouting.org](mailto:GCC.Membership@Scouting.org).
- No One should be marked as a transfer; there are **NO** transfers since all of us are starting a new Scouting year.
- There must be at least 5 paying youth for a unit to recharter.
- Check and confirm all multiple registrations. (See section on “[Multiple Registrations](#)”)
- When a scout or adult leader wants *Boys’ Life*, be sure to mark it during the online rechartering process and include fees in final payment.
- Make sure that you complete the last step by electronically SUBMITTING, PAYING, And SIGNING
- Make an effort to complete your charter by July 15<sup>th</sup>, but be sure to submit your recharter before the deadline of July 31<sup>st</sup>.
- The online Recharter system accepts electronic checks or Credit Cards.

**Note:** Make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance and the youth may not qualify for advancement.

**\*\*Be sure to immediately turn in new applications at the Council Service Center anytime during the year.\*\***



## Online Recharter Stages

**Stage 1** – Load Unit Information. This will populate in the online system using your current membership.

**Stage 2** – Update Roster. Update information, select which members to drop from the 2020-2021 roster, update member data, and update member positions.

- Update chartered organization information (contacts, addresses, phone #)
  - Review the Chartered Organization information and make any necessary changes.
- Select members for renewal (Note: all adult members to be renewed must have current Youth Protection Training)
  - Select for renewal only the members who will be renewing with your unit
- Promote members
  - Select members from another unit to become members of your unit
- Update member data
  - Update the personal information of members on your roster (birthday, email address, home address, phone number or occupation). *Every Scout & leader should have an email address. Parent email address should be used for youth members.*
- Update adult positions

**Stage 3** – Check Roster. Validate the data to be submitted conforms to BSA rules (such as adults in required positions and all Tiger Cubs & Lion members have an adult partner)

**Stage 4** – Update Member Fees. Update fees, assign multiple status, and sign up members for *Boys' Life*.

**Stage 5** – Submit Roster. Review draft version before selecting the “Submit to Council” button.

- Complete youth not renewing survey.

**After Submitting** – Obtain an electronic signature and make an electronic payment.

## Updating the Unit Roster

Update Unit Roster Function:

This function refreshes member data to add new records and update Youth Protection status from the council's information. This should be done multiple times during the renewal process, especially if done over one or more days. For example, if the unit accepted Online Registration members or the council processed new members, adult or youth, use this feature. For adults without Youth Protection that is current, do this to update status if the record may have changed from having completed a course online. This avoids duplicate entry and saves you time. If you are in a later Stage and use this process and there is a new record added, it will return you to Select Members for Renewal. If the member will renew then leave the record checked and navigate back to your last step.



**Position Codes and Titles**

**Position codes** – All positions can be held by male or female and the minimum age requirements for each position is in parentheses ( ) next to the position. These are all fee paying positions – except AP, LP & IH

CR	Chartered Organizational Rep (21)	SM	Scoutmaster (21)
CC	Committee Chairman (21)	SA	Assistant Scoutmaster (18)
MC	Committee Member (21)	NL	Crew Advisor (21)
CM	Cubmaster (21)	NA	Crew Associate Advisor (21)
CA	Assistant Cubmaster (18)	SK	Sea Scout Ship Skipper (21)
WL	Webelos Den Leader (21)	MT	Sea Scout Ship Mate (21)
WA	Assistant Webelos Den Leader (18)	VP	Venturing Participant (youth 18-21 Adult app)
DL	Den Leader (21)	91U	Unit Scouter Reserve (21)
DA	Assistant Den Leader (18)	92U	Unit College Scouter Reserve (18)
TL	Tiger Cub Den Leader (21)	92V	Venturing College Scouter Reserve (21)
AP	Tiger Cub Adult (18) – <i>Non Paying Position</i>	UP	Unit Participant (youth 18 to 21 Adult app)
LL	Lion Guide (21) [Den Leader]	IH	Institutional Head (21) – <i>Non Paying Position</i> (Executive Officer and IH are same person)
LP	Lion Partner (18) – <i>Non Paying position</i>		

**Required Positions per Unit**

Each unit is required to have a certain positions filled to be operational.

