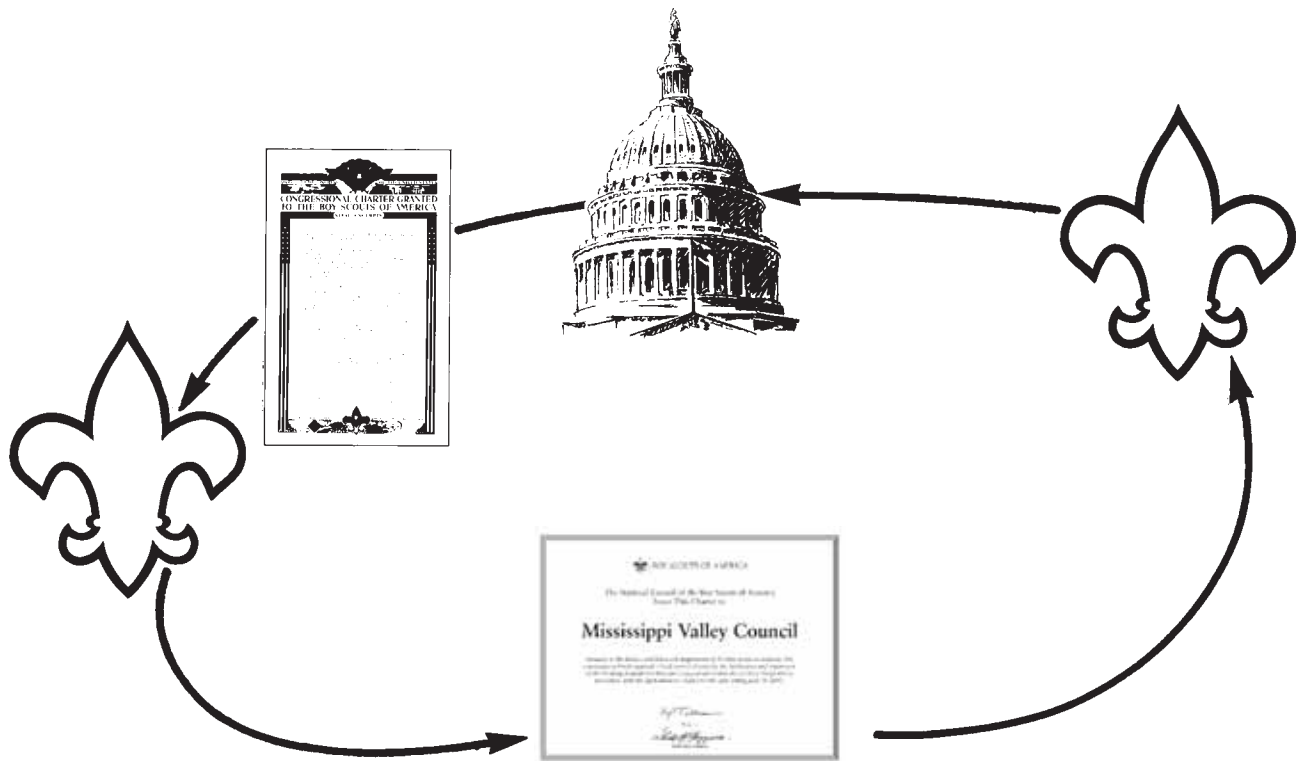


UNIT CHARTER RENEWAL



Scouting is unique among youth organizations. One of its most unusual characteristics is that it doesn't own or operate Scouting units. The ownership of packs, troops, teams, and crews is vested in other community organizations or groups that generally have as their main activity something other than Scouting. Representatives of Scouting approach these organizations and convince them of the value of owning and operating one or more units. The Scouting movement provides the program, technical help, and special outdoor facilities. The chartered organization provides an adequate, safe meeting place and dedicated, capable adult leadership, and adheres to the principles and policies of the BSA. Through the strength and wisdom of this arrangement, millions of youth have benefited from Scouting. Without this unique working association, the program would be costly and limited to a very few.

