



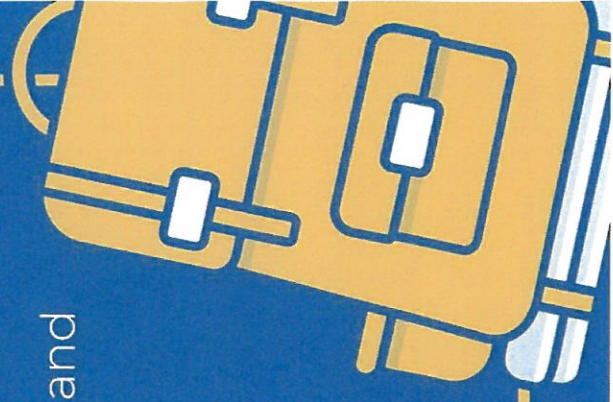
DECEMBER 2023 ROUNDTABLE

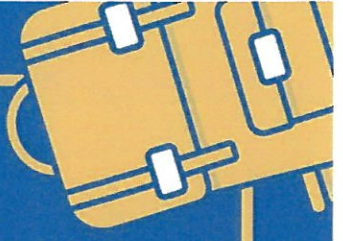
Buffalo Trace Council



AGENDA

- Welcome, Pledge, Scout Oath and Law
- Safety Moment & Youth Protection
- Recharter Training
- Resources and Charter Agreement
- Upcoming Events and Due Dates



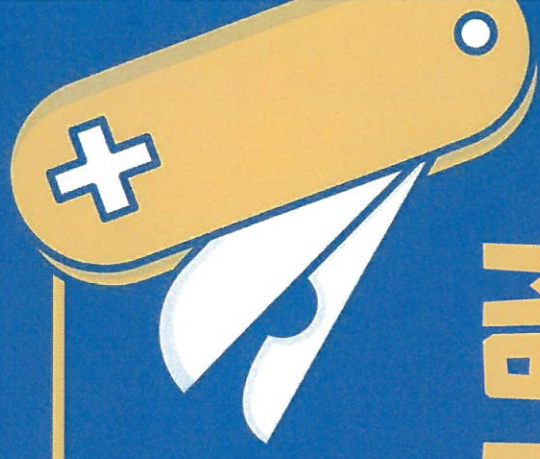
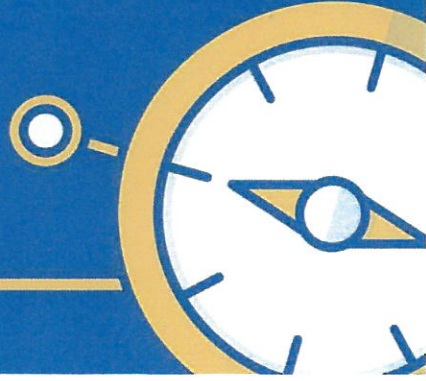


PLEDGE OF ALLEGIANCE



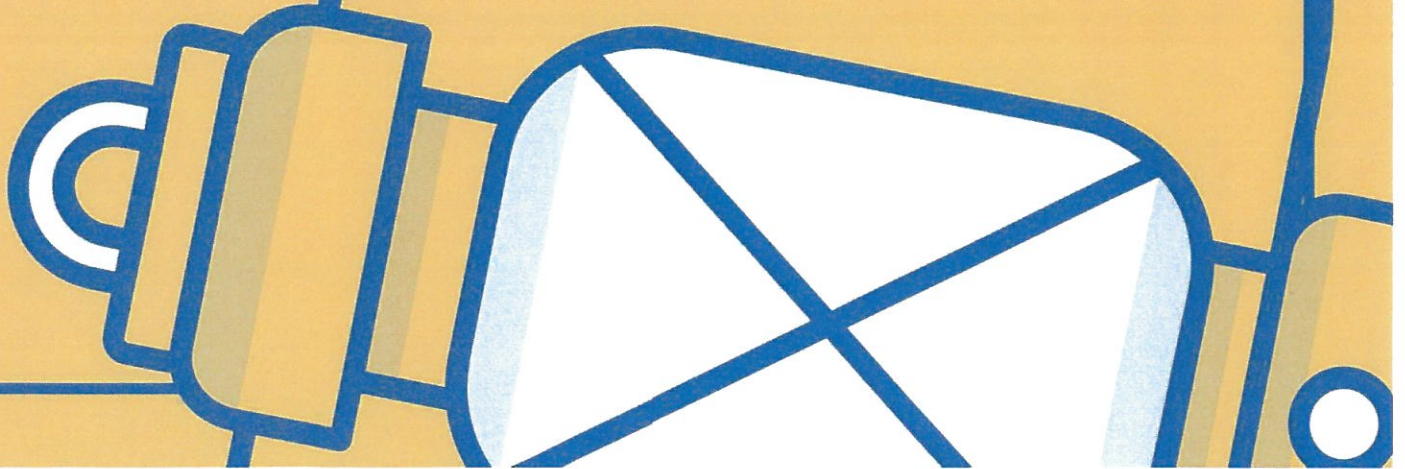
SCOUT OATH

ON MY HONOR, I WILL
DO MY BEST TO DO MY
DUTY TO GOD AND MY
COUNTRY AND TO OBEY
THE SCOUT LAW; TO
HELP OTHER PEOPLE AT
ALL TIMES; TO KEEP
MYSELF PHYSICALLY
STRONG, MENTALLY
AWAKE, AND MORALLY
STRAIGHT.

