

Frequently Asked Questions

- **Who can hold multiple positions in a unit?**

Only the Chartered Organization Representative (COR) or the Executive Officer can hold more than one position in a unit. Registration fee and insurance is paid one time in this situation.

- **Why does the Charter Organization Representative have to be the same for all units in the same Charter Organization?**

In the case of a chartering organization holding the charter for more than one unit, for example (a church could potentially charter a pack, team, troop and crew), the charter organization representative (COR) must be the same for all units held by that chartering organization. This is a National BSA standard that is designed to ensure the Scouting programs at a single Charter Organization work together to promote Scouting and to have the best possible program for the youth.

- **Does a leader need a new application for each time they change their job responsibility in the unit or when they gain a new job responsibility in another unit?**

Yes the unit should submit a new application immediately when the change is made so that the leader receives communications appropriate to his/her position and so that there is a record that the chartered organization has approved the change. For example: when a change in a unit's top leadership positions occur, the unit should send in a new adult leader application(s) to record those changes immediately to the Dan Beard Council. Don't wait until charter renewal time. However, at charter renewal time only, the position may be changed within a unit using Internet Charter renewal without an application.

*In the case of an adult changing units (or staying in one unit and adding another job responsibility in another unit), an adult leader application is **always** required. This counts as a new application and proof of current youth protection training must be attached to application in addition to the other 2 forms.*

New applications are also needed for district and council related positions such as: Unit commissioners, National Youth Leader Training unit, District commissioner, Merit Badge Counselor or other office holder; Summer Camp Staff.

- **Does a Merit Badge Counselor have to pay any fees?**

Individuals that have their sole role in Scouting as a Merit badge counselor roles does not pay the registration and insurance fee. Merit Badge counselors that have other roles in Scouting are required to pay membership fee and insurance as part of that role. Merit Badge counselor roles do NOT count as a multiple.

- **Does a person pay for primary membership in each unit or just once for being in BSA?**

A person is only required to pay once for BSA membership as an adult or youth. The unit through which the person pays BSA membership is called the "primary" membership. If an individual is 18-20 years old and is a member of a troop as an adult and a youth in a crew this counts a two different memberships and needs to pay for both. All other, unpaid memberships are called "multiple" memberships.

- **How do I indicate a member holds multiple positions?**

There is only one individual that can be in 2 different “official” roles in a unit. That person is the chartered organization Rep. . If the COR holds two paid positions in one unit Internet Charter renewal dynamically takes care of this scenario. The Fee Summary will only charge that adult one time. All other individuals can only be in one role in a unit. They may have multiple jobs in the unit, but can only be registered as one primary.

- **What if the member is multiple because they are paying in another unit?**
Select the Update link to the left of his or her name. Select Member paid in another Unit radio button. Click Save.

- **If a youth or adult has changed positions (or unit), can I simply transfer them or is a new application required?**

A new application is required. Every unit is a separate organization in Scouts and members must be approved by that chartering unit. Even though a scout is transferring from a pack to a troop with the same chartering organization, a new application is required. A new application is required to get the parents signature and unit leaders. There is no fee for being part of the additional unit as a youth. If an individual is 18-20 years old and is a member of a troop as an adult and a youth in a crew this counts a two different memberships and needs to pay for both. However at charter renewal time the youth or adult must pay the full amount for the upcoming year.

- **When a youth reaches adult age, can the youth be moved to adult area without having to delete and reenter data?**

Yes. A signed and completed adult application will be required with proof of Youth Protection training. If a unit has loaded the council information and has a youth member who is 18 (or 21 for Venturing) and cannot be renewed as a youth member, then that member may be "promoted" in the Promote screens. This will save re-entering the data. The roster will then display that person as an adult (SA, VA, or NA [Venturing associate advisor]). Note you must ensure the individual's SSN is listed on the application so that council can enter the info when the charter is being processed.

An alternate solution is for the unit to submit the adult application for the new leader prior to charter renewal (the loading of the roster) so that the council can make the change. Then the roster will display that person as an adult without further effort on the unit's part.

- **What happens if I discover I don't have some information I need to complete the charter renewal?**

You may continue to enter the information you do have. You may close out and it will save the information you have entered. Make notes of what you need, then go get it. When you have more information, you can go back to the appropriate pages and enter the new information. You may stop and start as often as you need, as long as you log in as a returning user.

- **What if I have made so many errors during the charter renewal process can I start over?**

Yes as long as you have not submitted to Council. Contact your District Professional. They will work with council staff to have the system reset so you can start fresh. This does not change the deadline for submission.

- **What happens if there is a change after I have submitted and printed out the charter renewal form?**

No more changes can be made in the online system without major work. (If you need to make additional changes in the online system the entire process will need to be reset and started from scratch. Please contact your District Professional to determine the best next steps)

Small minor changes only can be made manually on the printed charter renewal form. Examples include, misspelled name or address or wrong telephone number. Non top Unit leadership roles and positions may be changed if the Executive Officer initials next to the change when they are signing the charter. Top unit leader roles will need an application. New Youth applications should just be added to the packet and paid for using the Charter Worksheet. Ensure any changes that impact membership fees are reflected in the charter Worksheet and paid for. Write the name(s) of any new member(s) in the appropriate "new member" (adult or youth) list printed out by Internet Charter renewal.

