

YOUTH PROTECTION TRAINING

The Boy Scouts of America require mandatory Youth Protection training for all registered volunteers. New leaders are required to take Youth Protection training within 30 days of registering. Youth Protection training must be taken every two years. **If a volunteer's Youth Protection training record is not current for the ENTIRETY of 2018, the volunteer will not be reregistered.**

To ensure these policies are fully implemented, please take the following steps before beginning the rechartering process:

- Review the YPT Y or N indicator located under Gender for each adult leader listed on the Charter Renewal Roster.
- If a unit leader has not taken Youth Protection training within the past two years, they need to log on to My.Scouting and take the training. They will need to make sure that their member ID is listed on their My.Scouting profile. The number can be found on their Boy Scouts of America membership card and on the Charter Renewal Roster.
- If they took Youth Protection training online but did not input their member ID number, they should log back on to My.Scouting and input their member ID so the training will be linked with their records.
- If they have taken Youth Protection training within the past two years but did not take the course online, leaders can still log on to My.Scouting to ensure that their training records are up-to-date, or contact the council and have them verify that the Youth Protection training record is accurate.
- Any training taken online or updates made to the council's database after the roster has been submitted in Internet Rechartering will not be reflected in the Internet Rechartering process. A copy of the Youth Protection training certificate needs to be provided with the completed recharter paperwork.

Youth Protection resources and training is available online at:

www.scouting.org/youthprotection

Units should also check with their chartering partner to determine if there are additional registration requirements. Chartering organizations that have their own internal volunteer training must complete both those requirements and the BSA youth protection program in order to be registered. Catholic-sponsored units require "Not on my Watch" training, which can be completed online nhchildsafety.org. A registration code is needed prior to taking this training. Contact your parish for details.



Daniel Webster Council
BOY SCOUTS OF AMERICA

Unit Charter Renewal Handbook

2017

(for January to December 2018 term)



Prepared for:

<http://nhscouting.org/resources/online-recharter/>

Unit Charter Renewal Handbook

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Automobile Liability Insurance - continued

country. The council’s automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto up to the council’s \$15,000,000 limit of coverage. A tour permit or a council short-term camping permit is required when units travel overnight or outside their district. The council should establish more specific guidelines setting forth when a local council tour permit is required. National tour permits are required for all trips more than 500 miles. These permits should list the drivers’ names and limits of automobile liability insurance carried.

Council Accident and Sickness Insurance Plan (Health Special Risk)

This Accident and Sickness Insurance is provided for Cub Scouts (including Tigers and Lions), Boy Scouts, Venturers, LFL participants (coverage may be purchased for all participants or only Explorers) and adult volunteer leaders (including Tiger and Lion partners) registered in the council, and covers them for accidents and sickness (as well as accidental death and dismemberment) while participating in any official Scouting activity. This coverage is applied for by the Daniel Webster Council and is in effect on an annual basis. Additional information on coverage, limits, etc. may be obtained by contacting the Council Service Center. The fee is \$1.00 for all non-multiple youth & leaders. Tigers, Lions, and their partners also pay the \$1.00. Tiger and Lion Partners serving in another registered volunteer position do not pay more than once.

ALL SERIOUS INCIDENTS, ACCIDENTS AND/OR SICKNESS, OR, IF A SUMMONS IS SERVED ON A VOLUNTEER, PLEASE REPORT TO THE DANIEL WEBSTER COUNCIL SERVICE CENTER IMMEDIATELY.

For questions related to insurance, please call the Daniel Webster Council office at (603) 625-6431.

INSURANCE INFORMATION



Daniel Webster Council
BOY SCOUTS OF AMERICA

Comprehensive General Liability Insurance

This coverage provides protection for the council, all Scouting professionals and employees, Scouting units, chartered organizations, and volunteer Scouters (whether or not registered) with respect to claims arising in the performance of their duties in Scouting. Coverage is more than \$15 million for bodily injury and property damage. The insurance provided Scouting volunteers through the Boy Scouts of America General Liability Insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowners, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts. By providing insurance coverage to volunteers on an excess basis, the Boy Scouts of America is able to purchase higher limits. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit.

Automobile Liability Insurance

All vehicles MUST be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is registered. It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000. Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000, or \$500,000 single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that

October 2017

Dear Unit Leader,

We are pleased to present this "Charter Renewal Handbook" as resource for your use to make your unit's rechartering experience as smooth as possible. The Boy Scouts of America issues charters annually to community organizations to use the Scouting program under their own leadership as a service to their children, youth, and families. Charter Renewal, or rechartering, refers to the process that renews your organization's charter and the registrations of your members and adult leaders. It can be done simply by visiting www.nhscouting.org/resources/online-recharter and following the steps outlined.

