$105/yr
Returning Youth Participants in Kindergarten through age 20.

$130/yr
New Youth Participants in Kindergarten through age 20

$81/yr
All registered adult volunteers in unit and non-unit positions
(Volunteers with multiple registrations will continue to pay for only one position).

ScoutPay - Our new ScoutPay portal is a convenient and easy way to enjoy the Scouting adventure and manage your yearly membership.

Choose a single one-time payment or spread out payments over 2, 3, or 4 months.

Current ScoutPay membership for October 2020 - October 2021

$75/yr
Unit Recharter Fee for all new and rechartering units.
**Availability**

You can log on for internet re-chartering on **August 1**, this is 3-months prior to your charter expiration date which is **October 31**.

**Why re-charter?**

- Renews partnership between charter organization and BSA.
- Allows continued registration in district/council activities and rank advancement.
- Makes the unit eligible to qualify for Journey to Excellence Recognition.
- Ensures insurance coverage to charter partner, leaders, and youth.

**Process:**

- **August 1** (91 days out)— **Unit renewal packages distributed.** Institutional head visits begin. Unit selects renewal processor (RP). Charter renewal trainings. All registered adults to complete youth protection training if expired or taken prior to November 1, 2020.
- **August 2** (90 days out)— **Unit Inventories completed.** Unit RP logs into internet renewal site to verify Internet re-charter access.
- **August 17** (75 days out)— **Charter renewal meeting.** Unit Key 3(Leader, CC & CR) and Unit Commissioner meet to discuss recharter.
- **September 1** (60 days out)— **Computer resources and assistance provided.** Recharter assistance provided at roundtable or other location from district (if needed)
- **September 16** (45 days out)— **Unit charter renewal completed.** Corrective actions on defects identified from online system.
- **October 1** (30 days out)— **Charter renewal turned in.** Charter turned into office with signatures and payment.

**Note:**

If your charter drops, youth are not eligible to earn advancement, or participate in activities that require you to be registered. Insurance coverage will be interrupted.
Internet Re-chartering

- Unit designates an adult member to be the “renewal processor (RP)”

- RP uses *this year’s access code* for internet re-chartering that was emailed to your Unit Key 3. **You must login as a 1st time user each year with your new access code.**

- Go to www.hoac-bsa.org and click on “Internet Re-Chartering”

- Either download unit roster information from MY.SCOUTING or upload information from Packmaster, Troopmaster or Scoutbook.

- Update roster
  - Update information
  - Select which current members to renew
  - Add adult members
  - Add youth members
  - Update member data (Addresses / email)
  - Update member positions (direct contact leaders must be trained in their position)

- Update member fees
  - Assign multiple status
  - Update Boys’ Life

- Complete survey of why people are not re-chartering

- Double check everything, submit to council on-line, and print charter paperwork.

- Get paperwork signed by Charter Organization Executive officer and unit leader (CM, SM, NL, SK).

- Submit signed paperwork to Scout office with payment

*Note:* You are not done when you click “Submit to Council”. All paperwork must be signed, fees paid, and taken to the Council office or turned in during district turn in night. We cannot process until this happens. Do not send in “Draft” copy.
Common Errors/Omissions

- Don’t have required positions
  - Chartered Organization Representative
  - Committee Chairman
  - 2 Members of Committee
  - Cubmaster, Scoutmaster, Crew Advisor or Skipper
  - Den Leader (packs only)
- Charter paperwork and applications not signed
  - Chartered Organization Executive Officer and Unit Leader sign charter
  - Chartered Organization Executive Officer or Chartered Organization Representative and Committee Chair sign adult applications
  - Parents and Unit Leader sign youth applications
- Applications for new youth and adults are not submitted with re-charter as required.
- Social Security numbers are mandatory for all adult leaders along with NEW authorization form to conduct criminal background check.
- Chartered Organization Executive Officer and Chartered Organization Representative are the only positions that can hold more than one position within the unit.
- Follow up with all dropped members asking them if they are interested in rejoining and asking “why” leaving
- Arrow of Light - Packs should re-charter your Arrow of Light’s (5th Graders). We cannot process their Arrow of Light rank if they are not registered in the pack.
- Information Input
  - Change wrong information (Address, phone #, etc.)
  - Change grades if incorrect, but don’t “update” to the next year’s grade. The system will do automatically on June 1.
  - No Spaces in last names (DeCarlo not De Carlo)
  - No apostrophes (O’Brian not O’Brien)
  - No nicknames or initials for first names
  - Examples of prefixes are Dr., Rev. etc.
  - Examples of suffixes are Jr., III, etc.
  - Do not enter Mr. or Mrs.
- Applications not completely filled out. Including questions 5 & 6 on adult application.
- Not initialing the disclosures at the bottom left hand corner above Signature on adult application.
- No training certificates attached for new direct contact leaders or Youth Protection taken prior to October 31, 2018 for new adults. Specialized training older than 2 years for existing adults.
Revisions to Internet Rechartering

- Youth Protection training is required for all adults every 2 years.
  * The unit will get an error message if training is not current and will not be allowed to process the charter with those adults.
  * Registered adults receive notifications that their YPT has expired or is about to expire.