- **If it is necessary to add a new youth/adult after Internet Charter renewal has been "submitted to Council", how is the information added and how are fees handled?**
For a new youth/adult, an application must be obtained. Write the individuals name on the charter in the new youth or new adult sections. Include fees for both this year (\$1.25) and next year (\$24.00 + Boys' Life). Note that, if you have turned in the signed charter, submit the applications and fees to the council service center as you normally do.
- **Are we allowed to make changes via Internet Charter renewal throughout the year as new boys/adults are added or removed?**
No, the Internet Charter renewal process is just for the annual renewal. Submission of the new youth and adult applications to the council service center will keep the charter information current. New printouts may be obtained via Internet Advancement by unit leaders whenever they log on. It may also be requested thru your Commissioner staff to your District Professional.
- **What is the difference between the buttons First Time User and Returning User?**
***First-Time User** takes the user through the Renewal Processor registration process. This is the choice users should make if they haven't previously registered themselves as the Internet Charter Renewal Processor for this unit.
Returning User takes the user to the Log In page. This is the choice users should make if they have already registered themselves as the Renewal Processor for this unit and already have a password.*
- **I am the Renewal Processor for another unit. Should I choose First-Time User or Returning User?**
You should choose First Time User for every unit for which they are the Renewal Processor. That is because they are both registering themselves and the unit for Internet Charter renewal. For example, Bob is the Renewal Processor for a pack and a troop. Registering for the pack does not register the troop in any way. Bob will still have to go through the First-Time User link to register the unit and himself as the Renewal Processor.
- **I was the Renewal Processor last year. Should I choose First-Time User or Returning User?**
Choose First time user. Every year each Renewal Processor and each unit will have to reregister to use Internet Charter renewal. So even last year's Renewal Processor will have to go through the First-Time User link and reregister.
- **I think I have entered everything correctly to log in, but Internet Charter renewal is telling me that these three pieces of information do not match a valid unit. Why?**
Make sure that the unit is using its actual unit numbers. Some units will refer to themselves as "Unit 71," while the council has them registered as Unit 9071. Be sure the Renewal Processor is using the full four-digit unit number that appears on the copy of the unit roster.
- **I lost my access code. What can I do?** *Contact your District Professional*
- **I lost my password. What can I do?** *Contact your District Professional*

- **There are some members of my current unit who are not appearing on the Select Members for Renewal page. Why not?**

There are a couple of likely explanations: The member was entered after the Internet Charter renewal data was downloaded from PAS to Internet Charter renewal for this unit.

--OR--

The member was never entered into PAS.

Either way, the Renewal Processor should enter the member as a new participant. The Internet Charter renewal-PAS processing will merge this new record with any existing record in the unit.

- **Why isn't the insurance fee included on the internet charter renewal document?**

Insurance fees are not uniform across the country as each council negotiates their own rates and how they get collected. The Internet Charter renewal system is a national BSA system and is unable to calculate it for each of 300+ councils in the US.

- **Why are my unit advancement percentages different than our recorded last year's percentages?**

There are many reasons for a difference to be recorded. Advancement paperwork may not have been processed by council, number of youth registered in the unit may be different than unit records are 2 of the most common. There may be others and if you feel your records are more correct than what is in packet and you can show them if needed to Council staff, please use your records vs what is in packet.

- **What positions are required to be filled in a unit?**

All units must have at least the following positions filled:

- **Chartered Organization Executive Officer (Institution Head is the previous description of role).**
Must be the SAME on all units sponsored by one charter organization. Any changes in the Executive Officer should be updated in the charter renewal file. SSN is not required for the Executive Officer.
- **Chartered Organization Representative. (COR)**
Must be the SAME for all units sponsored by one charter organization. The chartered organization representative is the only position that can be a multiple within a charter; they can be a committee chairman or member of committee only.
- **Committee Chairman**
- **2 Members of Committee** (Pack Trainer can be the second member of committee)
- **Unit Leader:** Cubmaster, Scoutmaster, Varsity Coach, or Crew Advisor

Cub Scout Packs must also have:

- **At least one Den Leader**
- **There must be an, over 18 year old, Adult Partner for each Tiger Cub.** *If this person is not living at the same address or is not the parent of the Tiger Cub they must complete an adult application. If the adult partner wants to be a leader they must complete an adult application.*

- **What is BSA doing to help units and leaders track mandatory Youth Protection Training that was effective June 1, 2010, for all registered volunteers.**

- *In order to assist councils and to ensure that these policies are fully implemented, we are making significant changes to the ScoutNET > PAS, MyScouting, and Internet Charter renewal software. Some of the changes include:*
 - *Adding the Youth Protection training indicator to the Charter Renewal and Unit Rosters.*
 - *Creating a system validation to ensure that all newly registered leaders have taken YPT within the last two years and that this training is recorded on the person profile.*
 - *Automatic notification from MyScouting to adult volunteers prior to Youth Protection training expiring.*
 - *Final Internet Charter renewal paperwork for unit renewal processors will include a list of leaders that require that proof of Youth Protection training be submitted to the local council with the signed renewal paperwork.*
 - *Software changes will soon begin, starting with ScoutNET > PAS. Updates to MyBSA, MyScouting, and Internet Charter renewal will follow.*
- **Where is the Free Rank Advancement Worksheet?**

The Free Rank Advancement program requirements were simplified to make it easier for units to earn free rank badges for the upcoming year.

 - *The first simplification is that is no free Rank advancement worksheet. The committee chair for all units will be notified by EMAIL no later than January 20th, of their units status on free rank. This should be in time for all February events. If earlier confirmation is needed contact your district professional. The district professionals will be responsible for notifying the Scout Shop of each unit's status.*
 - *The second major simplification of the program was to have only two requirements.*
 - *Error free Charter packet (as defined on page 5).*
 - *Attain and turn in paperwork for Bronze level Journey to Excellence Status for 2014.*