Service to Chartered Organizations—Year-Round

Provide year-round service to chartered organizations and their units so they are successful in achieving their objectives.

The professional Scouter serving the district should have an ongoing relationship with the head of the chartered organization. This relationship is built around personal visits which should be conducted at least once a year. On each of these visits the professional:

- Discusses the success or needs of the unit and begins the solution of any problems.
- Reviews the role of the chartered organization and the local council to help the unit be successful.
- Reviews key personnel to determine replacements, additional personnel, and recognition.

As a commissioner, you also help maintain a good relationship with the chartered organization and between the organization and its units. You help everyone see Scouting as an integral part of the chartered organization's program for youth. You also help facilitate congenial, constructive communication between unit leadership and leaders of the chartered organization. See *Commissioner Helps for Packs, Troops, and Crews* for specific actions by commissioners related to chartered organizations.

Renewing the Scouting Charter

Since 1916, when Congress granted a charter to the Boy Scouts of America, Scouting has granted charters to organizations. Scouting renews its national charter by reporting to Congress annually. Likewise, chartered organizations report to Scouting once each year to renew their local charters. As a commissioner, you are in an excellent position to help chartered organizations carry out their trust and renew their privileges and obligations. **The commissioner is responsible for the on-time charter renewal of all assigned units.**

Charter Renewal Process

OBJECTIVE

Provide a plan to reregister packs, troops, teams and crews on time with no, or minimal, losses in membership and adequate leadership.

THE PLAN

The National Council provides a service to councils that enables units to expedite the paperwork portion of the charter renewal process over the Internet. This option, launched from the council's website, provides a more accurate and efficient renewal for many units and for the local council.

This option changes *only* the paperwork of the unit charter renewal process, and it should be integrated with *all* of the person-to-person steps described below. They are still an important part of the process. Here's how it works (*online activity in italics*):

- ✦ At Least Four Months Before Renewal Date. The **council prepares a unit charter renewal kit for each unit** due to reregister, including *a letter outlining the use of the Internet rechartering system, the council's website address, and the unit's unique access code.*
- ✦ At Least 90 Days Before Unit Renewal Date. The **district executive visits the head of the chartered organization** to renew the Scouting relationship. This visit is an opportunity that they cannot afford to delegate to anyone else. In districts where all units have the same renewal date, district executives must start even earlier to complete all visits on time.

The meeting should be a face-to-face discussion, since the relationship concept is central to our mutual long-term success. The local council provides a computer printout of adults and youth members presently registered. This form serves as the charter application and is inserted into the prepared charter renewal envelope. The professional serving the district delivers the envelope to the key person in the chartered organization to carry out the steps of charter renewal.

Obviously, if problems are anticipated in the reregistering of the unit or there is other major corrective action to be taken, this visit should be held earlier so that positive action may take place prior to the renewal date.

The **commissioner** should keep the district executive advised of any matter which might affect the smooth renewal of the charter. Don't wait until charter renewal time to address major problems.

- ✦ Sixty Days Before Unit Renewal Date. Using the computer printout, the **commissioner** and unit committee **conduct a membership inventory** of currently registered youth and adults. All inactive members are listed and assigned to various persons who will visit or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.

Every effort should be made to recruit additional youth and adults so that the unit can reregister with no loss in membership. Also, be sure to register any youth who are participating but are not yet registered.

The charter review date is set and officials of the chartered organization, the unit committee, unit leaders, and the unit commissioner or other district or council representative are urged to attend.

