

Crossroads of America Council Online Recharter Summary  
2022



Please refer to <https://www.crossroadsbsa.org/resources/recharter/> for this document, all links referenced within this document, and other supporting resources to help you complete the online recharter process by November 18, 2022.

Membership in the Boy Scouts of America is for a period of one year, and each year we go through a process to renew the membership of not only the unit (Pack, Troop, Crew or Post) with the Chartered Organization, but also each youth member and adult leader. This process is called rechartering. Please read this document and click on the associated links to access the Internet Rechartering User Guide, instructional videos for assisting you with any questions you may have while processing your Charter Renewal, and ultimately, to complete the online recharter process.

### Steps to Complete **PRIOR** to beginning the Online Recharter:

1. Ensure that the currently registered unit Key 3 leaders (Charter Organization Representative, Committee Chair, & Scoutmaster/Cubmaster/Crew Advisor) are correct in [My.Scouting](#) so they can e-approve members and the charter renewals. This is essential for moving forward in the process. A registered adult leader within the unit can also be appointed a "Key-3 Delegate", which will allow that adult to access and complete the online recharter on behalf of the Key-3 leaders. Steps for assigning a Key-3 Delegate can be found here: <https://help.scoutbook.scouting.org/knowledge-base/assigning-a-key-3-delegate-or-other-position-in-my-scouting/>
2. Using your My.Scouting.org account, check that all youth and adults that are currently registered with the unit appear on your roster in my.scouting.org. **If youth or adult leaders are missing from your roster, an application (and CBC/YPT Certification for Adults) and payment needs submitted to the Council as soon as possible. It is highly encouraged that your roster reflects all active youth and adults prior to moving forward in the online recharter process.**

### Position Descriptions to assist volunteer doing the online recharter for your unit:

#### Required Adult Leadership Positions:

*Charter Organization Representative, Committee Chair, Committee Member #1, Committee Member #2, Unit Leader (Cubmaster/Scoutmaster/Crew Advisor), Den Leader (Packs only, minimum of one Den Leader required)*

**Lion Adult Partner & Tiger Cub Adult:** These are parents of Scouts in Kindergarten or First Grade. These parents are not registered adult leaders, and no payment is needed for these parents to be on your unit roster. These parents are captured because they or their spouse should be in attendance at every unit meeting to support their 5- or 6-year-old Scout. These adults should not be removed from your unit roster in the online recharter process. If a Lion Adult Partner or a Tiger Cub Adult is also going to register in a leadership position with the Pack, you will need to **Add New Member**. See following steps on how to add adults to your unit's roster.

#### Positions **Requiring Online Training**, whom **cannot** also be registered in another position:

*Cubmaster, Den Leader, Scoutmaster, Assistant Scoutmaster, Crew Advisor*

The Charter Organization Representative is the only adult who is able to hold multiple positions, which can be either Committee Chair OR Committee Member. The COR does not need to hold multiple positions.

3. **A committee member, committee chair, or the rechartering lead should contact every family to:**
  - a. Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
  - b. Verify Scout Life subscription
  - c. Communicate fees and unit payment due date
  - d. Once the membership inventory is completed, retain the roster - needed during the data input process
4. If all active youth and adults are not reflected in roster:
  - a. Submit paper applications and payment to Crossroads of America Council. If unable, use the following steps:

- b. Applications for any new adults must be uploaded into the charter renewal, **as well as their Youth Protection Training Certificate and Criminal Background Check Authorization.**
    - i. Packs: This includes any adult who is moving from a Tiger Parent or Lion Parent into a leadership position. You will need to enter any adult who is on the charter as an AP or LP and moving into a leadership position as a **New Adult** and upload all required documents.
    - ii. Troops & Crews: This includes those who have turned 18 and are moving from a youth position to a leader position. A leader position would be an Assistant Scoutmaster or Unit College Scouter Reserve. A youth that is being registered as a UP, VP or EP (Unit Participant, Venturing Participant or Exploring Participant) will also require an adult application with supplemental criminal background check authorization form and youth protection training certificate. You will need to enter any youth moving into a new leader position or into a UP/VP or EP as a **New Adult** and upload all required documents.
  - c. Applications for any new youth must be uploaded into the charter renewal.
5. **Confirm that all required information has been completed on the adult and youth applications before uploading the documents.**
- a. See Sample Youth Application document for example of required information on youth applications.
  - b. Adult Applications are required to have the following fields complete: *First Name, Last Name, Mailing Address, Phone Number, Date of Birth, Social Security Number, Ethnic Background, Gender, Email Address, Scouting Position title, **All Questions #1 - #6 on right-side, Initials acknowledging statements #1 - #4, Signature of adult leader applicant, Signature of Charter Org Representative.***

### **Completing the Online Recharter:**

6. Once the roster of active participants is accurate in your unit roster, it is time to complete the Online Recharter process. **The Online Recharter should be completed for the unit by November 18, 2022.**
7. Open the Online Recharter website to help you navigate the process and resources available: <https://www.scouting.org/resources/internet-rechartering/>
  - a. On this website, open the **2022 User Guide** document. This is a great tool to help walk you through the process.
8. Sign into Internet Advancement 2.0 (using your my.scouting.org username and password) at this link: <https://advancements.scouting.org/login>
9. Go through the Online Recharter Process and Submit.
  - a. For support, please refer back to <https://www.crossroadsbsa.org/resources/recharter/> for additional guides and FAQ's to support you in this process.
    - i. Refer to the CAC webpage above to find a guide related to Transfers and Multiples.
  - b. For additional support, please contact your District Executive.
10. Upon validation of the online charter, you may experience an "Error" pop-up window. The items listed as errors will need to be addressed and reconciled within the online recharter before the process is validated and submitted to Council.
  - a. **The most common reasons a recharter cannot be processed**
    - i. Missing Signed Criminal Background Check Approval Form
    - ii. Missing or Expired Youth Protection Training
    - iii. Missing Signatures (Applications, Background Checks)
    - iv. Missing Key 3 Approval
    - v. Missing Adult Applications
    - vi. Money Incorrect
    - vii. Youth Turned 18 – Needs Youth Protection Training, Criminal Background Check, and Adult Application
11. Once the unit charter has been submitted online, payment for the unit is due to the Crossroads of America Council. **The preferred method to pay the recharter fee is via paper check to "Crossroads of America Council, BSA".** This will allow the council to make corrections to your roster if there are any errors or changes before posting. **For this reason, e-check or credit card is NOT recommended.**
12. The Key 3 leaders will receive an email from the BSA for a final digital approval signature. This must be completed in order to finalize the Charter Renewal. Please note that you may need to check your Junk Mail Inbox for this message.

If E-Check is mistakenly chosen as the payment option, please be aware that an email will be sent to you with instructions for verifying two micro deposits. These micro deposits must be validated by you in order to complete the payment process. Your charter renewal will not complete the submittal process until the micro deposits are confirmed.

**For new youth applicants who join your unit after the online recharter has been submitted, please note that an additional prorated fee covering their 2022 registration will be required to supplement the application. You can find the prorated 2022 fees on the Membership Fees chart, which can be found on the CAC recharter resources page.**

Your Unit Commissioner, District Commissioner, and District Executive are great resources to help you through this process.