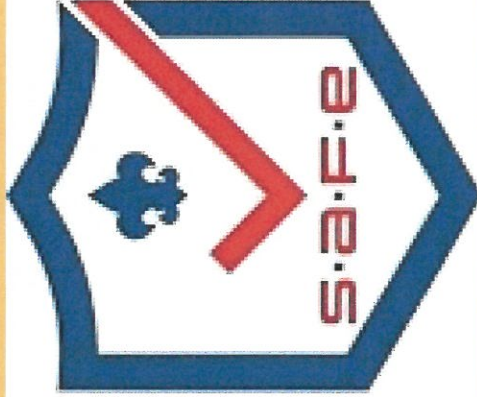


SCOUT LAW

A SCOUT IS...
TRUSTWORTHY, LOYAL,
HELPFUL, FRIENDLY,
COURTEOUS, KIND,
OBEDIENT, CHEERFUL,
THRIFTY, BRAVE, CLEAN,
AND REVERENT.



SAFETY MOMENT



SUPERVISION
ASSESSMENT
FITNESS AND SKILLS
EQUIPMENT AND ENVIRONMENT

YOUTH PROTECTION TRAINING

CHECK UNIT YPT STATUS

KEY 3 MEMBERS (COR,
CC, SM/CM)

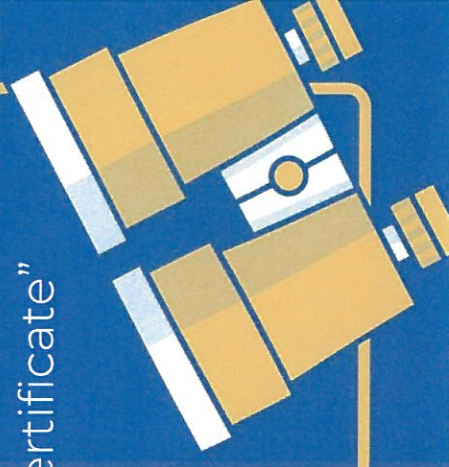
- Go to my.scouting.org
- Login
- Click "Menu"
- Click "Your Unit"
- Click "YPT Training Report"

THIS REPORT WILL PROVIDE YOU WITH EACH REGISTERED LEADER IN THE UNIT AND THEIR YPT STATUS AND EXPIRATION DATE.

RETRIEVE CERTIFICATE

TO PRINT YOUR PERSONAL
YPT CERTIFICATE

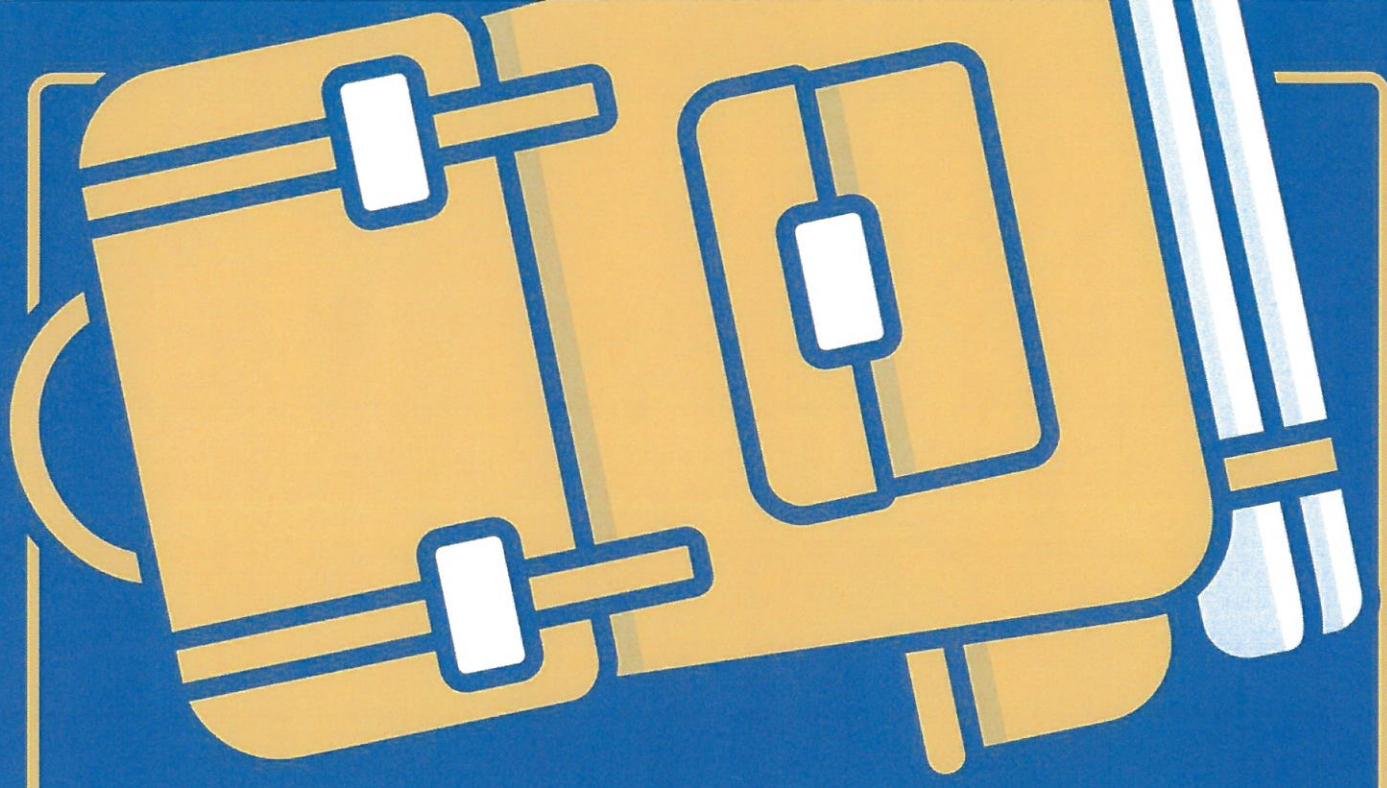
- Go to my.scouting.org
- Login
- Click "Menu"
- Click "My Training"
- YPT status will appear
- Select "Print certificate"