<b>PACK</b>	IH, CR, CC, 2 MC's, or 1 MC & 1 PT, CM and one den leader, either a TL, DL or WL or LL (Lion Guide). There must be an AP or LP for every registered Tiger Cub and/or Lion Cub. (CA, WA, DA, 91U, and 92U positions are optional)
<b>TROOP</b>	IH, CR, CC, (2) MC's and SM. (SA, UP, 91U, and 92U positions are optional)
<b>CREW</b>	IH, CR, CC, (2) MC's and NL. (NA, VP, 91U, and 92V positions are optional)
<b>SHIP</b>	IH, CR, CC, (2) MC's and SK. (MT, 91U, and 92V positions are optional)



### Unit Key 3

The Unit Key 3 consists of the Chartered Organization Representative, Committee Chairman and the Unit Leader. The Unit Key 3 is a critical component to the success of your unit. The Unit Key 3 meets once a month to discuss the unit, its challenges, coming events, and progress towards completing their action plan and JTE goals. It is a time for the Unit Key 3 to spot early warning signs and work together toward continued unit success.

When rechartering the unit, please align your leadership to support and implement the Unit Key 3. This three-person structure allows each person to contribute their individual strengths, abilities, and perspectives based on the focus of their trained position. This may mean spreading out the positions if one person is serving as Chartered Organization Representative and Committee Chairman.



### Scouter Reserve Positions

These positions are for adults that wish to remain on the roster for their unit, without registering as an assistant leader or committee member when appropriate.

These positions use the same application, fees and registration process, as any other adult volunteer but the only training requirement is Youth Protection. Scouter Reservists do not need to complete Position Specific Leader training or any other adult leader training after completing YPT.

See chart on the next page to see the different requirements.

Description	How Registered/ Training Requirement	Registration Code	Unit/ Minimum Age Requirement
When a young person or adult continues to be highly active with the unit – attending at least 1 or 2 meetings per month and participating in several campouts or other activities during the course of the program year	Assistant leader -Complete both Position Specific Leader and Outdoor Leader trainings	SA – Assistant Scoutmaster NA – Crew Assoc. Advisor MT – Sea Scout Ship Mate DA- Assistant Den Leader	For Packs, Troops, Crews and Ships -18years or 21years old depending on the Registration Code used.
When a young person is away at college, on a mission, or in the service and wants to stay registered with the unit	Unit College Scouter Reserve -YPT only	Position code 92U	For Packs, Troops, and Teams -Minimum age requirement of 18
	Venturing College Scouter Reserve -YPT only	Position code 92V	For Venture Crews and Ships -Minimum age requirement of 21
An adult supports the unit but is not an ongoing participant in meetings, activities and outings	Unit Scouter Reserve -YPT only	Position code 91U	For Packs, Troops, Teams, Crews and Ships -Minimum age requirement of 21
When a Scout reaches the age of 18 in a troop but is continuing to work with an Eagle Scout extension or an Extension Beyond the Age of Eligibility	Unit Participant -N/A	Position code UP	N/A

## Multiple Registrations

**The CR may also serve in a multiple capacity as the Committee Chairman**, while not ideal, within that unit if there are not enough adults registered for these positions. The CR cannot serve as the unit leader (Cubmaster, Scoutmaster, Crew Advisor or Skipper).

**Note:** Only the Chartered Organization Rep (CR) can hold more than one position in a unit.

Other adults may register in only one position per unit. If a unit feels that better service can be provided by an adult already serving in another unit, that individual may still hold only one position in each unit. There are no restrictions on the number of positions one person may hold as long as the individual serves only one position per unit.

Youth who are registered as Scouts BSA may multiple register as members of a Venturing crew or a Sea Scout ship.

Registration fees are paid only for an individual's primary position; there is no fee for multiple positions.

Some leaders choose to have their primary registration with the District or Council. Mark them as multiple in the recharter process, and remind them to pay their registration fees to GCC thru the online registration in the Council calendar.

When an individual is registering as a NEW multiple, please indicate on the application by writing MULTIPLE and the their BSA ID number on the application.

## Promote Members

The Promote Members provides the ability to move youth and adults from one unit to another. Promote members is integrated seamlessly into Internet Rechartering and is a simple process with step by step instructions.

In the Promote Members process, the unit doing promotions will have automatic access to units that are chartered to the same chartering organization. When the chartered organization is different, the unit must obtain the access code to the other unit in order to obtain records of members in that unit who will be joining their unit. They must contact the old unit to get the access code. This will encourage inter-unit cooperation and confirm who is seeking their member information.

## Youth **AND** Adult Promotion

All youth and adults being promoted will be required to complete a new application. The first page of the recharter will show who an application is needed for.