- ✦ Sixty to 45 Days Before Renewal Date. **Units choosing to renew their charters online (Internet Rechartering) will select a person as their renewal processor.** *He/she will visit the local council's website, complete the steps through the submittal process, and print a revised charter renewal application to be brought to the unit's charter renewal meeting for review, discussion, and authorized signatures.*

(To assist districts in this process, there is a report available to council employees with membership reporting capabilities titled Commissioner's Status Report. This report provides commissioners with the renewal status of each unit, including the date of first login, the current stage of the process completed, and date submitted. Two other reports that are available are the New Members Added Report and the Members Not Renewed Report. Both of these reports are designed to provide information to the district in an effort to follow up with new youth and dropped youth identified through the renewal process.)

- ✦ Forty-Five Days Before Unit Renewal Date. The **commissioner** and unit committee chairman conduct the **charter renewal meeting**. Also in attendance should be the chartered organization representative, executive officer of the chartered organization, unit leader, and all other unit volunteers. The executive officer of the chartered organization approves all volunteers and the unit leader certifies the youth to be registered.

During the meeting, additional changes may be made to the application. The renewal application with appropriate signatures and applications for new youth and adults (including appropriate fees) are all completed at this meeting.

All forms and fees are then delivered to the council office or the district's charter renewal turn-in meeting at least 15 days before the unit renewal date.

Units using a third-party unit management software program must submit *both* the signed hard copy and the computer disk with the completed charter renewal application. Proper registration fees and signed applications are also submitted.

- ✦ Following the Renewal Meeting. The **council's registrar** receives the charter renewal application, new youth and adult applications, and appropriate fees following the charter renewal meeting. *If the unit has renewed its charter using the Internet, the registrar reviews this information online along with the hard copies from the unit charter renewal meeting.* The registrar then creates the new charter and registration cards for the unit. The registrar mails the registration cards to the unit leader and makes the new charter available to the district for presentation by the commissioner.



✦ **Thirty Days After Renewal Date.** The commissioner makes a **formal presentation of the new charter** at an appropriate gathering of the chartered organization.

Please Note—Commissioners and professional staff must be sensitive to the fact that some units (for a variety of reasons) may need or choose to use the paper method for charter renewal. Do not criticize units that do not find the Internet method helpful; its use is optional. Help units use the option that is best for them.

FAILURE TO REREGISTER

If the unit fails to reregister on time, immediately discover who has the charter renewal forms and what is holding them up. Consult with your district executive. Hand-carry the forms through the reregistering process and bring them to your district executive.

How to Do a Membership Inventory

1. Appoint a unit adult to conduct the inventory.
2. You will receive computer printouts of all youth and adults registered during the past year.
3. Set a membership inventory date at a meeting of the unit. Before the inventory date, meet with unit leaders to discuss ways to make best use of the inventory.
4. At the unit meeting, the unit adult in charge of the inventory calls the roll. Following the unit meeting, the leaders and committee members meet. Absent or inactive members are coded on the unit copy only of the computer printouts. A review of the unit record book will supply information on recent attendance.
5. All absent or inactive members are assigned to various persons to contact them to determine if they are to be reregistered.
6. Unit leaders and committee members agree on a plan to recruit new adults and youth.

UNIT CHARTER RENEWAL MEETING AGENDA

(conducted 45 days prior to charter renewal date)

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|---|--|
| I. INTRODUCTION AND OPENING COMMENTS | Unit Committee Chairman |
| II. MEMBERSHIP REVIEW | Commissioner |
| • Adult | |
| • Youth | |
| III. COLLECT FEES | |
| • Charter | |
| • Adult | |
| • Youth | |
| • <i>Boys' Life</i> | |
| IV. COMPLETE RENEWAL FORM | Commissioner |
| • Check for accuracy and completeness | |
| • Executive officer approves and certifies volunteers | |
| • Unit leader approves and certifies youth | |
| V. CONFIRM CHARTER PRESENTATION DATE | Commissioner |
| VI. JOURNEY TO EXCELLENCE UNIT | |
| • Review the annual commitment criteria | |
| • Analyze any needs to achieve award | |
| VII. CLOSING COMMENTS | Executive officer of the chartered
organization
Commissioner |