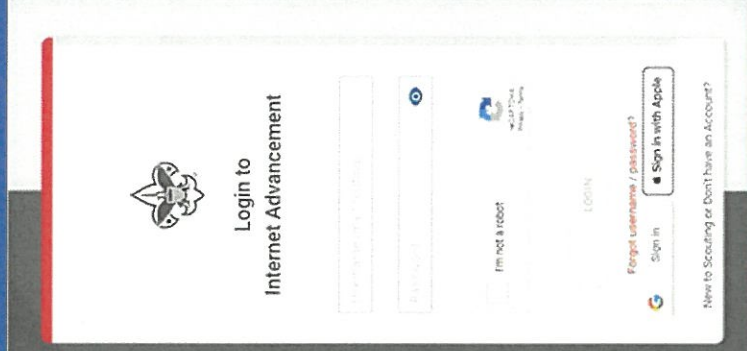
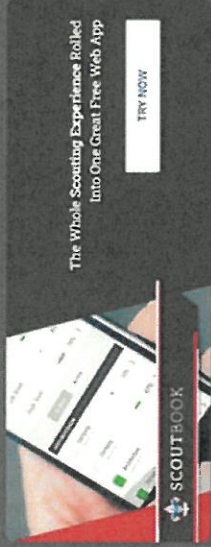
RECHARTER

Steps:

1. Login at advancements.scouting.org
2. Select unit and click recharter portal
3. Select recharter term
4. Edit roster (Scout Life subscriptions, update member information, add/remove/multiple members)
 - Fill ALL required unit positions
5. Validate recharter
6. Payment and posting the unit
 - Payment types and membership fees
7. Signatures and Approvals
8. Completed recharter and what's next



RECHARTER



STEP 1: LOGIN

Navigate to advancements.scouting.org/login and login using my.scouting or Scoutbook information.

