

Internet Rechartering Instructions

The Laurel Highlands Council will again be processing unit charter renewals utilizing the Internet Rechartering system. You'll be completing the charter renewal yourself and updating your unit's information directly in our online system. This ensures that your unit information will be accurate. Internet Rechartering can be done from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed from the Laurel Highlands Council's Web site (www.lhc-bsa.org/InternetRechartering).

Access to the Rechartering Link will become available on October 1, 2014

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. From 60 to 45 days before the unit charter expiration date, the renewal processor should gather recharter material and log onto the council Web site.
3. Select ***First-Time User*** and enter the unit access code.

_____ District Pack/Troop/Crew/Post _#### _____ <i>Charter Partner</i> Access Code: #####

4. Select the unit type and enter the unit number.
5. Create a password as instructed.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

Here's how to wrap it up:

7. When you've completed all the information to recharter the unit, click the Submit button.
8. **Print the Unit Charter Renewal Report Package**, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the charter renewal paper work and all adult/youth applications.
9. Complete the appropriate (pack, troop, crew, post) *Unit Accident & Sickness Insurance Plan* form.
10. Secure payment for charter and insurance fees.
11. Take the entire packet (including the cover page) along with new applications and fee payments to the district turn-in meeting or to the council service center.

If you need assistance please contact your Unit Commissioner, District Commissioner or Unit Service Executive

Unit Charter Renewal Check List

This checklist is designed to help you correctly recharter your unit. Please review the steps, answer the questions, and put this form in the charter renewal envelope. Remember that signatures must be by the person the form is asking for a signature from (i.e. Committee Chairman must sign their own name not another leader signing for them). Unit Service Executive signatures can be obtained at the council office after your charter paperwork is submitted. If there are questions that cannot be answered, please contact your Unit Commissioner, District Commissioner, or Unit

Unit Type: Crew / Pack / Post / Ship / Team / Troop Unit Number: District

Check list questions and steps		Yes	No
1	Have you attached an application for every youth and adult listed on page one (1) of the Unit Charter Renewal Report Package?		
2	Has the Executive Officer signed the charter on page 2?		
3	Does your Chartered Organization have a new Executive Officer? If so, include his/her date of birth.		
4	Has the Unit Leader (CM, SM, VC, NL, EA) signed the charter on page 2?		
5	Are parent signatures on all youth applications?		
6	Have the youth applications been signed by the Unit Leader (CM, SM, VC, NL, EA)?		
7	Do Tiger Cub applications have the parent's date of birth?		
8	Is there a Chartered Organization Representative (COR)?		
9	Is there a Committee Chairman (CC)?		
10	Are there at least two (2) members of the Committee (MC)?		
11	Do you have two checks (one for accident/sickness insurance; the other for charter fees)		
12	For Cub Scout Packs, are there a Den Leader (DL), Webelos Leader (WL) and/or Tiger Den Leader (TL)?		
13	For adults currently registered in another unit - circle their position code on the charter renewal paper work or adult application and write in where they paid their primary registration fee. Note: ALL Unit Leader's (CM, SM, VC, NL, EA) are primary positions. Every leader must have a paid registration. Remember that the Executive Officer is a non-paid position. If the Executive Officer is registering as an adult leader, they must fill out an application & pay the registration fee. Be sure to include them in the count of paid adult leaders.		
14	Is the Social Security Number on all adult applications? Social Security Numbers are not required for youths.		
15	Is the Position Code on all adult applications? Position Codes are listed on the inside cover of the adult application.		
16	Have the adult applications been signed by the Committee Chairman?		
17	Have the adult applications been signed by the Executive Officer or Chartered Organization Representative?		
18	Has question # 5 been completed on the adult applications.		
19	Has question # 6 been complete on the adult applications? If yes was circled, an explanation must be given.		
20	Is a youth protection training certificate attached to each adult application?		
21	Are there at least 5 paid youth members (2 on LDS units)?		
22	For youth currently registered in another unit " write " on the re-charter next to their name or on their application. Also indicate the unit where their primary registration was paid.		
23	Is there a grade and date of birth listed with each youth? Both of these are required.		
24	Is the Journey to Excellence Unit Application enclosed?		
25	Add all fees together to get Total Fees Submitted. Write one check to cover charter renewal fees and one for insurance fees. Submit with your charter renewal.		