- **Electronic authorization** is available for the chartered organization representative and/or the executive officer. No Additional signatures of the unit leader are required if this option is chosen. If this option is chosen, then the only thing they need to turn in is applications for any new members youth or adult and their registration fees if they do not opt for online payment.

- In Stage 5 “Approve Roster”, the initials must be the same as the selected approver, i.e., The Executive Officer or The Chartered Org Rep.

- **Two payment options:**
  * **Online payment option:** Units can elect to pay online by credit card or by electronic check. A payment confirmation will show in the council’s Internet Rechartering Administration module.
    
    **A 3% fee will be applied for credit card payment.**

  * **Cash/Check/Unit Account Option:** Units that elect this option will print the renewal application, which includes the fee summary showing the amount due to the council. The unit will turn this in as part of the charter renewal paperwork.
    
    **Monthly Payments(SCOUTPAY):** Families may pay fees over 2, 3 or 4 months and submit their receipt to unit. Unit will then need to submit receipt from the family to be included with recharter paperwork.

- First time users must register to enter the system. After the initial registration, they will enter the system as a returning user.

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**Need Help?**
Ask a
BSA Training Initiative

To better understand the required trainings for your registered position in the pack, troop or crew here is a complete list.

**Youth Protection Training:** Every registered adult leader (and registered Scouts BSA/ Venturer over the age of 18) must complete Youth Protection Training. This course must be updated every 2 years. *In addition* to youth protection training, in order to be considered “trained” a unit leader must have:

**Cub Scout Leaders:** Cubmaster and Den leaders must take the position specific training for their position. These courses can be completed in person or online. The new Cub Scout online training requires three parts to be considered “trained”: 1. “Before the 1st Meeting” 2. “First 30 Days” and 3. “Position Trained”. Separate learning plans have been developed for den leader and Cubmaster.

**Scouts BSA Leaders:** Scoutmasters must complete job Specific training and Introduction to Outdoor Leader Skills. IOLS must be taken in the classroom.

**Venturing Leaders:** The Crew Advisor must complete Crew Advisor Training.

**Sea Scouts:** The Skipper must complete Sea Scout Leader Training

**College Scouter Reserve:** Youth protection training.

**Courses Available On-Line:**
- New Youth Protection, Hazardous Weather and all Key Leader job specific training (except for Introduction to Outdoor Leader Skills) is available online.

Prepared. For Life™
my.scouting.org

If your unit has not already done so, check out the tools at my.scouting.org (please note the “.” between the “my” and “Scouting”. Also, this website works best with Google Chrome or Firefox. Do Not use Internet Explorer).

You will create a username and password. You will then need to link this account to your BSA registration using your registration ID number found on your membership card. The unit Key 3 (Unit Leader, Committee Chairman, Charter Organization Representative) + 3 registered adults you designate from within your unit will have access to these new unit tools:

- Print youth and adult rosters.
- Print membership cards.
- Review, update, and input leader training records for both youth protection and leader specific training.
- Review whose youth protection training will expire 30, 60, 90 days in the future.
- Check and update contact information (address, phone, email, etc.)
- Create sub groups within your unit roster (dens, patrols, special committees, etc.)
Track the Scouting Experience from Lion to Eagle Scout. From the first knot tied to the final hours of service performed, the Scouting experience is a journey like no other. Scoutbook ensures not a moment is missed—tracking advancement, milestone achievements, and all the fun along the way.

What can Scoutbook do?
- Track advancement progress.
- Communication platform for youth/adults.
- Share Scouting adventure.

Be sure to fill out your Journey to Excellence form to see if you qualify for the Bronze, Silver, or Gold recognitions. Download your form at: https://www.scouting.org/awards/journey-to-excellence/unit/2020-scorecards-english/

Community service is one of the cornerstones of the Scouting program. Log your unit’s service hours by going to the Journey to Excellence website: https://www.scouting.org/awards/journey-to-excellence/