



2017 OFFICIAL RECHARTER INSTRUCTION BOOKLET



Prepared. For Life.™

Key Contacts: District Commissioners

- | | | |
|------------------------|-----------------|--|
| • Canyons | Gary Hodgson | dc.canyons@yahoo.com |
| • Del Mar | Darren Braham | ddram52@aol.com |
| • El Camino Real | Derek Knobel | dknobel@cox.net |
| • El Capitan | Jamie Finnsson | missimpos@aol.com |
| • Los Amigos | Mark Guttenplan | markgu2009@gmail.com |
| • Orange Frontier | Debbie Lewicki | rogertlewicki@ieee.org |
| • Pacifica | Bill Hodge | whodge@socal.rr.com |
| • Portola | Sam Moses | scoutingsam50@gmail.com |
| • Rancho San Joaquin | Carl Fabrizio | carl.fabrizio1@gmail.com |
| • Saddleback | Art Johnson | audiologyart@gmail.com |
| • Tiburon | James Taylor | james.walter.taylor@gmail.com |
| • Venturing/Sea Scouts | Holly Krumsick | hollyk@ocbsa.org |

National BSA Service Desk 972-580-2489, for technical problems

Orange County Council

1211 East Dyer Road, Santa Ana, CA 92705
(714) 546-4990 Fax (714) 546-0415
www.ocbsa.org/recharter

Council Registrar
(714) 546-8558 x158
Email: recharter@ocbsa.org

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NOTE

**New Pilot program this Year
“LION” Kindergarten grade, must be
age 5 by 9-30-2016**

Registration Fee \$24.00 each

Boys’ Life \$12.00 each

***Unit Charter Renewal Fee
\$40 per unit***

Venturing/Sea Scout Youth
Any youth who has turned 18 in 2016,
must complete the Adult leader application.
Please use the newest BSA Adult app

There are NO Transfers during renewal

BE ON TIME – ERROR FREE
**Every hour spent by volunteers and
Council staff chasing down late
recharTERS and fixing errors can’t be
spent helping youth succeed.**

Thank you, in advance for helping us make
the most effective use of our limited
resources while we assist you in providing
the best possible Scouting program for the
youth in Orange County!

INTRODUCTION TO RECHARTERING

What is a Charter?

The chartering process is one of the oldest traditions in Scouting. It is the formal (legal) document that certifies the agreement between a Chartered Partner – an organization that agrees to utilize Scouting as part of its service to youth and community outreach – and the Boy Scouts of America, setting expectations for the quality of program to be delivered to the Charter Partner’s youth population.

Why is a Charter Renewed Annually?

- Fosters a formal, timely plan for regular dialogue between charter organization and BSA.
- Assures up to date member registration in district/council Scout activities and rank advancement.
- Makes units eligible to qualify for yearly Journey to Excellence goal setting, review process and recognition.

Unit Charter Renewal

Unit Charters are issued for one year and expire on the last day of the charter renewal month (aka recharter date) printed on the charter. After that, units are “separated” from Scouting, the unit is “dropped” from BSA membership, as are all its members. Units are given 30 days past the expiration date to correct any problems and issues.

When a unit is separated from Scouting, it ceases to exist and CANNOT legally operate in any capacity, including activities and advancement. An expired unit has no status in BSA and no insurance coverage for any of the unit’s members and Chartered Organization. Youth and adults are unregistered, cannot attain awards and recognition. Advancement or achievement of any kind for the boys – including Eagle Rank – cannot take place, and tenure in rank and for leadership positions is stopped.

Units have access to the online recharter system for 60 days before the unit expiration date and ending 30 days after to fix problems. Please be sure to process your recharter accurately and on-time.

Privacy Policy

Charter renewal involves confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside the Boy Scouts of America. If the recharter processor cannot accept this responsibility, a different person must be identified to complete the recharter.

Submitting the Final Charter

After submitting the renewal online, please print the final paperwork, secure signatures, and collect fees. The charter package needs to be reviewed and submitted to the Unit or District Commissioner. Their experience will help spot potential issues that might hold up your Charter’s processing. The commissioner staff will ensure that your charter is submitted to the council error free. **Please do not bring the recharter package to the Council Service Center.**

GETTING STARTED

Congratulations, you have been selected as the Online Recharter Processor for your unit. The Online Rechartering process allows you to be in complete control of your information - this ensures that it will be correct, and you can do it from home or office, anytime that is convenient for you. It's an easy-to-use and secure system.

Now that you have been selected, you must attend your District's Recharter Workshop. During this training session, you will receive more information and help on how to log on and process your recharter. An online tutorial and PowerPoint presentation are also available on the recharter website if you need a refresher on the information heard at the meeting.

The Online Recharter access will open **November 1st**,

To be eligible for the Journey to Excellence Unit Award, your recharter must be On Time. This means the recharter must be submitted, signed, and delivered to your Unit Commissioner with payment between **November 2nd and December 8th**.

*Recharters are due to your Commissioner **no later** than the December Roundtable, December 8, 2016.*

Here is what you'll need to get started:

1. The website: www.ocbsa.org. Select "Online Recharter" shown on the lower right of the website home page. The Online Rechartering system requires Microsoft Internet Explorer for proper operation.
2. Your Access Code (label affixed to the front of this booklet)
3. **Gather all information needed to start recharter:**
 - a. Current Unit Roster (can be obtained from your Unit Advancement Processor or from Council)
 - b. List of youth and adults to remain on roster.
 - c. List of youth and adults to be removed from roster.
 - d. List of youth and adults who want Boys' Life.
 - e. Completed applications for ONLY **New** youth and adults. (if a youth member is a Lion write Lion on the top of the app please)
 - f. Disclosure forms for **New** adults.
 - g. Youth Protection Training certificates for all new adults
 - h. Provide a copy of the Unit Training Report with Den Leaders highlighted.