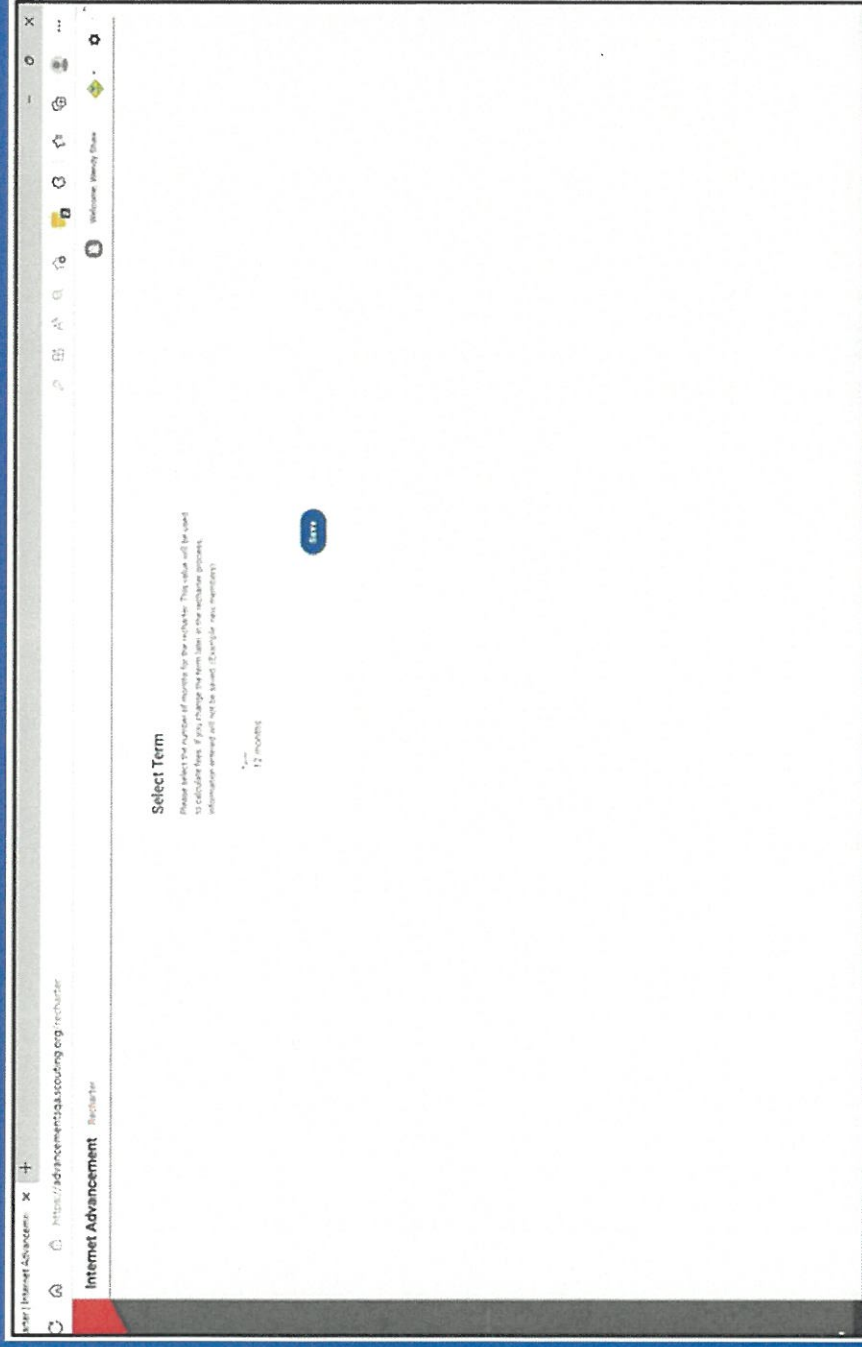
RECHARTER

The screenshot shows the 'Internet Advancement Recharter' portal. At the top left, a navigation menu includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter' (circled in yellow). The main content area is titled 'Internet Advancement Recharter' and shows the user's organization: Pack 02 Vista Ridge United Methodist Church (JAMELY). Below this, there are sections for 'Pack Roster' and 'History'. A red banner at the top of the roster section contains the text: 'Click on Recharter to open your roster and begin submittal process'. A table lists three members: Blake Beckford (Member ID 126478726, Age 11, Last Rank Approved: Webelos), Logan Brown (Member ID 13874813, Age 10, Last Rank Approved: Webelos B), and Kent Brain (Member ID 13677665, Age 7, Last Rank Approved: Tiger). A 'Run Report' button is visible in the top right corner. A yellow callout box on the left side of the page contains the following text: 'Once you have logged into your account, choose your Unit and Position by clicking the dropdown.' and '*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter'. A red circle highlights a dropdown menu in the top right corner of the page.

STEP 2: SELECT UNIT AND RECHARTER PORTAL

Make sure you are working with the correct unit then select "Recharter."

RECHARTER



STEP 3: RECHARTER TERM

Agree to the 12-month term by clicking "Save".

RECHARTER

The screenshot shows the 'Internet Advancement Recharter' page for Pack 43, Vista Ridge United Methodist Church. The page is divided into several sections:

- Unit Information:** Unit Name: PACK 43 VISTA RIDGE UNITED METHODIST CHURCH - FAMILY, Unit Type: Pack, Unit Number: 43, Unit Expires: 01/31/2023, Chartered Organization: Vista Ridge United Methodist Church, District: Ohio, Council: Loughlin Council, Unit Term: 12 months, Unit Renewal Date: 01/31/2024.
- Chartered Organization Information:** Chartered Organization Name: Vista Ridge United Methodist Church, Chartered Organization Address: 3401 Commons Way, Ft. Collins, CO 80525, Chartered Organization City: Loveland, Chartered Organization State: TX, Chartered Organization Zip: 75007-8156.
- Member Table:** A table with columns: First Name, Last Name, Gender, DOB, Address, Member Type, Position, YPT, and Total. A yellow circle highlights the 'YPT' column.

First Name	Last Name	Gender	DOB	Address	Member Type	Position	YPT	Total
				1325 W WINDY HILLS, Loveland, LA 70601	Adult	Assistant Scoutmaster	<input checked="" type="checkbox"/>	0.00
		F		1325 W WINDY HILLS, Pleasant Mount, LA 70601	ADULT	Tiger Cub ADULT	<input type="checkbox"/>	0.00
		F		1325 W WINDY HILLS, Loveland, LA 70601	ADULT	Unit Adult Parent	<input type="checkbox"/>	0.00
		F		1325 W WINDY HILLS, Loveland, LA 70601	ADULT	Tiger Cub ADULT	<input type="checkbox"/>	0.00
		M		1325 W WINDY HILLS, Denton, LA 70601	ADULT	Tiger Cub ADULT	<input type="checkbox"/>	0.00
		F		1325 W WINDY HILLS, Loveland, LA 70601	ADULT	Tiger Cub ADULT	<input type="checkbox"/>	0.00
		M		1325 W WINDY HILLS, Elmer, LA 70601	ADULT	Tiger Cub ADULT	<input type="checkbox"/>	0.00

STEP 4A: EDITING THE ROSTER

YPT, CBC Authorization, and Scout Life subscription



RECHARTER

Refresh Roster button

To edit a position - click the pencil icon to edit.

1. Click Member Type
 2. Select Adult*
 3. Click Primary Position
 4. Select Position
 5. Click Update Information button

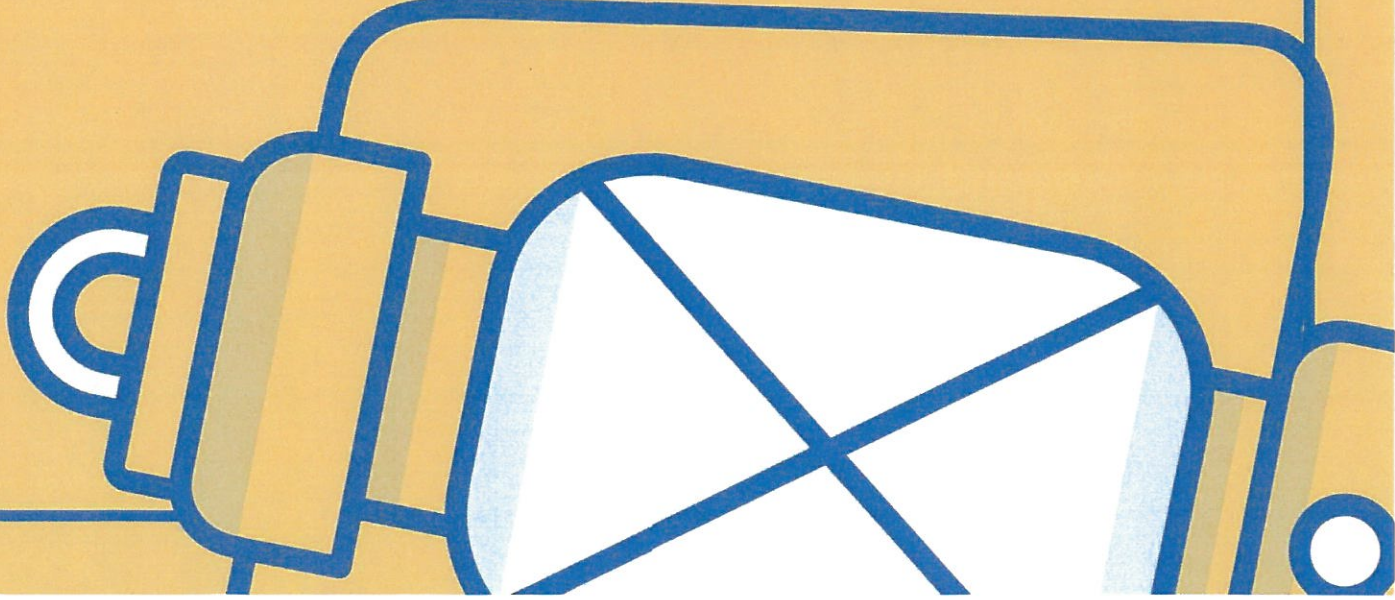
* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).

