

2021 West Tennessee Area Council Charter Renewal

Welcome and Introduction

Greetings from the West Tennessee Area Council! This is the annual Charter Renewal (aka “recharter”) letter, which contains important information and instructions to assist you in completing the renewal paperwork for your Scouting unit. In addition to this instruction document, all October and November District Roundtable Meetings will include recharter training.

Recharter Time Period

In the West Tennessee Area Council, the charter year is January 1 to December 31. Current charters expire on December 31, 2020. After that time, units are separated from Scouting – the unit is “dropped” from membership in BSA, as are all its members, and there is only a 60-day period to reinstate the unit in Scouting without losing Unit Tenure. A dropped unit ceases to exist and CANNOT hold meetings and activities, youth and adults are unregistered and cannot earn awards, and the unit loses its insurance coverage. In summary, the charter renewal process must be completed by 12/31/2020.

However, to process recharterers faster and provide better service to Units, we Units need to complete and turn in their recharter by December 11, 2020.

Internet Recharter Process

The West Tennessee Area Council uses the Unit Charter Renewal System. It is a secure, easy-to-use online application accessible from a link on the West Tennessee Area Council web site (wtacbsa.org – left side - Online Recharter System) on any Internet connected PC. Units will have access to Internet Rechartering on October 1, 2020.

The unit must appoint a Renewal Processor. This individual will be responsible for completing the online recharter process. He or she can be the Unit Leader, Committee Chair or another registered unit adult. This person should be familiar with the adult and youth members of the unit and comfortable with using online computer applications.

The Renewal Processor should register when Online Rechartering goes live on October 1. The Processor will select REGISTER as First Time User and, when prompted, provide the unit’s unique UNIT TYPE, 4-digit UNIT NUMBER and 2021 ACCESS CODE that is listed at the top of this page. Your District Executive and District Commissioner has this information too if you need it. The Processor will then create a password and provide contact information.

The BSA has created a very good pdf presentation of how to use the Unit Charter Renewal System that we encourage you download and reference as you work through the process. A link to this presentation is provided on the UCRS Registration/Login screen. (wtacbsa.org – left side - Online Recharter System)

Once registered, the Processor should proceed to Stage One and fill its initial roster by selecting LOAD COUNCIL INFORMATION. Please do not select the alternative UPLOAD RECHARTER FILE option. Once the Council Roster is loaded, proceed to Stage Two and print this Roster.

The next step is to conduct a Roster Check to compare your unit’s own membership records to the Council Roster. Identify members from the Council Roster that may be inactive and are missing from your unit roster and invite them back to the unit. On the flip side, identify youth and adults active in your unit who are not currently on the Council Roster and need to be added during Internet Recharter. In summary, your unit should communicate with every family on both Council and Unit Rosters to confirm which adults and youth will be active in 2021. This is also a good time to confirm the accuracy of members’ contact information, birthdates, grade levels, etc., obtain completed and required Youth Protection Training (YPT) certificates (new adults only), and collect 2021 registration fees.

Once the unit has completed its Roster Check, the Processor should log back into Internet Rechartering and proceed to Stage Two where he or she updates rosters by renewing and adding members, correcting member data and assigning adult positions. In the remaining three stages, the Processor will error check the roster, confirm fees, determine payment method, submit the recharter roster, and print the Unit Charter Renewal Report (not the Summary Renewal Report E-Z or the Draft Copy).

The charter renewal may be approved online by the Executive Officer or Chartered Organization Representative. Alternatively, the Unit Leader and either the Executive Officer or the Chartered Organization Representative must sign the Unit Charter Renewal Report. Plan for this because some people may be away or unavailable at the end of the year. Also, the unit leader and committee should complete the JTE form.

Bring your signed Recharter Renewal Report, the accompanying new member applications, YPT certificates, fees, signed Annual Charter Agreement, and JTE form to your District’s Roundtable. If you are unable to attend the Turn-In Roundtable, make a recharter review appointment with your District Executive, District Commissioner or Unit Commissioner.

Other Guidance and Reminders

- Always refresh when you return to the rechartering system by clicking the UPDATE UNIT RECHARTER button to update any new members registered by the Council and any new trainings taken since you last logged in.
- You can stop at any time, log off the system, and begin again where you left off by logging back in.
- When updating your roster, use full legal names only, no nicknames or initials, or punctuation.
- Each adult may only serve in only one position per unit, except for the Chartered Organization Representative who may also be a Committee Member or Committee Chair.
- When adding an adult or youth member dual registered in another unit or moving from that unit to your unit, use Internet Recharter's PROMOTE feature to add them to your roster. Do not register them as new members or create new profile records for them. If you are prompted to provide the other unit's Unit Number and Access Code, please contact the Council Registrar for assistance. These new unit members must complete applications.
- Once you click the Stage 5 Submit button, you can no longer make online changes, and any changes will need to be handwritten on the printed paperwork.

Recharter Checklist and Training Requirements

Youth Protection Training (YPT) is required for every adult. This training must be completed before a new adult application can be accepted.

Payment of Fees

2021 Fees:

- \$75 per unit liability fee – also known as the unit recharter fee
- \$25 per new youth member
- \$66 per youth member BSA registration fee
- \$42 per adult member BSA registration fee
- \$42 per Exploring participant, youth and adult
- \$3 per member Accident Insurance fee (adults and youth)
- \$12 per subscriber *Boys' Life* fee

Three payment options:

- Pay Direct to Council with check or cash. No administrative fee. Recommend bringing signed check without amount filled in case fees need to be recalculated. (This is the preferred method. Other methods could cause defective status if there are problems with the recharter paperwork.)
- Pay online using E-Check. Will need to provide account information including account holder, account type, routing number, and account number. No administrative fee.
- Pay online using credit or debit card. BSA adds additional 3% administrative fee, so this is more expensive.

Who Can I Contact with Specific Questions?

You may contact your Unit Commissioner, District Commissioner, or District Executive to help with all charter renewal questions, issues and concerns.