Free Rank Advancement Form for 2015

Unit Type and #: _____ District: _____

Unit Leader's Name: _____

Phone #: _____ Email: _____

The following three criteria must be met to qualify. These qualifications must be earned in 2014 to receive a Free Advancement in 2015.

Journey to Excellence

Qualify as a Journey to Excellence Unit – Bronze or higher. (copy of application attached)

Yes _____ (Initial) Bronze Silver Gold

Family Friends of Scouting

Unit *participated* in FOS in 2014? Yes _____ (Initial)
 Family Friends of Scouting presentation was held on _____ 2014.

Unit participating in FOS in 2015? Yes _____ (Initial)
 Our 2015 FOS presentation is scheduled for _____ 2015.
 Our FOS Chair is: _____
 Phone: _____ Email: _____

Popcorn Sale

Participated in the 2013 popcorn sale? Yes _____ (Initial)

Participating in the 2014 popcorn sale? Yes _____ (Initial)
 Our Unit Popcorn Kernel is: _____
 Phone: _____ Email: _____

Your Unit / District Commissioner must certify that this form is correct, all supplemental forms are included, and the charter fees are paid and turned in on time.

Certified by: _____ Date: _____
District Commissioner Signature

Approved by: _____ Date: _____
Unit Service Executive / FD

Applies to free cloth rank advancement badges for Bobcat, Tiger, Wolf, Bear, Webelos, Arrow of Light, Scout Tenderfoot, 1st Class, 2nd Class, Star, Life, Eagle and Venturing Devices.

Please note: There will be no exceptions regarding the criteria mentioned above.

Incomplete forms cannot be accepted



CONTACT INFORMATION SHEET

Throughout the year, district committees will make contact with your unit in support of various programs. While the Unit Leader (Cubmaster, Scoutmaster, Advisor) is often contacted, their primary responsibility is to working with our youth.

This form has been developed to assist you in directing district support to the correct person within your unit. Below, please list which committee member should be contacted for each promotional effort. **NOTE: Any position not included on this form will fall back to the Unit Committee Chair.**

DISTRICT: _____

Pack # _____ Troop # _____ Crew # _____

1. Family Friends of Scouting Contact:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

2. Camping Promotion Contact

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

3. Popcorn Sales Contact

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

Pack # _____ Troop# _____ Crew# _____

4. Spring Round-up Contact:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

5. Fall Round-up Contact:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

6. Leader Training Contact:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

7. Advancement Secretary:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

8. Community Service / Scouting for Food Drive:

Name: _____

Address: _____

e-mail: _____

Phone: (____) _____

**UNIT ACCIDENT AND SICKNESS
INSURANCE PLAN**

BOY SCOUT TROOPS

_____		_____
Unit #		District
_____	@	\$2.50 PER PERSON = \$ _____
# Boy Scouts		
_____	@	\$2.50 PER PERSON = \$ _____
# Leaders		
_____		TOTAL AMOUNT \$ _____
Total #		

**PLEASE INCLUDE A SEPARATE CHECK WITH YOUR RE-CHARTERING PAPERS.
THE CHECK SHOULD BE MADE PAYABLE TO
“LAUREL HIGHLANDS COUNCIL, B.S.A.”**

