



# Three Fires Council Boy Scouts of America

Charter Renewal  
DUE 10/1/2022

All Units EXPIRE  
10/31/2022

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## CHARTER RENEWAL GUIDE - EXPLORING

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All new youth recruited in August and September **MUST** be registered with the council **BEFORE** beginning the online recharter process.

### FEES

Youth (each)	\$ 45.00 National Membership Fee + <u>\$ 12.00</u> Council Insurance Fee = <u>\$ 57.00</u>
Adult (each)	\$ 45.00 National Membership Fee + <u>\$ 12.00</u> Council Insurance Fee = <u>\$ 57.00</u>
Scout Life	\$15.00 1-year subscription (optional)
Charter Fee:	\$ 100.00 per unit

## BEFORE YOU BEGIN

1. **Review your current unit roster. Is every current youth and leader listed? Do you know who is going to be removed from the roster? Do all members 18 and older have current Youth Protection Training? Please verify the accuracy of addresses and phone numbers and collect email addresses for all members.**
2. Do you have new youth or adults to add to the roster? Applications will need to be collected and turned in for members not listed on the Internet Rechartering Portal. Anyone 18 and older will need to take Youth Protection Training and submit an Adult Application and Additional Disclosure & Background Check Authorization form prior to being registered.
3. Collect completed:
  - Youth Applications for new Scouts, signed by the parent and unit leader
  - Adult Leader Applications for adults being added to your unit. The leader application must be signed by the applicant and the Executive Officer.
  - **Current** Additional Disclosure & Background Check Authorization page for all new adult applications.

**Please use applications provided in this package. Do not use any old application forms.**

- **Current** Youth Protection Training certificate for all new adult applications. **Adults will not be registered without these forms.**

If you need additional forms, you can print them from the national website at

<http://www.scouting.org/scoutsource/Media/forms.aspx>

Internet Advancement 2.0.(not internet advancement for exploring)

Located at <https://advancements.scouting.org>, the new Internet Recharter system provides a more simplistic approach to the rechartering process.

For additional help and videos visit <https://www.scouting.org/commissioners/internet-rechartering/>

## NEW RECHARTERING TIPS FOR ALL UNITS

1. **Leave all grade levels as shown.** Exception: If a Scout Explorer is currently listed in the wrong grade, update to the correct grade. The National office automatically advances the grade levels of all members on June 1.
2. Please ensure you update or add adult leader and family email addresses for **ALL** members.
3. Recharterers submitted and approved online **DO NOT** need to be printed and submitted to our office.
4. Scholarships submitted before the recharter due date will allow us to approve the scholarship amount prior to the recharter due date. This will make a more accurate payment due amount at the time of submission. Contact your District Executive for a scholarship form, as needed.
5. Remember to submit to the council office:
  - Any new paper application for youth and adults added to the recharter system
  - Any Additional Disclosure & Background Check Authorization forms signed
  - Any current Youth Protection Training Certificates for new members 18 and older
  - Any Unit or Leader Award nomination forms
  - Payment, **do not pay online.** If payments are made online, you may not be eligible for refunds if mistakes are made. The system will reflect a total to youth fee's that do not apply to Exploring. Contact the council membership administrator if you would like to be invoiced.

**Maritsa Godinez, Membership Administrator**

**Three Fires Council, BSA**

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6. Submit one check payable to **THREE FIRES COUNCIL, BSA**. Please use the Fee Calculator on the Charter Renewal Packet. If there is an overage, the excess will be deposited into your unit account. If there is a shortage, your unit account will be used to pay the difference.
7. If you have ANY questions about the online rechartering process, please contact the Registration Department. We're here to help you. Call 630.797.4604.

## HOW TO COMPLETE YOUR CHARTER:

1. When you have completed all the information to recharter the unit click on **CHECK ROSTER, AND CHECK FOR ACCURACY**. Once everything is correct click the **NEXT STAGE** button.
2. Payment may be made by two options: Online via credit card, or Cash/Check/Unit Account. We prefer making your payment through a check or unit account so we can correct any overpayment quickly.
3. All charters are to be completed and submitted no later than October 1.

## TOP RECHARTERING ERRORS

1. **Applications are not attached for youth or leaders listed as NEW on page one of the charter. APPLICATIONS MUST BE ATTACHED TO REGISTER THE NEW MEMBER.**

Applications are required for any new youth or leader listed on page one. Any registered 18-yr old and older exploring participant must submit an adult application, current youth protection training certificate and the current Additional Disclosure & Background Check Authorization form.

2. **Signatures are missing from the applications that have been attached.** Post Advisor and a parent must sign the youth application. The applicant and Executive Officer must sign the adult leader applications.
3. **CURRENT** Additional Disclosure & Background Check Authorization Page, Youth Protection Training Certificate are not attached with the NEW adult leader application. Adults will not be registered without these forms.
4. **The six yes and no questions** are not filled in on the adult application. Applicant initials that certify the 2 statements to the left of the applicant's signature are blank.
5. **There are less than five primary youth.** All units require at least five **paid** youth to charter.
6. **Money is not attached.** Units should submit one check payable to: **Three Fires Council, BSA**. Remember to submit the \$12 insurance fee for each youth and adult.