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Charter Renewal Journey to Excellence 2024



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Charter Turn-In Deadline: February 16, 2024

NOTE: Missing the deadline can cause:

- Loss of tenure
 - Interruption of Scouting magazines
 - Lapse of Accident and Liability Insurance Coverage
 - Loss of Incentive- Ice Cream Party for Unit
-

ALL LEADERS MUST HAVE CURRENT

YOUTH PROTECTION TRAINING!

Complete YPT at my.scouting.org.

Returning leaders who have not updated their youth protection training within the last two years cannot be rechartered. New leaders also need youth protection training. They can complete it online but will need to print a copy of the training certificate and submit it with their completed application.



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Key Contacts:

- | | | |
|--------------------|---------------|--|
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| • Lincoln Heritage | Ryan Abbott | Ryan.Abbott@scouting.org |

Monday-Friday
8:30 am-5:00 pm (CST)
Eykamp Scout Center
3501 E. Lloyd Expressway
Evansville, IN 47715
(812)423-5246

Registration Fees 2024

Membership and Scout Life Magazine Fees

- Cub Scouts, Scouts BSA, and Venturing Youth are \$80 per year.
- Exploring Youth are \$50 per year.
- Adult Leaders are \$60 per year.
- Scout Life Magazine subscription is \$15 per year.
- Unit Charter Fee is \$100.
- New Member Joining Fee is an additional \$25. (For new youth members only, does not apply to adults or youth that have been previously registered in any BSA program.)

IMPORTANT NOTE:

As of August 1, 2023, any member who registers pays for a full year of membership. This means that anyone who registered after August 1 will show up on your recharter roster **with a \$0 fee**. Their membership will NOT be paid for with your recharter payment but will be due when their yearly membership ends.

Age Requirements for Youth Members:

Lion Cubs: Kindergarten, must be 5 years of age

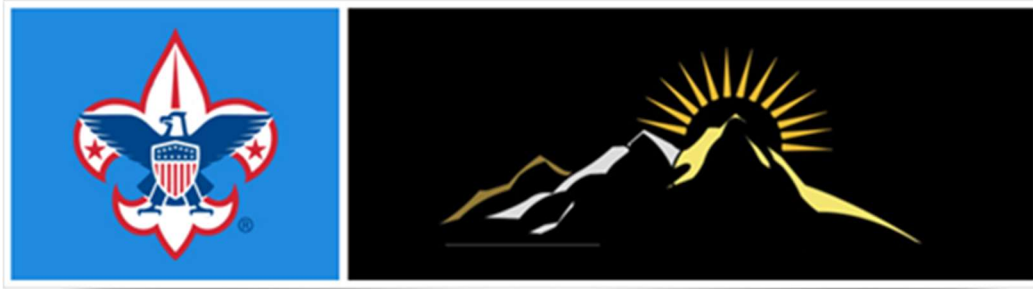
Tiger Cubs: 1st Grade

Cub Scouts: 2nd or 3rd Grade

Webelos Scouts: 4th or 5th Grade

Scouts BSA: must have completed the 5th grade and be age 10 *OR* have earned the Arrow of Light award and be age 10 *OR* be age 11 but not yet 18

Venturing: at least age 13 and have completed 8th grade *OR* age 14 but not yet 21



Journey to Excellence Gold Patch *Available in January!*

Listed below are the criteria:

1. Recharter completed online and turned into Eykamp Scout Center along with payment by February 16, 2024.
2. The Annual Charter Agreement signed by the Chartered Organization Rep.
3. Journey to Excellence form calculated to determine Gold level and submitted with recharter paperwork.
4. All new adult leader applications completely filled out including unit leader signatures, Disclosure/Authorization Form also known as the "CBC form" completed & Youth Protection certificate attached.
5. All new youth applications are completely filled out with required signatures.
6. All adult leaders must have completed Youth Protection Training. If they last did their YPT in 2022, it will expire this year (2024).

After verification of requirements, your patches will be ordered and held in the Scout Shop for purchase.

Gold Journey to Excellence Patch Order Form

Only Gold Level JTE Patches are available: \$2.79 each

Unit: _____ # of Patches _____

Contact Name: _____ Phone Number: _____

Position Codes:

CR-Chartered Organization Representative

CA-Assistant Cubmaster

CC-Committee Chairman

WL-Webelos Den Leader

MC-Committee Member

WA-Assistant Webelos Den Leader

SM-Scoutmaster

DL-Den Leader

SA- Assistant Scoutmaster

DA-Assistant Den Leader

CM-Cubmaster

RECHARTER CHECK LIST

As your unit prepares its annual charter renewal papers, please use this checklist to ensure the accuracy of all information.

1. Our unit has **one of the following** (please circle):

Cubmaster Scoutmaster Crew Advisor Skipper

2. Our unit has **all the following required positions** filled:

__ Institutional Head (non-paying)

__ Chartered Organization Representative*

__ Two Members of the Committee

__ Committee Chairman

__ Packs must have minimum of One Den Leader for any of the program levels.**

*Chartered Representative may also be registered as Committee Chair or member of the committees. **However, BSA strongly recommends at least one leader per grade level.

