



# Charter Renewal Journey to Excellence



For

**2023**

**CHARTER TURN - IN DEADLINE:  
February 10, 2023**

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**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
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## **ALL LEADERS MUST HAVE CURRENT YOUTH PROTECTION TRAINING!**

Leaders who have not updated their youth protection training within the last two years will not be rechartered. Registered adults may log into [my.scouting.org](https://my.scouting.org) and click on the My Profile tab to enter their Membership Number and add the Buffalo Trace Council Evansville, IN - #156 under council name to ensure that online trainings will be automatically linked. New adults can also take the training on the website but will need to print a copy of the training certificate and submit it with their completed application.

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## Key Contacts: District Directors

- |                    |                                  |  |
|--------------------|----------------------------------|--|
| • Native Trails    | Jennifer Carapia or John Harding |  |
| • Algonkian        | Barry Baldwin                    | <a href="mailto:Barry.baldwin@scouting.org">Barry.baldwin@scouting.org</a> |
| • Lincoln Heritage | John Harding                     | <a href="mailto:John.harding@scouting.org">John.harding@scouting.org</a>   |

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

# Unit Fee Schedule 2023

## **Membership and Scout Life Magazine Fees**

- Cub Scouts, Scouts BSA, and Venturing Youth are **\$75 year** and is pro-rated per month.
- Exploring Youth is **\$45 year** and is pro-rated per month.
- Adults (except Lion & Tiger Cub partners) pay **\$45 per year**.
- Boys' Life Magazine is **\$15.00** for 12 months and is also pro-rated.
- Unit Charter Fee is **\$100**

### **New Member Joining Fee (additional) - \$25**

(Does not apply to those who previously registered in any BSA program)

<u>Months</u>	<u>Youth</u>	<u>Adults/ Exploring</u>	<u>Magazine Fees</u>
March 2023	\$75.00	\$45.00	\$15.00
April 2023	\$68.75	\$41.25	\$13.75
May 2023	\$62.50	\$37.50	\$12.50
June 2023	\$56.25	\$33.75	\$11.25
July 2023	\$50.00	\$30.00	\$10.00
August 2023	\$43.75	\$26.25	\$8.75
September 2023	\$37.50	\$22.50	\$7.50
October 2023	\$31.25	\$18.75	\$6.25
November 2023	\$25.00	\$15.00	\$5.00
December 2023	\$18.75	\$11.25	\$3.75
January 2024	\$12.50	\$7.50	\$2.50
February 2024	\$6.25	\$3.75	\$1.25

### **Age Requirements for Youth Members:**

**Lion Cubs - kindergarteners must be 5 years of age**

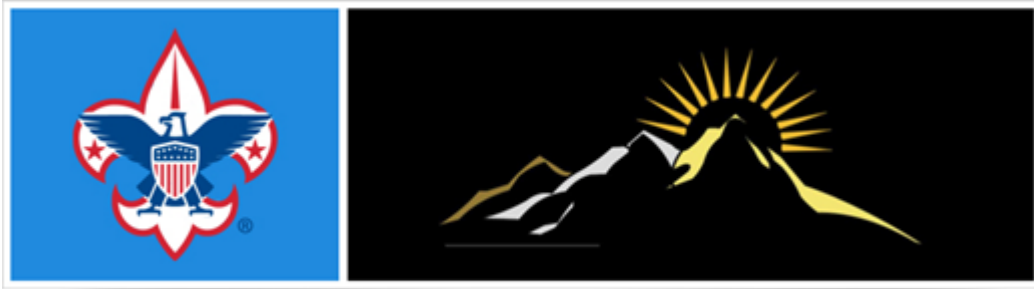
**Tiger Cubs - grade 1 (or age 7)**

**Cub Scouts - grade 2 or 3 (or age 8 or 9)**

**Webelos Scouts - grade 4 or 5 (or age 10)**

**Scouts BSA - must have completed the 5<sup>th</sup> grade and be age 10; be age 11 or have earned the Arrow of Light Award and be at least age 10, but under age 18.**

**Venturing / Sea Scouts - young men and women 14 years of age and have completed 8<sup>th</sup> grade, but not yet age 21. Youth who turn 18 must complete an adult application, CBC Annual Background Check Form and youth protection training.**



## **Journey to Excellence Patch** ***Available in January!***

### **Listed below are the criteria:**

1. Recharter completed online and printed out with leader signatures, fees and turned into Eykamp Scout Center by February 10, 2023.
2. The Annual Charter Agreement signed by the Chartered Organization Rep.
3. Journey to Excellence form calculated to determine Bronze, Silver or Gold level and submitted with recharter paperwork. (Made available in January)
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 a Youth Protection Training. If they last did their YPT in 2021, it will expire this year (2023).

