



# Charter Renewal

## A Guide for Unit Leaders

### 2021 Edition

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Thank you for the remarkable work you do throughout the year to make a positive impact in the lives of so many youth! We recognize how much Scouting depends on your dedicated service.

We hope you will find this guide helpful during your unit’s charter renewal process. There are several steps along the way to an “on-time and error-free” charter renewal for your unit. This guide will walk you through each of the steps and provides some helpful hints.

Thank you for your attention to this process. Please let us know how we can be helpful along the way. Let’s work together to complete this process quickly and move on to what we all enjoy best - delivering fun, exciting programs for our Scouts.

Thank you for all you do for Scouting!

### ***Turn-in: Dates, Times, Locations***

Please plan to turn-in your completed charter renewal paperwork at one of the Council Turn-in Days coming up in November:

**Marshfield: Friday, November 13, at Popcorn Pick-up 5:00-7:00 pm**  
Superior Papers  
1616 S Roddis St, Marshfield

**Stevens Point: Saturday, November 14, at Popcorn Pick-up 8:00 am-12 pm**  
WSI Warehouse Specialist, LLC  
2500 Hoover Rd, Stevens Point

**WI Rapids: Thursday, November 19, from 6:00 to 8:00 PM**  
Wisconsin Rapids Masonic Lodge  
2321 2nd St S, Wisconsin Rapids

**Wausau: Friday, November 13, at Popcorn Pick-up 5:00-8:00 pm**  
B&D Warehouse  
7005 Rickyvale St, Weston

**Tomahawk: Friday, November 13, at Popcorn Pick-up 3:00-7:00 pm**  
Tomahawk Armory, 215 Armory Rd, Tomahawk  
or email Kristin Woller to make arrangements to mail your charter prior to November 13 [kristin.woller@samoset.org](mailto:kristin.woller@samoset.org)



## Charter Renewal - Online Process

### 1. Pre-Charter Renewal - Important steps before logging in

- Inventory your members and collect fees. Collect BSA registration fee & Boys' Life subscription fee from each youth and adult that will be continuing their membership. Annual membership fee is \$66 for youth members in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts. Youth members in Exploring and all adult members are \$42 each. Your unit committee may choose to pay these fees from funds raised during the year. Boys' Life is \$12 for a year.
- Secure completed membership applications, including required signatures, for all new youth and new adult members. Adult applications must include **signature of Chartered Organization Representative, new Disclosure/Authorization Form**, and proof of having completed **Youth Protection Training**. If an adult is changing positions within the unit, a new application is not required during charter renewal.
- **Youth Protection Training** is required for all BSA volunteers. Youth Protection Training must be taken every two years. If a volunteer's Youth Protection Training record is not current, the volunteer will not be reregistered and it will cause a delay with your charter renewal.
- Be sure you have your 9-digit unit access code. You will need this to begin the charter renewal process online.

#### ***My unit's 9-digit unit access code:***

*Note: This access code changes every year. Please use the access code listed to the right....*

**9-Digit Access Code—(Issued in Charter Packet)**

### 2. Start Charter Renewal Online at [www.Samoset.org](http://www.Samoset.org)

Go to [www.Samoset.org](http://www.Samoset.org) to access the **Online Charter Renewal** system. The link is located under the tools drop-down, Charter Renewal. **Complete the following steps for online charter renewal.**

- Select "First Time User" and enter the units 9-digit unit access code
- Select unit type (Pack, Troop, or Crew) and enter the four-digit unit number (Example: 0627).
- Create a password as instructed. (If you forget your password, call us at 715-355-1450.)
- Complete the information on each screen. You can stop at anytime, log out of the system, and begin again where you left off. To do so, you will need to log in again as a "returning user", using your access code and your password. **Be sure to update all contact information for adults and youth during this process, especially email addresses for adult leaders.** Thank you!
- When you have completed all the information to re-charter the unit, click the "**submit**" button.
- Print both pieces of the Charter Renewal after step 5, This includes the EZ form and the full renewal.

**Note: You are not done with the charter renewal process yet**

### 3. Complete the Journey to Excellence Scorecard for Your Unit

Work with your unit leader and committee to complete the 2020 Journey to Excellence Scorecard for your unit. Your Unit Serving Executive or Unit Ambassador can help with this process.

#### **Turn-In (See turn-in location dates and times on page 1)**

Gather all completed paperwork— Charter renewal print-outs, [Charter Organization Annual Agreement](#), [youth applications](#), adult applications, disclosure forms, and Journey to Excellence Scorecard. Turn-in all paperwork, with payment, at your Charter Renewal Turn-In Event. (A date is provided in your packet.)