3. We have reviewed our roster and taken the following steps:

__ Mark all leaders / youth in the system not returning.

__ Make any changes in leader positions by changing their position in the system.

__ Corrected information as to address, spelling, phone #, email address etc.... **for each re-registering member.** (this could be done in the system)

__ Confirm *Scout Life* subscription using the toggle in the *Scout Life* column.

__ For any adult multiples (has a paid position elsewhere) mark multiple within the system.

__ All **new youth and adult applications have been attached** at this time. The Unit Leader and parent have signed youth applications and the Charter Organization Rep. has signed adult applications.

Online Rechartering Instructions

Buffalo Trace Council requires you to use Internet Rechartering for your unit.

If you do not have access to a computer with internet access, schedule an appointment with your District Professional and you may use a computer in our office at Eykamp Scout Center.

1. Starting December 1, 2023, Key 3 members (Charter Rep., Committee Chair, and Scoutmaster/Cubmaster) will have access to your unit's recharter portal.
2. Log in at advancements.scouting.org/login.
3. If you are registered with multiple units, make sure you have selected the correct unit. Then click "Recharter".
 - a. "Agree" to the 12-month term.
4. Edit the roster as needed. Red means the volunteer is missing something (such as YPT) and green means they are good to go.
 - a. Use the *Scout Life* toggle to mark anyone who is subscribing.
 - b. Update adult leadership positions.
 - c. Add any new members.
 - d. Remove any dropped members.
5. Click "Refresh Roster" and then "Validate Recharter and Pay".
 - a. A pop-up will display any errors or warnings that need to be fixed.
6. Select your payment option. Council **highly** recommends making payment to council.
 - a. Pay at the Council Office- changes can be made by the Registrar before sending to National.
 - b. Pay with a credit card- there is an administrative fee charged and NO changes can be made to the roster without National Council Member Care Support.
 - c. Pay by Electronic Check- NO changes can be made to the roster without National Council Member Care Support
7. Post your recharter.
8. An Adobe Acrobat Sign Document email will be sent out to your NEW key 3 members to be signed by the Charter Organization Rep. or his/her approved designee. Be sure to save and/or print the recharter renewal prior to and after submittal.
9. The Executive Officer will need to sign the paper Annual Charter Agreement.
10. Complete the Journey to Excellence paper form and calculate for Bronze, Silver, or Gold. This is signed by the Committee Chair. If your unit is interested in purchasing patches (only Gold is available), complete the patch order form.

Eykamp Scout Center Office Hours

Monday-Friday

8:30am-5:00pm (CST)

NOTE: You can stop at any time, log back in, and start where you left off.

Please refer to the Recharter PowerPoint on the Buffalo Trace Council website Recharter page for further instructions on submitting your Recharter.

Charter Renewal & Journey to Excellence

Forms may be turned in at one of the February
District Roundtable locations shown below.

LINCOLN HERITAGE

Roundtable Meeting

February 1, 2024

6:15 PM (CST)

Ryan Abbott

(812)423-5246 EXT 2217

(315)247-1180

Ryan.Abbott@scouting.org

ALGONKIAN

Roundtable Meeting

February 1, 2024

6:00 PM (CST)

Jessica Haase

(812)423-5246 EXT 2216

(618)262-3119

Jessica.Haase@scouting.org

NATIVE TRAILS

District Committee Meeting

February 15, 2024

6:30 PM (CST)

Greg Hager

(812)423-5246 EXT 2214

Gregory.Hager@scouting.org

Subject to Change, As Of 11/2023

Recharter Email Packet Summary

Your email packet should include the following items. If you are missing something, need more materials, or have questions contact your District Professional.

- Rechartering Instructions
- Annual Unit Charter Agreement
- Youth Protection Aging Report
- Scout Shop Authorization form
- 2024 Journey to Excellence Scorecard
- Registration Fee information
- Unit Roster

What Is Due to Council?

- Annual Charter Agreement
- Application for any new youth members (if not properly uploaded to the recharter site)
- Application, CBC form, and YPT certificate for any new adult members (if not properly uploaded to the recharter site)
- Payment and any completed financial assistance forms
- Journey to Excellence Scoreboard

Important Information

1. If anyone in your unit is utilizing financial assistance, you **MUST** choose the option to pay at Council. Financial assistance cannot be applied to payments made online.
2. In previous years, there has been a three-month lapse period before a unit that is having issues with recharter is dropped out of the system. **THIS IS NOT TRUE THIS YEAR.** There is only a one-month lapse period. This makes it even more important to make sure that you submit your recharter on time and with all requirements met.
3. If you need help with your recharter, coaching sessions will be held at the Eykamp Scout Center at the following times.
 - a. Saturday, January 6, 2024, from 9:00 AM-1:00 PM (CST)
 - b. Wednesday, February 7, 2024, from 4:00 PM-6:30 PM (CST)
4. Additional recharter resources and guidance from BSA National office can be found at <https://www.scouting.org/resources/internet-rechartering/>.