## Youth **TO** Adult Promotion

The Promote Member process can be used to promote a youth(s) in the troop to an adult position in the troop (ex. youth member to Assistant Scoutmaster). An adult application and social security number are required to complete this process.

## Completing the Recharter

1. Look at “warning” messages and correct errors before submitting
2. Obtain signatures for recharter
  - may be obtained electronically (recommended by GCC)
3. Submit new application before beginning online recharter
  - check Question #6 is completed
  - verify required signatures are present
4. Collect fees that are due
  - National Membership fees
  - Boys’ Life
5. Fees; (Only one)
  - Online payment is encouraged and can be made with no processing fees using an electronic check or debit/credit cards can be used with a 3% credit processing fee; or
  - check payable to Grand Canyon Council, BSA; or
  - charged to Council unit account provided that the balance will cover total
6. Signatures: Electronic recharters only require the IH or COR digital signature
7. Be aware that when there are any issues with your Recharter, it will not be posted until those issues are cleared up. Online Rechartering does not allow you to submit with the most frequent errors.

Note: When the online system says **Draft Version**, the recharter has not been submitted online correctly and will not be accepted. If turning in printed paperwork, please be sure final recharter has signature lines.

## Electronic Authorization

Electronic Authorization is available for the Chartered Organization Representative or the Executive Officer. There will be NO signatures to obtain when the unit chooses this option.

The Electronic Authorization works by the unit renewal processor reaching the Submit Stage. For approval to occur the renewal processor gives account access to the Chartered Organization Representative or to the Executive Officer. The approver reviews the roster and, when satisfied, selects their name from a pick list, enters their initials, and this provides their electronic signature.

At this point when the COR/IH click on “save”, their approval has been given and the recharter is submitted.

**WARNING:** After the Electronic Authorization is given, *WHEN* the unit makes a change in the system, the approval is reset and must be obtained again.



## Electronic Payment Options

Online Payment: Units can elect to pay online using a credit card or an electronic check. This payment option is available in the Submit stage following online approval. An electronic check can be used with no processing fee. The credit card entry form will display a 3% Convenience Fee will be added to the fee subtotal to arrive at the Total Fee due. When the unit processor continues, then the valid payment information is entered and saved. Upon acceptance, the Payment Confirmation is displayed. This will also appear on the unit renewal application following Submittal. **No further changes can be made to the unit roster once payment is made.**



## Commonly Made Mistakes

Submitting applications before starting the online recharter and using online signatures and payment prevent all of these common mistakes from slowing your recharter.

No signatures or incorrect signatures on adult applications

- Adult applications should have the Committee Chair's and Charter Representative's signature.

No signatures or incorrect signatures on Recharter agreement

- Non-electronically signed Recharters should have Executive Officer (IH) or COR and the Unit Leader signature.

No fee or wrong amount attached

- Remember NO ONE is marked as transfer at recharter time.

Applications missing

- Make sure there are applications for everyone listed on the first page of the recharter.
- Be aware that even if you turned in an application for someone months ago and they are listed on the front of the Recharter, please supply a new application or make a copy of the unit's copy of the previous submission with social security number added.

Incomplete Applications.

- Adults missing Social Security number, not answering Question #6, and/or not including a CBC form.
- Youth missing birthdates and/or parent information (important especially for Lion and Tiger Cubs)



**CAUTION**  
**Don't make these mistakes**

**Final Recharter Checklist**

Online, paperless recharter submittal is strongly recommended.

If choosing to submit paperwork, please use this checklist to confirm your submittal is complete.

Processors check off	Recharter paperwork	District Checked
	Recharter (printed in the last step of the online recharter process) Does not say "DRAFT"	
	All new applications (completed – including required signatures) Youth - _____ Adult - _____	
	YPT Certificates New Adults _____ Updating Adults _____	
	CBC forms ( <i>Note: It is not necessary to hold CBC forms for any adults not completed in 2019. Please submit to GCC right away.</i> ) _____ new adults _____ adults not completed in 2019 (Key 3 listing)	
	Fees _____ check payable to Grand Canyon Council, BSA _____ to be charged to GCC unit account, balance will cover total amount due _____ Credit Cards ONLINE only (3% Fee) _____ Electronic Check ONLINE	
	MISC –	

## Frequently Asked Questions

Q. Where can I get a copy of our current BSA Roster?

A. Rosters are available through [my.scouting.org](http://my.scouting.org). For instructions on how to download a roster, please visit the Grand Canyon Council web page.