STEP 4B: EDITING THE ROSTER

Update adult leadership positions. Make sure you have all required positions covered (see next slide).

REQUIRED UNIT POSITIONS

- Executive Officer/Institutional Head (IH)
- Charter Organization Representative (COR)
- Committee Chair (CC)
- At least 2 Committee Members (MC)
 - OR 1 Committee Member (MC) and 1 Pack Trainer (PT)
 - OR 1 Committee Member (MC) and 1 New Member Coordinator (NM)
- Cubmaster (CM), Scoutmaster (SM), or Crew Advisor (NL)
- Den Leader (DL) (Packs only)
- Minimum of 5 youth members, recommended 8-10 youth members



RECHARTER

Internet Advancement Roster

UNIT INFO
PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY
Unit Type: Pack
Unit Number: 62
Tenure: 142 months
Unit Expires Date: 01/31/2023
Chartered Organization: Vista Ridge United Methodist Church
District: Oton

CHARTERED ORGANIZATION INFORMATION
VISTA RIDGE UNITED METHODIST CHURCH
Chartered Organization Name: Vista Ridge United Methodist Church
Chartered Organization Address: 2001 Canyon Trail Rd
Chartered Organization City: Lewisville
Chartered Organization State: TX
Chartered Organization Zip: 75067-8116

MANAGE MEMBERS

Multiple Indicator

SEARCHED MEMBERS (1)	FIND	DOB	Gender	Member Type	Address	Position	Member ID	WPT	CDC Auth	Board Life	Total
<input type="checkbox"/>	<input type="checkbox"/>		M	ADULT	1123 W WILLOW HILL LN, LEWISVILLE	Assistant Churchwide					\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		F	ADULT	1123 W WILLOW HILL LN, FLOWER MOUND	Type: Old Adult					\$15.00
<input type="checkbox"/>	<input type="checkbox"/>		F	ADULT	1123 W WILLOW HILL LN, LEWISVILLE	Lev. Adult Pastor					\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		F	ADULT	1123 W WILLOW HILL LN, LEWISVILLE	Type: Old Adult					\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		M	ADULT	1123 W WILLOW HILL LN, DENVER	Type: Old Adult					\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		F	ADULT	1123 W WILLOW HILL LN, LEWISVILLE	Type: Old Adult					\$0.00
<input type="checkbox"/>	<input type="checkbox"/>		M	ADULT	1123 W WILLOW HILL LN, FLOWER MOUND	Type: Old Adult					\$0.00

STEP 4C: EDITING THE ROSTER

Adding a new member

RECHARTER

MF001T
PACK 1381 HIGHER GROUND ACADEMY FAMILY
 Unit Type: Pack
 Unit Number: 1381
 Unit Expires Date: 02/31/2021
 Chartered Organization: Higher Ground Academy
 District: K
 Council: Northern Star Council
 Unit Team: E
 Unit Next Expires Date: 02/30/2022

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY
 Chartered Organization Name: Higher Ground Academy
 Chartered Organization Address: 1381 Marchal Ave
 Chartered Organization City: Saint Paul
 Chartered Organization State: MN
 Chartered Organization Zip: 55104-4313

Click Manage Members
and check the box next
to the name that is a
multiple and click on
multiple in the
drop down

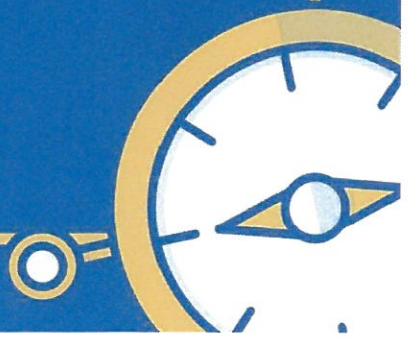
PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

[Payment Logs](#) [Send Webhook](#) [Print Roster](#)

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	COC	Event Lvl	Total
Send Webhook	M	01/01/1970	1025 W Walnut Hill Ln, Saint Paul	Adult	Chartered Organization Rep.	103800209	✓	●	0	\$ 20.00
Send Webhook	M	01/01/1970	1125 W Walnut Hill Ln, Saint Paul	Adult	Committee Chairman	103402289	✓	●	0	\$ 0.00
Berry Kennedy	M	01/01/1970	1325 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	120781258	✓	●	0	\$ 10.00
Drew Parnish	M	01/01/1970	1325 W Walnut Hill Ln, Minneapolis	Adult	Committee Member	105400103	✓	●	0	\$ 0.00
Shannon McMillan-Olsen	M	01/01/1970	1325 W Walnut Hill Ln, Oakdale	Adult	Cubmaster	111348803	✓	●	0	\$ 10.00
Berry Kennedy	M	01/01/1970	1025 W Walnut Hill Ln, Minneapolis	Adult	Den Leader	120781258	✓	●	0	\$ 20.00