## Helpful Hints

- Don't skip steps. The pre-charter renewal steps are vital to success!
- When uploading the unit information you have options, loading council information is best!
- Be sure accurate email addresses are listed for all adults.
- **Do not** change existing members' names with someone else's name.
- AVOID using nicknames. Use the person's given name.
- A chartering organization that charters more than one unit must have the same Executive Officer and Chartered Organization Representative on all units.
- Social security numbers will be added by Council Registrar.
- You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. It can be downloaded from the charter renewal site.
- Once you are finished, **print the summary and full report** of your charter renewal paperwork. Check page one of the paperwork. It will list the new youth and adults which require applications. These need to be turned in with your charter renewal paperwork.

## Membership Fees

- Annual membership fee is \$66 for youth members in Cub Scouts, Scouts BSA, Venturing, and Sea Scouts. Youth members in Exploring and all adult members are \$42 each. Boys' Life fees are \$12 a year.
- New member joining fee is \$25 for Cub Scouts, Scouts BSA, and Venturing. This is a one-time fee. There is no fee for Exploring, any youth previously registered in any BSA program, or adults.
- Two options for charter renewal authorization:
  1. Print, gather signatures and turn-in.
  2. Online authorization & payment (additional fees assessed).
- Membership cards will not be sent out. These cards can be printed from **my. Scouting.org** tools.

## Please Note

- **New Position for Registration of 18 to 20 year old youth members:**  
A new position for registering 18 to 20 year old youth members has been added. With the chartering of Girl Troops, the opportunity to advance to Eagle Rank is available to young women and men over age 18. This will allow them to continue registration with extended Eagle eligibility. The position, **Unit Participant** (code **UP**), will also support Troop and Pack registration of Special Needs members who will participate as youth after reaching age 18. For Pack use, UP is found on the Webelos Program position pick list. Persons who join as Unit Participants or change from Youth Member to Unit Participant must submit the Adult Application with the disclosure page and youth protection training completed. **This position is modeled on Venturing Participant (VP) and will follow processes that have been used since March 2015.**
- Any unit losing more than 50% of their 2020 membership or any unit with less than five

### The 2021 Registration Fees

Annual registration fees are set by the Boy Scouts of America.

- \$66 for youth members in Cub Scouts, Scouts BSA, Venturing and Sea Scouts. Youth members in Exploring and all adult members are \$42 each. Boys' Life Subscription is \$12.
- There is a single Unit Liability Insurance Fee of \$75 per unit.
- \$25 new member fee



## Contact Information for Assistance

*You're not alone!*

Samoset Council staff and volunteers are standing by, ready to assist you in the charter renewal process if needed. ***You're not alone.***

Our Customer Service Team is available to answer questions you may run into as you navigate the online system. Kathy and Rachel are happy to help and can be reached at 715-355-1450 or by email:

**Kathy Johnson**

kathy.johnson@Samoset.org

**Rachel Lease**

rachel.lease@Samoset.org

If Kathy or Rachel don't have the answer you are looking for, they will be able to connect you with the person who does. Your unit may have a ***Unit Ambassador***, a volunteer at the council-level, assigned to be a resource to your unit leaders. Unit Ambassadors are great friends to your unit.

Your unit also has a ***Unit Serving Executive***, a commissioned professional, available to help with anything you may need, including charter renewal. Contact information for the Unit Serving Executives is provided below. If they haven't done so already, your ***Unit Ambassador*** or ***Unit Serving Executive*** will be reaching out soon to check on how the charter renewal process is going and offer help if needed.

### ***Unit Serving Executives***

**Amanda Flannery**

715-355-1450

Amanda.Flannery@samoset.org

**Dan Schmit**

715-409-6155

Dan.Schmit@samoset.org

**Janice Watson**

715-409-0819

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**Kristin Woller**

715-490-0450

Kristin.Woller@samoset.org

**Phoenix Bise**

715-409-6487

Phoenix.Bise@samoset.org

**Nicholle Miller**

715-409-6637

Nicolle.Miller@samoset.org

### ***Complete Youth Protection Training Online***

1. Go to [my.scouting.org](http://my.scouting.org)
  - A. Click "Create an Account" **if** you do not already have one.
  - B. Enter "log-in" information.
2. Access Youth Protection Training on the right hand side of the page.
3. When complete, print the certificate and keep one copy for your reference. Turn in one a copy to your unit leader.



***Questions?***

***Contact our council office at 715-355-1450***