Q. Where can I check the training status of unit leaders?

A. Go to [my.scouting.org](http://my.scouting.org) and select Legacy Web Tools & Training Validation to look up leaders. Or you can request from a member of the Unit Key 3 (CR, CC, unit leader) a copy of the Training Detail Report.

Q. I have not received my membership card?

A. The National Council has stopped sending membership cards. Membership cards can be printed by individuals through [my.scouting.org](http://my.scouting.org) or they can be printed by the Key 3 of any Scouting unit. For instructions on how to print membership cards, please see the appropriate section in this book.

Q. I forgot my log in for Rechartering?

A. The council only has the unit access code since you created the password. Please make sure it's something you can remember. You can also use the "forgot password" option or the Council can reset your password if necessary.

Q. Is my Recharter access code the same as last years?

A. No, the access code changes every year.

Q. How do I change my Charter Executive Officer/IH?

A. Contact your District Executive.

Q. How do we change our Chartering Organization?

A. Contact your District Executive.

Q. Why is my Charter not posted?

A. Please contact your District Executive for details. There can be several reasons for this:

- Fees have not been paid
- Charter was not submitted correctly online

Q. I changed a unit leader, but he is not on my Recharter Printout?

A. There was no application submitted or the application was incomplete.

Q. I submitted my Recharter online to the Council and forgot to add someone, what can I do?

A. If you have already submitted the paperwork, turn in application to the council office with applicable fees for current year plus the new recharter year.

Q. I'm changing my position do I need to fill out a new application?

A. No, not during renewal. Yes, if you are a Tiger or Lion partner and wish to register in a paid position. After the annual renewal every time you change positions or transfer to a new unit during the year, you must fill out a new application. Be sure application is complete and disclosure page is attached.

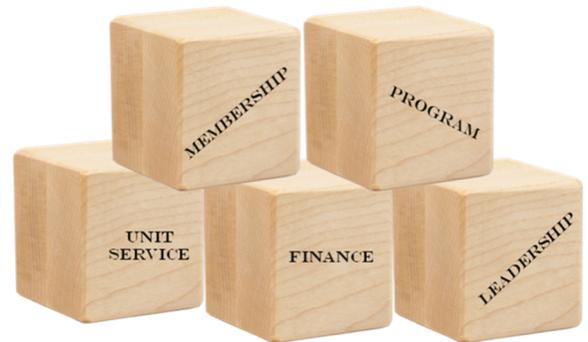
## Journey to Excellence (Recharter is a good mid-year review of your unit's health)

### The Building Blocks of a Successful Unit

The Journey to Excellence Unit Assessment includes recognition for outstanding packs, troops, crews, and ships that strive for annual continuous improvement and to conduct a quality program for their youth.

#### Major Features of the Program

- **Improve** and increase adult leader training.
- **Improve** youth recruitment and retention.
- **Improve** parent participation.
- **Improve** youth advancement.
- **Improve** outdoor program participation.
- **Improve** annual program planning.



#### “Working on Your Journey to Excellence Assessment”

As the year comes to a close, it will be time to complete your unit's Journey to Excellence Scorecard.

The process is fairly simple – you will need the following:

- The unit's roster as of January 1, 2020
- The unit's 2019 Journey to Excellence scorecard to use as comparison
- The unit's completed recharter paperwork for 2020/2021
- The unit's advancement records for 2020 (all advancement reports submitted throughout the year are available through Scoutbook or Scoutbook Lite– contact your unit Advancement Chairman or the Council Service Center.)
- The unit's activity/service project/meeting calendar and budget
- The unit's leadership training records (Unit Key 3 members have access to this through Training Manager icon for all registered leaders in the unit)

Scorecards are available online at: [www.scouting.org/scoutsource/awards/journey\\_toexcellence.aspx](http://www.scouting.org/scoutsource/awards/journey_toexcellence.aspx)

Unsure of how to complete the form, your commissioner will be happy to assist you.

**Note:** JTE for the 2020 year, is due at the end of the year, December 2020; NOT as part of the recharter process.

## Journey to Excellence Unit Assessment

The Journey to Excellence (JTE) Unit Assessment includes recognition for outstanding packs, troops, teams, and crews, that strive for continuous improvement and conduct a quality program for their youth on an annual basis. Units that qualify may wear specialized emblems ordered through a Council Scout Shop.