All units will need an access code once they enter the rechartering area on the website. Please note that the access code issued to your unit last year will not work. Your unit's access code for this year is printed on the front of this handbook.

Nearly every unit charter in the Daniel Webster Council expires at the end of December. We will be conducting a council-wide Charter Turn-in Day in every district on **Saturday, December 2nd. An important element in the Journey to Excellence program is timely rechartering. Recognizing that the process can be time consuming, every unit should plan on submitting their complete charter with registration fees on this day to return their full focus to delivering the scouting program.** Please be sure to check your district's website or attend your district's roundtable meeting to find out the details of times, locations and other details of the day. You should plan to turn-in your completed charter paperwork on that day to the Commissioner Staff of your district with all the appropriate information, signatures and fees. **Please do all you can to assure that your charter is turned in on this day.** All units will be able to access the website to begin the online rechartering process on **November 1st.**

A reminder that youth protection training is a requirement for all registered adult leaders. **In order for any leader in your unit to be reregistered in your unit they must complete and show proof of youth protection training.** Please see the specific section on these topic in this handbook for more information.

If you should have any questions, please do not hesitate to contact your unit commissioner, district professional, or the registration department at the council service center by calling (603) 625-6431 ext. 115.

Yours in Scouting,
Tom Inzinga

THE FOUR EASY STEPS

TO BE COMPLETED BY THE COMMITTEE CHAIR, UNIT LEADER OR OTHER DESIGNATED LEADER IN YOUR UNIT

STEP ONE – PREPARE THE CHARTER

- Confirm the time and location of your district’s charter turn-in day on Saturday, December 2nd and plan to attend with the necessary charter paperwork and fees.
- Gather current copies of your unit’s youth and leader rosters.
- For any youth and adult members not registered yet, please complete applications and submit with pro-rated registration fees to the council service center immediately. **Completing this process prior to beginning the recharter process will save you valuable data entry time when processing the charter and assure that everyone is registered prior to starting.** Adults and youth already registered do not need new applications. Adults changing positions do not need new applications if they are already registered as a leader in the same unit (Tiger Cub Partners are not considered adult leaders). **Please note:** If the social security numbers given on adult applications are discovered to be incorrect or invalid, the adult applicant will be responsible for the payment of the second criminal background check that will need to be processed.
- Adult applications are not needed for adults already registered as leaders to change positions. However, they maybe required for New Venturing Participant (18-21 years of age).
- Contact all leaders and families to confirm who will be re-registering. If your unit collects fees from members for rechartering, remind members of the amount that will be due and the payment procedure established by your unit. Be sure to allow enough time to complete this important step to assure on-time charter turn-in.
- If you have leaders registered in multiple units, be sure to confirm where their primary (paid) registration is located.
- **Confirm accuracy of names, addresses, birth dates, e-mail, ranks of youth members, grades, who’s receiving Boys’ Life magazine, and positions of adult leaders.**

Adult Position Codes:

Use the following codes to fill out an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

- IH** Executive officer/institution head (21)
- CR** Chartered organization representative (21)
- CC** Committee chair (21)
- MC** Committee member (21)
- PC** Parent unit coordinator (21)
- NM** New Member coordinator (21)
- REU** Unit Religious Emblem coordinator (21)
- CM** Cubmaster (21)
- CA** Assistant Cubmaster (18)
- LG** Lion Guide (21)
- TL** Tiger Cub den leader (21)
- DL** Den leader (21)
- DA** Assistant den Leader (18)
- WL** Webelos den leader (21)
- WA** Assistant Webelos den leader (18)
- PT** Pack Trainer (21)
- SM** Scoutmaster (21)
- SA** Assistant Scoutmaster (18)
- VC** Varsity Scout Coach (21)
- VA** Assistant Varsity Coach (18)
- NL** Crew Advisor (21)
- NA** Crew associate Advisor (21)
- VP** Venture Participant(18-21)
- 91U** Unit Scouter Reserve (21) - Must be marked manually on Charter paperwork
- 92U** Unit College Scouter Reserve (18) - Must be marked manually on Charter paperwork

GLOSSARY

Chartered Organization Certification:

The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults. In BSA units, the responsibility for approval of adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise. Adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America; they are U.S. Citizens (or have declared intention or are otherwise qualified.)

Unit Liability Insurance Fee:

All units are required to pay an annual liability fee of \$40.00. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer:

Also known as the institutional head (IH).