TROOP _____ of _____ District
2014 Scouting's Journey to Excellence

Item Number	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
1	Advancement: Increase the percentage of Boy Scouts earning rank advancements.	Have 40% of Boy Scouts advance one rank or have a 2 percentage point increase.	Have 45% of Boy Scouts advance, or 40% advance and a 2 percentage point increase.	Have 50% of Boy Scouts advance, or 45% and have a 2 percentage point increase.	75	150	300
2	Retention: Improve retention rate.	Retain and reregister 75% of eligible members, or have a 2 percentage point increase.	Retain and reregister 80% of members, or retain and reregister 75% and have a 2 percentage point increase.	Retain and reregister 85% of members, or retain and reregister 80% and have a 2 percentage point increase.	75	150	300
3	Building Boy Scouting: Have an increase in membership or be larger than the average size troop.	Have a membership growth plan that includes a recruitment night and either a net gain of one member over last year or at least 15 members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 5% or have at least 25 members.	Have a membership growth plan that includes a recruitment night and either increase youth members by 10% or have at least 35 members with an increase over last year.	75	150	300
4	Trained leadership: Have a trained and engaged troop committee.	Have a Scoutmaster, an assistant Scoutmaster, and a committee with at least three members.	Achieve Bronze, plus the Scoutmaster and 60% of assistants have completed basic leader training or, if new, will complete within three months of joining.	Achieve Silver, plus two-thirds of active committee members must have completed Troop Committee Challenge and at least one person has attended Wood Badge.	75	150	300
5	Short-term camping: The troop conducts short-term or weekend campouts throughout the year.	Conduct four short-term overnight campouts.	Conduct seven short-term overnight campouts.	Conduct nine short-term overnight campouts.	50	100	200
6	Long-term camping: The troop participates in a long-term camp.	The troop participates in a long-term camp.	60% of Scouts attend a long-term camp.	70% of Scouts attend a long-term camp.	50	100	200
7	Patrol method: The troop uses the patrol method.	The troop has patrols, and each has a patrol leader. There is an SPL if more than one patrol. The PLC meets at least four times a year. The troop holds patrol leader training.	PLC meets at least six times a year, including an annual planning meeting.	PLC meets at least 10 times a year, including an annual planning meeting, and one Scout attends NYLT.	50	100	200
8	Service projects: The troop participates in service projects, with one benefiting your chartered organization.	Participate in four service projects and enter the hours on the JTE website.	Participate in five service projects and enter the hours on the JTE website.	Participate in six service projects and enter the hours on the JTE website.	50	100	200
9	Webelos-to-Scout transition: Have a Webelos-to-Scout transition plan.	With a pack or Webelos den, hold two joint activities, one of which is a Webelos parent orientation and camp promotion meeting.	Achieve Bronze, plus recruit two Webelos Scouts.	Achieve Bronze, plus provide at least one den chief to a pack and recruit five Webelos Scouts.	50	100	200
10	Budget: The troop has a budget that is continually reviewed by the committee and follows BSA policies relating to fundraising and fiscal management.	Have a written budget reviewed at committee meetings and that follows BSA policies.	Achieve Bronze, plus Scouts participate in the budget planning process.	Achieve Silver, plus budget is completed before the next program year.	25	50	100
11	Courts of honor/parents meetings: Scouts are recognized for their badges at courts of honor.	Scouts are recognized for badges or cards at least twice a year at courts of honor, where troop plans are reviewed with parents.	Three courts of honor are held with families attending.	Four courts of honor are held with families attending.	25	50	100
12	Fitness: Troop meetings and activities include physical fitness components.	Introduce the SCOUTStrong program in the troop.	Achieve Bronze, plus the troop promotes and coordinates group fitness activities.	Achieve Silver, plus the troop holds an ongoing fitness competition where members can track their performance.	50	100	200
13	Annual Charter Renewal Process	Complete charter reregistration, obtain all signatures, and submit paperwork to the council office or your commissioner prior to the expiration of your charter.	Achieve Bronze, plus email addresses are provided for all parents of youth members and registered adults who have one.	Achieve Silver, plus promote the MyScouting Tools accessed through your MyScouting account and invite a commissioner and your chartered organization representative to at least one meeting.	25	50	100

Points _____

Bronze: Earn at least 700 points by earning points in at least 11 objectives.
Silver: Earn at least 1,000 points by earning points in at least 11 objectives.
Gold: Earn at least 1,600 points by earning points in at least 11 objectives.

Total points _____

We certify on our honor as Scout leaders that these requirements have been completed.