## Journey to Excellence Recognition

Journey to Excellence is a great way to assess your unit and to make certain that you are delivering on the promise of a great Scouting experience for your Scouts and their families. Grand Canyon Council would like to recognize those units that are striving for annual continuous improvement in delivering the Scouting program.



## Service Hours Reporting (GTFA) and Scoutbook/Scoutbook Lite

Unit ID for Advancement and Good Turn for America are the **SAME**

For Service Projects:

A unit ID is used to establish profiles to log service project hours. You may already have this ID, but we wanted to remind you of it. If you do not have please contact your District Executive.

As part of a national initiative to record the number of service hours performed by BSA members across the entire country. This data will help the BSA promote its service to America. This is the same data that will be used for your Journey to Excellence calculation. All data is being logged through the "Good Turn for America" website. However, you can report service hours for any of the council- sponsored Good Turn for America events, your own unit service projects, and Eagle Scout projects.

For Advancement:

Units can use Scoutbook lite or Scoutbook to record their youth member advancements online. You will find this method easy, convenient, and accurate because you enter the information, and it will save you the effort of hand writing advancements onto a three-part carbon form. Use Scoutbook lite for adding ranks, merit badges and awards, and to update information on existing advancements (except the Eagle Scout rank).

Links to the website for both items is available on the council website:

<https://www.grandcanyonbsa.org/>

## How Do I Print Membership Cards?

Individual members can print their membership cards by logging onto <http://my.scouting.org>

- Click on Menu
- Go to: My Dashboard - the three line menu
- Click on My Profile then clicking on the icon that looks like a small membership card

Unit Key 3 leaders can print membership cards for their units by logging into <http://my.scouting.org>

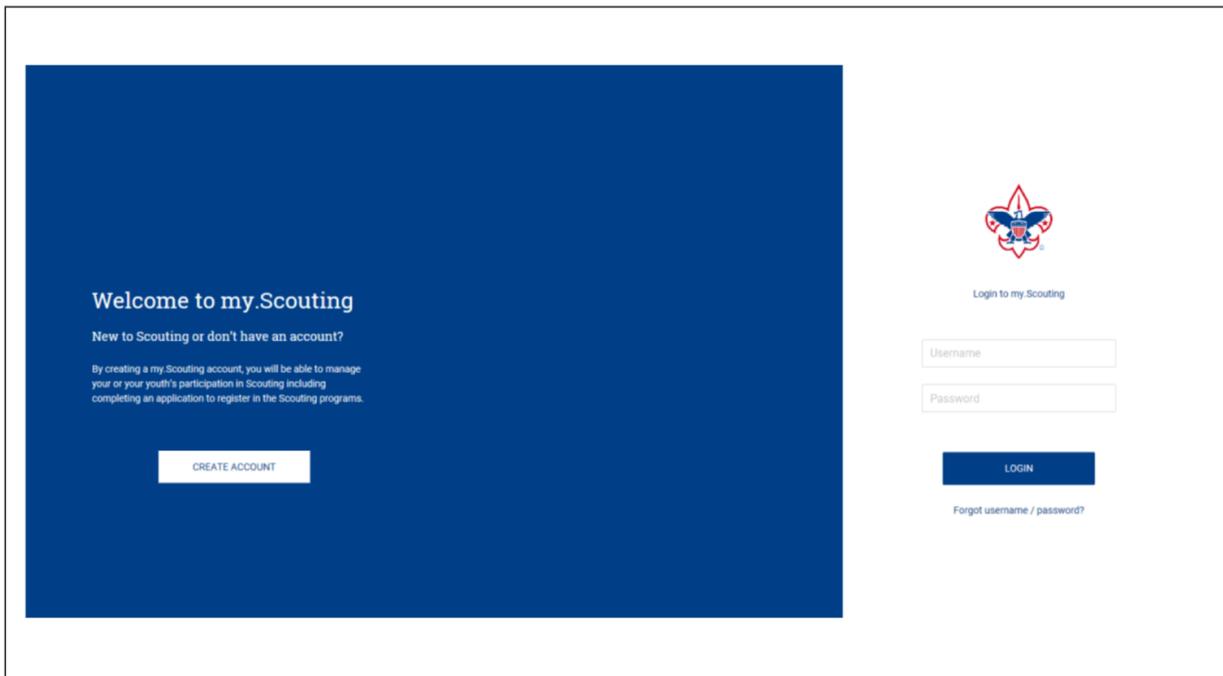
- Click on Menu
- The unit
- Member Manager
- Select who you want to print a membership card for, and then click on the icon that looks like a membership card.