STEP 4D: EDITING THE ROSTER

Marking a member as a multiple



RECHARTER

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1)

Upload Document Show: All Roster

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep	13332946	●	●	●	\$ 45.00
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	●	●	●	\$ 45.00
<input type="checkbox"/>	M		5315 Camnaby St. Irving	Adult	Executive Officer	111096471	--	●	●	\$ 0.00
<input type="checkbox"/>	M		5315 Camnaby St. Irving	Adult	Chartered Organization Rep	111098471	●	●	●	\$ 45.00
<input checked="" type="checkbox"/>	--		--	Adult	Committee Member	--	●	●	●	\$ 45.00

Payment Logs Refresh Roster Print Roster

Remove from recharter X

Please confirm you want to remove the following members from the recharter.

ADULTS (1)

Donna Arnold X

CANCEL **REMOVE**

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1)

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Payment Logs Refresh Roster Print Roster

STEP 4F: EDITING THE ROSTER

Removing a member

RECHARTER

The screenshot displays the Scout24 web interface. A dialog box titled "Validate recharter" is open, listing reasons why a recharter cannot continue. The reasons are:

- Unit does not have the required amount of leadership positions (indicated by a red dot)
- Leaders do not have current VPT (indicated by a red dot)
- Leaders have completed CBC authorization (indicated by a yellow dot)
- Leaders are more than 18 years old (indicated by a green dot)

At the bottom of the dialog box, there is a button labeled "CONTINUE EDITING" which is circled in red. Below the dialog box, a table of "RECHARTERED MEMBERS (1)" is visible, with a "CONTINUE EDITING" button also circled in red at the bottom right of the table.

Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.

STEP 5A: VALIDATE RECHARTER

“Refresh Roster” then “Validate and Pay”. Review errors, fix if needed.

RECHARTER

The screenshot shows a web application interface for rechartering. A modal dialog box titled "Validate recharter" is open, displaying the message "Recharter validation successful". Below the message are two buttons: "CONTINUE EDITING" and "PROCEED TO PAYMENT", with the latter highlighted by a red circle. In the background, a table lists recharter items with columns for name, amount, and status. A red circle highlights the "Validate Recharter and Pay" button in the top right corner of the table area.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Name	Amount	Status
Brandon Hardy	\$ 45.00	Success
Bronson Hutton	\$ 45.00	Success
Derek Brecher	\$ 0.00	Failure
Derek Brecher	\$ 45.00	Success
Jonathan Hardy	\$ 45.00	Success
Joseph Mackiewicz	\$ 45.00	Success
Marvin Lewis	\$ 45.00	Success
Trevor Hutton	\$ 72.00	Success
Adam Brecher	\$ 72.00	Success
Bronson Hardy	\$ 72.00	Success

STEP 5B: VALIDATE RECHARTER

Once errors are addressed, "Proceed to Payment".

RECHARTER

← Back to Recharter info

✓ Complete Recharter information

BILLING INFORMATION

First Name: [Field] Phone Number: [Field]

City: [Field] ZIP: [Field]

PAYMENT METHOD

- Credit Card payment
- ACH
- Pay at Council

Card Number: [Field] Exp. Month: [Field] Exp. Year: [Field]

Card Type: [Field] Cardholder Name: [Field]

GENERAL ROSTER FEES

Item	Amount
Pay 1 Youth	\$0.00
Pay 1 Youth	\$0.00
Multiple Youth	\$0.00
Pay 1 Youth SL	\$0.00
Pay 1 Youth SL	\$0.00
Pay 1 Youth	\$0.00
Pay 1 Adult	\$0.00
Pay 1 Adult	\$0.00
Multiple Adults	\$0.00
Multiple Adults	\$0.00
Pay 1 Adult SL	\$0.00
Pay 1 Adult SL	\$0.00
Pay 1 Adult SL	\$0.00
Chaperone Fee	\$10.00
Pay 1 Youth Fee	\$0.00
Chaperone Fee	\$0.00
Administrative Fee	\$14.13
TOTAL AMOUNT	\$324.13

During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

STEP 6: PAYMENT AND POST

- Credit Card (3% fee charged, Council is unable to make changes)
- E-Check (Council is unable to make changes)
- Pay to council by check (HIGHLY RECOMMEND- Council can make changes to roster) Note: 3% fee applied to CREDIT CARD payments over \$500 at Council