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

### **Position Codes:**

CR-Chartered Organization Representative	SA-Asst. Scoutmaster	WA-Asst Webelos Den Leader
CC-Committee Chairman	CM-Cubmaster	DL-Den Leader
MC-Committee Member	CA-Asst Cubmaster	DA-Asst Den Leader
SM-Scoutmaster	WL-Webelos Den Leader	TL-Tiger Cub Den Leader
LC – Lion Coordinator	LL-Lion Guide	LP-Lion Partner

### **RECHARTER CHECK LIST**

**READ:** 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 of 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. Birthdates are complete. Lion/ Tiger Partner information is complete.

**The Committee Chairman and Institutional Head or designee has signed adult applications.**

- ☐ 4. The **Institutional Head/ Unit Leader** (required) has signed on the appropriate line of the first page.

## **Online Rechartering Instructions**

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

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

**Here's how to recharter online:**

- 1) Starting December 1, 2022, Key 3 Members (Charter Rep, Committee Chair and Scoutmaster/Cubmaster) will have access to your unit's recharter portal.
- 2) Go to [advancements.scouting.org/login](https://advancements.scouting.org/login) and log in.
- 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 the Volunteer is set 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 an error or warnings that need to be fixed.
- 6) Select your payment option. Council ***highly*** recommends making payment to council.
  - a. Pay with a credit card – there is an administrative fee charged – NO changes can be made to the Roster without National Council Member Care Support
  - b. Pay at the Council Office – changes can be made by the Registrar before sending to National
  - 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 also need to sign The Annual Charter Agreement.
- 10) Journey to Excellence form completed and calculated for Bronze, Silver or Gold and signed by your Committee Chair. If your unit is interested in purchasing patches, complete the enclosed patch order form.

Eykamp Scout Center Office Hours

Monday-Friday

8:30-5:00pm (CST)

**Note:** You can stop at any time, log back into your [my.scouting.org](https://my.scouting.org) account and start where you left off.

Please refer to the Recharter PowerPoint for further instruction on proceeding with your how to Submit your Recharter.

# Scout Book!

## Scout Book!

Are you and your unit getting the full benefit of this amazing resource?

**Updating Advancements:** Leaders can update Scout advancements. This benefits the leader, allowing them to easily track Scout progress, as well as record them in the Council/National system. (Note: For verification purposes, a physical advancement form should still be submitted to the Scout Shop when purchasing adventure loops, merit badges, or ranks.)

**View/Print Reports:** Leaders can view/print reports, such as YPT Status Reports and CS Advancement and Adventure Reports. These are now easily accessible and can be run as often as necessary or beneficial.

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## Have You Considered Becoming a Merit Badge Counselor?

**The qualifications to be a merit badge counselor are:**



- Be at least 18 years old.
- Be proficient in the merit badge subject by vocation, avocation, or special training.
- Be registered with the Boy Scouts of America.



**As a merit badge counselor, you will agree to:**

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
  - Have a Scout and a buddy present at all instructional sessions.
- Renew my registration annually if I plan to continue as a merit badge counselor.

**Renewal Email will be sent out to current Merit Badge Counselors by  
December 15, 2022**

# Recharter Turn In Time

## **Charter Renewal & Journey to Excellence**

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

### **Lincoln Heritage**

#### Roundtable Meeting

Thursday 2/2/2023  
6:30 PM (Central)  
Virtual Meeting

### **Lincoln Heritage District**

John Harding  
(812) 423-5246

[John.harding@scouting.org](mailto:John.harding@scouting.org)

### **Algonkian**

#### Roundtable Meeting

Thursday 2/2/2023  
6:30 PM (Central)  
Location: TBD

### **Algonkian District**

Barry Baldwin  
(812) 423-5246 ext 2216

[Barry.baldwin@scouting.org](mailto:Barry.baldwin@scouting.org)

### **Native Trails**

#### Roundtable Meeting

Thursday 2/2/2023  
6:30 PM (Central)  
Location: TBD

### **Native Trails District** Jennifer Carapia or John Harding

Subject to Change 12/2022



# **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
- The Annual Unit Charter Agreement
- Youth Protection Aging Report
- Scout Shop Authorization Form
- 2022 Journey to Excellence Patch Scoreboard Form
- Unit Fee Schedule 2023
- Registration Assistance Forms
- Unit Roster
- Frequently Asked Questions

## **What is due to the Council?**

- Recharter Annual Agreement
- Adult and Youth applications for any new Members (if not properly uploaded through the recharter site)
- Payment
- JTE Scoreboard