Scoutmaster _____ Committee chair _____

Commissioner _____ Chartered Org. Rep. _____

Level achieved _____ Did not achieve _____

Date _____

This form should be turned in to the Scout service center or your unit commissioner with your charter renewal paperwork.

Scouting's Journey to Excellence

2014 Troop Performance Recognition Program

Journey to Excellence changes the basic way we measure and recognize success in the Boy Scouts of America by moving away from measuring process and moving to measuring performance. The following provides specific information to help you understand the criteria and exactly what data will be used to determine the three levels of performance. In planning your strategy, use actual numbers from the previous year to guide your performance improvement goal planning. In each area, the troop may qualify by meeting a specific standard or by showing measured improvement.

1	Total number of Boy Scouts advancing at least one rank (Tenderfoot, Second Class, First Class, Star, Life, Eagle) since your last charter renewal date (A), divided by the number of boys you started your charter renewal year with (B1) plus all new boys who joined or transferred into the troop at any time during the current year (B2). Advancement = $A / (B1 + B2)$.
2	Number of youth members on this year's charter renewal (C) divided by the number of youth members on last year's charter renewal (D) plus any additional youth members (E) minus any transfer-outs or age-outs (F). Total = $(C) / (D+E-F)$.
3	At charter renewal time, have an increase in the number of youth members over the number of youth members on the previous year's charter renewal. A membership growth plan template can be found at www.scouting.org/membership .
4	Have a SM, an ASM, and a troop committee with at least three members. SM and two-thirds of the ASM's (paid or multiple registration) have completed leader-specific training or, if new, will complete within three months of joining. Two-thirds of active committee members have completed Troop Committee Challenge. For Gold, one leader must have completed Wood Badge at some point in their Scouting tenure.
5	Conduct short-term (at least one overnight) campouts throughout the year.
6	Number of Boy Scouts who attend any in-council or out-of-council long-term summer camp (of at least five nights), high-adventure experience, or jamboree, or serve on camp staff within the past year, divided by the Boy Scout membership on June 30, 2014.
7	The troop is separated into patrols and each patrol has an elected patrol leader. If the troop has more than one patrol, there is an elected senior patrol leader. If the troop has more than one patrol, the PLC meets at least four times each year. The troop holds patrol leader training each year.
8	The troop participates in at least four service projects during the year and enters them on the Journey to Excellence website. The projects may be completed as joint projects with other organizations. At least one project must benefit the chartered organization.
9	Hold at least two activities with a pack or Webelos den, one of which is a new parent orientation and camp promotion meeting, and recruit new Webelos Scouts into the troop.
10	The troop has a written budget that is reviewed at all troop committee meetings, and the troop follows BSA policies relating to fundraising and fiscal management as found on the Unit Money-Earning Application form, the troop treasurer's book, and any other publication that the council has developed for fundraising and fiscal management.
11	The troop holds at least two courts of honor, where parents are invited and Scouts are recognized for badges. The troop's program plans are reviewed with the parents.
12	The troop meetings have activities that include a physical fitness component. This is ongoing and members can track their performance. The troop is introduced to the SCOUTStrong PALA award by going to www.scouting.org/SCOUTStrongPALA .
13	Complete the troop's charter renewal paperwork, including all required signatures, and submit completed forms to the council service center or your commissioner before the end of the charter year. Provide all email addresses for parents and registered adults on charter renewal forms and promote the MyScouting Tools accessed through your MyScouting account. Invite a commissioner and your chartered organization representative to at least one of your meetings.

Scoring the troop's performance: To determine the troop's performance level, you will use the above information to determine the points earned for each of the 13 individual criteria and then add those individual point scores to determine a composite score. Count only the highest point total achieved in any one criterion. Bronze level requires earning points in at least 11 criteria plus 700 points, Silver level requires earning points in at least 11 criteria and 1,000 points, and Gold level requires earning points in at least 11 criteria and 1,600 points.

WHO USES THIS FORM?

Troops with a charter renewal date in any month from October 2014 to September 2015.

For more resources: www.scouting.org/jte

The spreadsheets will be especially helpful to you!