## How Do I Print My Unit Charter?

Effective January 1, 2019, in an effort to streamline basic operations and put tools in the hands of volunteers, the BSA decided to make “self-service” as many membership processes as possible. This change will allow unit Key 3 to print charter certificates in a timelier manner.

Charter Certificates are no longer available to be ordered. Charter Certificates are now available as a PDF file and can be downloaded and printed. Only members of the unit Key 3 have access to print the Charter Certificate. The steps are outlined below:

**STEP 1:** One of the unit Key 3 logs in to [my.scouting.org](http://my.scouting.org) with their current user ID and password.



Welcome to my.Scouting

New to Scouting or don't have an account?

By creating a my.Scouting account, you will be able to manage your or your youth's participation in Scouting including completing an application to register in the Scouting programs.

CREATE ACCOUNT

BSA Logo

Login to my.Scouting

Username

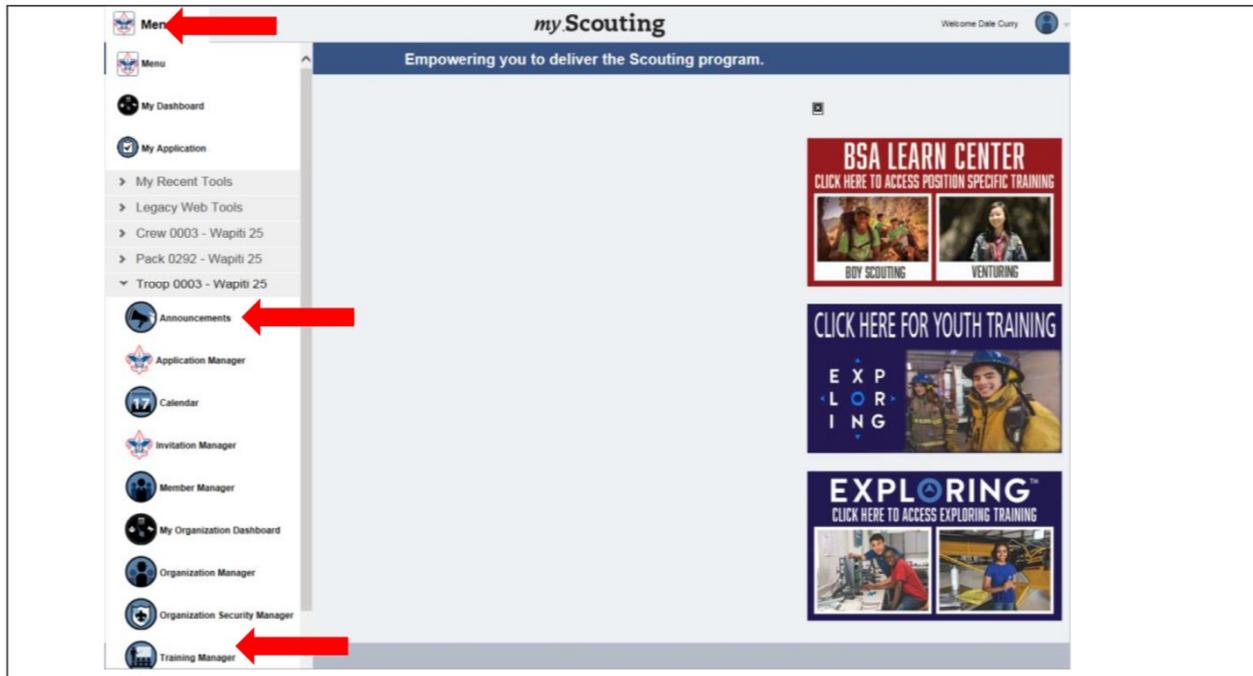
Password

LOGIN

Forgot username / password?

# Grand Canyon Council

**STEP 2:** In the upper left portion of the screen, click on Menu, then the unit you wish to print the charter certificate for (if you are a registered adult in more than one unit, all units you are registered with will be displayed), and then Organization Manager.



**STEP 3:** To print the charter certificate, click on the card icon.

A prompt will appear at the bottom of the screen for you to open and print or save an image of the charter certificate. Click Open to display and print the certificate.