Multiple Registration:

An adult who pays a registration fee in another unit or in a district or council position does not need to pay an additional registration fee for a position in another unit. The only adult position that may multiple *within* a unit is the chartered organization representative (CR), who may serve as either the committee chair (CC) or a committee member (MC). Youth members paid in one unit are not required to pay more than once.

- It is not recommended that you use unit management software (UMS) program such as PackMaster or TroopMaster during this process because the system will not let the user go back and re-start the process using information directly from ScoutNET (BSA's National database). However if you do choose to do so, please use the program after your youth and adult rosters are edited for accuracy and assure that no nicknames are used. Otherwise, duplicate records will be created that you'll have to go back and fix.

STEP TWO – PROCESS THE CHARTER

- Become familiar with the internet rechartering process by visiting the online tutorial. Visit www.nhscouting.org/resources/online-recharter and follow the appropriate rechartering links.
- When ready to process your charter, visit www.nhscouting.org/resources/online-recharter and click on the "Internet Rechartering" icon on the homepage and follow the appropriate links. Units may begin on November 1st.
- You must sign in as a **New User** when logging on to internet recharter the first time. **Log-in passwords and access codes from previous years will not work.**
- Format names to reflect the following for data entry purposes:
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (OBrian not O'Brian)
 - NO hyphens. (John SmithPayne not John Smith-Payne)
 - NO nicknames (Joseph not Joey)
- When using internet rechartering, **do not select the transfer option for any adult or youth members.** Members that are indicated as transfers will only be charged \$1.00 the entire charter term (12 months). Internet rechartering is a national system, and this option does apply to some councils that have staggered charter renewal months, but it does not apply to our council because every district's charter term is from January to December.

- Once the process is completed, print the charter renewal package.
- Obtain signatures from the Institutional Head (a.k.a. Executive Officer) for your unit and the unit's leader.
- Collect all registration, *Boys' Life* magazine and insurance fees from youth and adult members.

STEP THREE – CHARTER TURN-IN

- Attend your district's charter turn-in day on December 2nd at the following locations:
 - Arrowhead: LDS Church, 110 Concord St. Nashua 8:00-12:00
 - Abnaki: True Memorial Baptist Church, 21 Ten Rod Rd Rochester
 - Historic: LDS Church, 55 Hampton Falls Rd. Exeter
 - Massabesic: Camp Carpenter Dining Hall, 300 Blondin Rd. Manchester
 - Mt. Monadnock: LDS Church, 130 Summit Rd, Keene
 - Nutfield: Londonderry United Methodist Church, 258 Mammoth Rd. Londonderry
 - Sunapee: Upper Valley Senior Center, 10 Campbell St. Lebanon
 - Wannalancit: Boutin Center, 16 Chestnut Street, Tilton
- Bring a **signed but otherwise blank check** with you to pay for all fees. The final amount due will be determined at charter turn-in day. **Insurance fees are separate from rechartering, and the fees indicated on the charter renewal printout from internet rechartering will not have insurance fees calculated.**
- If for any reason your unit is not able to be represented at your district's charter turn-in day, contact your unit commissioner or district professional as soon as possible to make arrangements to turn in your charter.

STEP FOUR – PRESENT THE CHARTER

- Plan to conduct a charter presentation ceremony after you receive your charter (units will be notified when charters are ready).
- Involve your unit commissioner in the charter presentation.
- Visit www.nhscouting.org/resources/online-recharter for resource material about how to conduct a charter presentation ceremony.

RECHARTER FEE WORKSHEET

<i>Item</i>	<i>Qty.</i>	<i>Cost</i>	<i>Total</i>
Unit Liability Insurance Fee	1	\$40.00	\$
Paying Youth (new & reregistered)		\$33.00	\$
Multiple Youth (dual registration) <i>NOTE: Multiples must pay registration fees in their other unit!</i>		NO FEE	
Youth <i>Boys' Life</i> Subscriptions		\$12.00	\$
Paying Adults (new & reregistered)		\$33.00	\$
Lion & Tiger Adult Partners		NO FEE	
Multiple Adults (dual registration) <i>NOTE: Multiples must pay registration fees in their other unit!</i>		NO FEE	
Adult <i>Boys' Life</i> Subscriptions		\$12.00	\$
Prorated Registration for NEW Youth & Adults (for current charter term)		\$2.75	\$
Accident & Health Insurance (MANDATORY for all paying adults and youth; include Tiger & Lion Adult Partners, and Institutional Head if not already registered in a paying position)		\$1.00	\$
TOTAL CHARTER & INSURANCE FEES:			\$