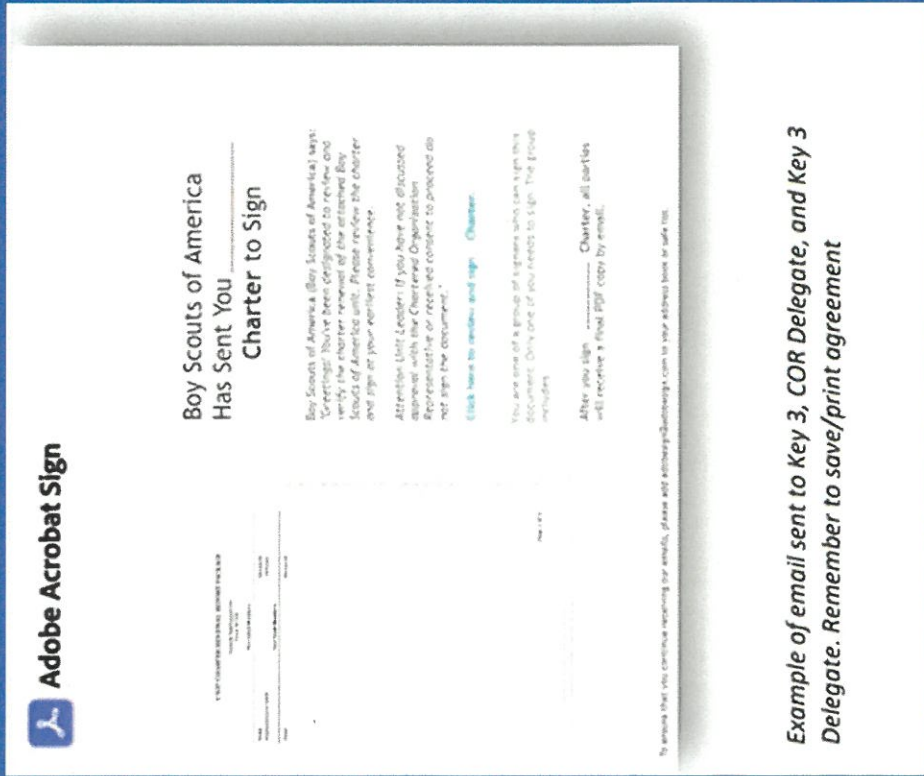
MEMBERSHIP FEES

- New Scouts- Joining Fee **\$25** (One-time fee)
- Youth Fee **\$80/YR**
- Adult/Participant Fee **\$60/YR**
- Scout Life **\$15/YR**
- Unit Recharter Fee **\$100/YR**

NOTE:

You may have members show up on your roster that show \$0 fee. These members registered after August 1, 2023, and will NOT be paid for with your Recharter payment but will be due when their year membership ends.

RECHARTER



Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement



Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement

STEP 7: SIGNATURE AND APPROVAL

RECHARTER

COMPLETED RECHARTER CHECKLIST

- Submit to Council Office (by February 16, 2024)
 - Charter Agreement Form
 - Journey to Excellence scoreboard
 - Payment and completed financial assistance forms
 - Make checks payable to “Buffalo Trace Council”.
 - Paper applications (including CBC form and YPT certificate for adults) if you were unable to upload them through the Recharter Portal
- Retain a copy of the Charter Renewal for your Unit’s records





CHARTER AGREEMENTS

Please turn your Charter Agreement into the Council Office. You can deliver in person, email, or mail it to:

Buffalo Trace Council
ATTN: Registrar
3501 E. Lloyd Expressway
Evansville, IN 47715

Required Signatures:

- Executive Officer (IH)
- Charter Organization Rep (COR)
- Council Professional

Agreement form can be retrieved from our Council Website.

- If you encounter issues or concerns, please communicate with your district professional.



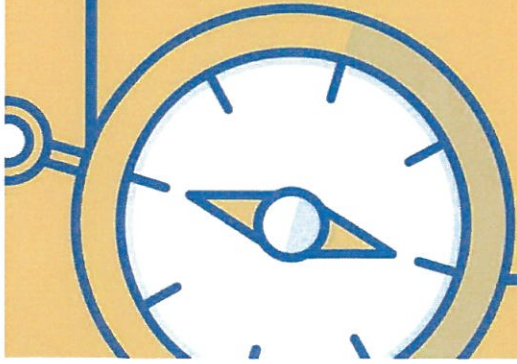


INCENTIVE

OUR GOAL THIS YEAR IS TO
HAVE ALL OF OUR UNITS
COMPLETED BY THE END OF
FEBRUARY 2024!

ICE CREAM PARTY

Recharter is fully completed
by February 16, 2024



RESOURCES AVAILABLE

WEBSITE

- RECHARTER
- POWERPOINT
- ASSIGNING KEY 3
- DELEGATES
- CHARTER RENEWAL
- FAQ'S
- ACCESS TO
- CHARTER RENEWAL
- SYSTEM
- CHARTER
- AGREEMENT FORMS
- JOURNEY TO
- EXCELLENCE FORMS
- AND NATIONAL
- WEBSITE LINK

DISTRICT PROFESSIONALS

LINCOLN HERITAGE

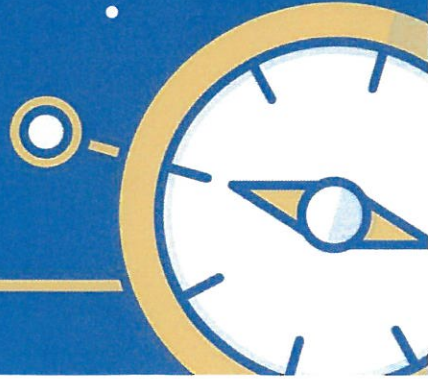
- RYAN ABBOTT
- RYAN.ABBOTT@SCOUTING.ORG
- (315)247-1180

ALGONKIAN

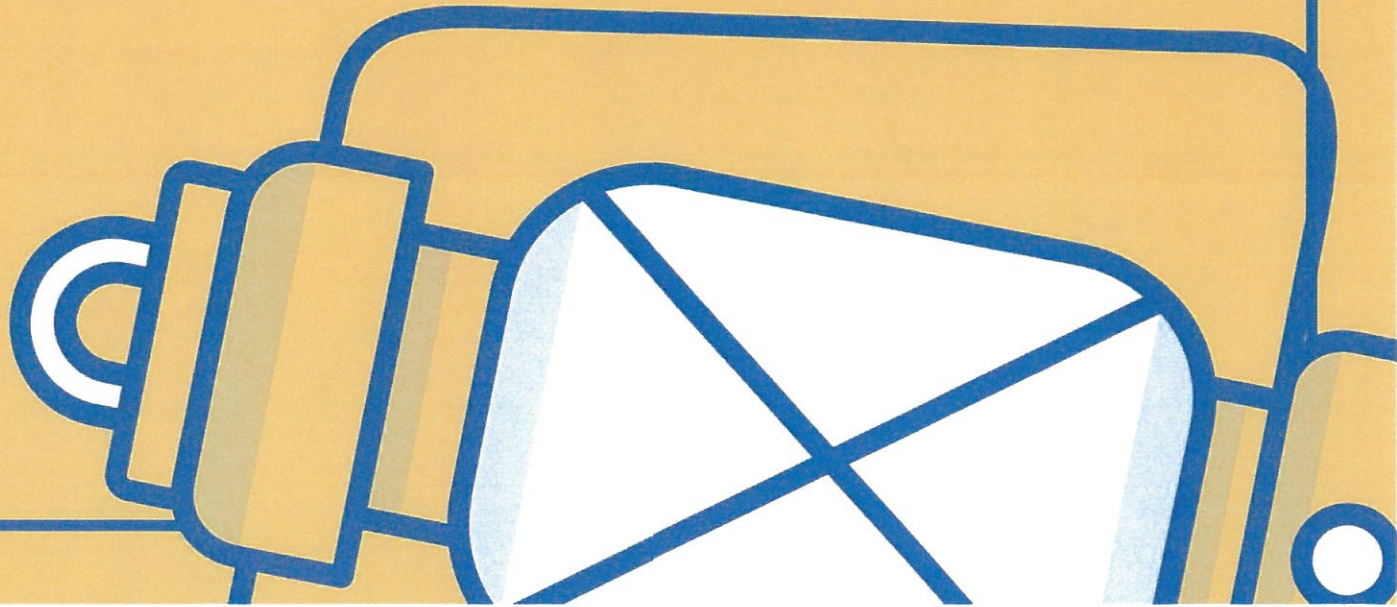
- JESSICA HAASE
- JESSICA.HAASE@SCOUTING.ORG
- (618)262-3119

NATIVE TRAILS

- GREG HAGER
- GREGORY.HAGER@SCOUTING.ORG
- (812)-423-5246 EXT 2214



Questions?



ADDITIONAL UPDATES

EVENTS/NEWS

- Toys for Tots, Food Drive, Clothing Drive
- FOS Presentations
- OA Winter Banquet
- Winter Camporee
- MBUs
- District Dinners
- Court of Honor

DUE DATES

Due by December 31, 2023

Nominations

- Silver Beaver
- District Award of Merit

Submissions

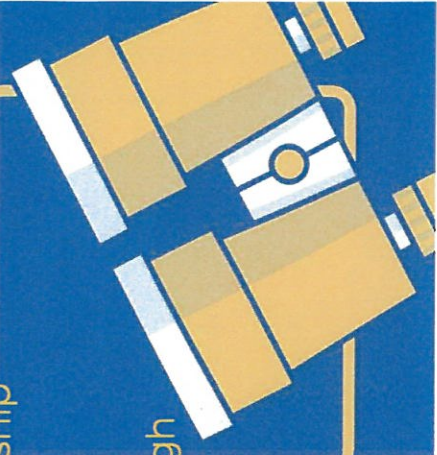
- Eagle Scout Scholarship
- Julian Scholarship
- Eagle Project of the Year

N.E.S.A. Eagle Scout Scholarship

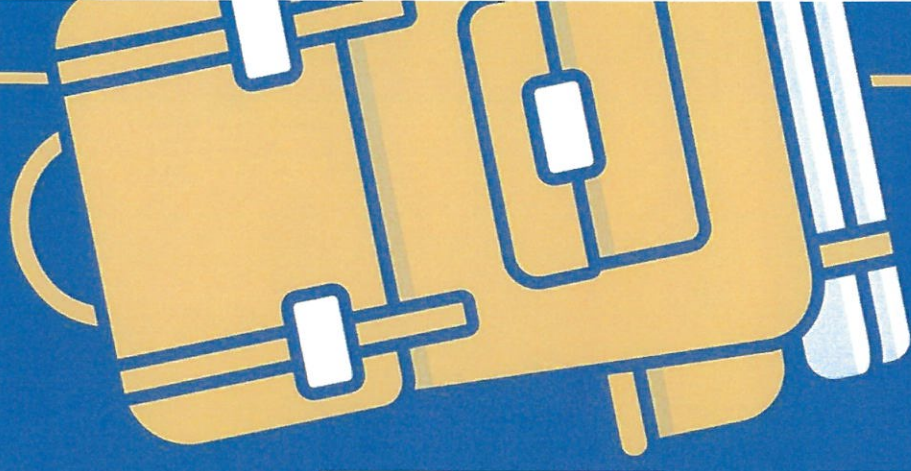
- Application portal open

December 1, 2023, through

January 31, 2024



COUNCIL TRAINING OPPORTUNITIES



YPT OPPORTUNITIES

December 14, 2023

9:00 AM (CST)

Eykamp Scout Center

Contact John Harding at

John.Harding@scouting.org

January 20, 2024

Algonkian M.B.U.

Contact Jessica Haase at

Jessica.Haase@scouting.org

RECHARTER COACHING SESSIONS

Saturday, January 6, 2024

9:00 AM-1:00 PM (CST)

Eykamp Scout Center

Wednesday, February 7, 2024

4:00 PM-6:30 PM (CST)

Eykamp Scout Center

THANK YOU!

www.buffalotracerail.org

(812) 423-5246