Once you have logged onto the Online Recharter website:

1. **Select First-time user** and enter the unit access code. (Each year you are considered a First-time user when accessing the system for the initial time. Codes and passwords from prior years are no longer active).
2. Select the unit type and enter the unit four-digit number. (ex: unit 70 will be 0070)
3. Create a password as instructed.
4. Complete the information requested on each screen.

Note: You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

IMPORTANT THINGS TO REMEMBER

- Be sure that your computer is set to compatibility view mode. Incorrect settings will prevent the charter from being submitted. Be sure scouting.org is added to compatibility view.
- Please make sure all mailing addresses and email addresses are up-to-date. Returned mail means a Scouting family is missing out on valuable Scouting information. Feedback through the emailed Voice of the Scout surveys is also important to meeting the needs of our Scouting families.
- When entering names, Use **ONLY** legal names on applications. **NO NICK NAMES!**
- If making corrections on the final printout, use **RED INK** only!
- Do not make name changes during the Recharter process. If a name is misspelled or incorrect, please make corrections on the print-out in **RED INK**.
- **DO NOT** overtype on an existing record. You must add/delete old record for position changes.
- Make sure all new Adult applications have the correct signatures (Committee Chair & Charter Rep), a Social Security number, a leadership position, Question #6 (Additional Information) is answered and the Disclosure Form attached; signed by the applicant, remember the 4 spaces that need the initials of the applicant too.
- Tiger and Lion Parents (position AP & LP) cannot be changed to a registered position without a new application.

REQUIRED TRAINING

Youth Protection Training (YPT) must be taken every two years by every registered leader in your unit. If a volunteer's YPT record is not current at the time of recharter, or if it expires during recharter processing period (which can be weeks), the volunteer cannot be registered. Units should not wait until charter renewal to make sure all YPT is current. Failing to ensure compliance now will make unit charter renewal more difficult and take more time to complete.

All Den Leaders (Tiger, Wolf and Bear) must have both YPT and Den Leader Specific Training completed before rechartering the unit. All trainings are available online.

Tip: Your unit's Key 3 leaders can review your unit's current YPT and leader training list to see who is currently trained or needs renewal by accessing <https://my.scouting.org>. Encourage everyone needing YPT and Den Leader training to complete their course before you start to renew your charter!

BOYS' LIFE SUBSCRIPTIONS

BOYS' LIFE* Is ~~Optional~~ Essential!** Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that ***BOYS' LIFE magazine is **ESSENTIAL** to a strong Scouting program. Successful leaders use ***BOYS' LIFE***.

Units can qualify for a **100% *Boys' Life* Streamer** if every family receives at least one subscription. If your unit is a Journey to Excellence Unit, you will also qualify to wear the **Journey to Excellence/100% *Boys' Life* emblem**.

JOURNEY TO EXCELLENCE UNIT ASSESSMENT (JTE)

The Journey to Excellence Unit Assessment includes recognition for outstanding packs, troops, teams, and crews, that strive for continuous improvement and conducts a quality program for their youth on an annual basis. All units must turn in the JTE scorecard with their completed recharter paperwork by the December Roundtable to be considered for the JTE award. Units that qualify may wear specialized emblems ordered through a Council Scout Shop.

RECHARTERING TIPS FOR SUCCESS

From the Council Registrar

1. Take advantage of the UPDATE Button use it multiple times throughout your charter process.
2. **Simplify your recharter process:** Turn in all new youth and adult registrations to the Council Office at least 15 days prior to starting your recharter. This will make the process go much faster.
3. **Do Not** change names in the online recharter area (this includes correcting spelling). Please **handwrite in red** correct names on the final printout only.
4. Please do not add **fake birthdates**. The age of youth is relevant to the BSA program.
5. Please make sure that when unselecting/deleting, you delete the correct person. If deleted by accident, **handwrite the person on the printout with an explanation. Do Not Reenter online.**
6. **No One should be marked as a transfer;** there are NO transfers at recharter time.
7. **There has to be at least 10 paying youth for a Unit to Recharter. (LDS units and Crews excluded)**
8. Check and confirm all multiple registrations. (*See section on "Multiple Registrations"*)
9. If a Scout or adult leader wants *Boys' Life*, **please be sure to mark it** during the online rechartering process and include fees in final payment.
10. Only **New** members need applications. A list of those needing applications is printed with the final recharter (on the front page). Please be sure to review the final recharter front page to insure all required paperwork is completed and attached.
11. Social security numbers are no longer required to be input by you online during the recharter process. Only the council will be able to input SSN when processing adult leader applications.
12. Please make sure **all New** applications are completed, with signatures, birthdates and correct adult social security numbers. These must be attached to the recharter packet at turn-in.
13. Please make sure that you complete the last step by electronically **SUBMITTING and PRINTING** the recharter. (**Print 2 copies**, one each for the council and unit)
14. Please make sure that all paperwork is ready to be submitted together, (See page 9).
15. Be the first to return your recharter packet to your commissioner before the deadline.
16. Checks or cash only for annual renewal. (No credit cards)

Note: Please make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance and the youth may not qualify for advancement. Be sure to immediately turn in new applications at the Council Service Center anytime during the year.

RECHARTER STEPS

- Stage 1** – Load Unit Information. This will populate the online system using your current membership.
- Stage 2** – Update Roster. Update information, select which members to drop from next year's roster, add adult members, add youth members, update member data, and update member positions.
- Stage 3** – Check Roster. Validate the data to be submitted conforms to BSA rules (such as adults in required positions and all Tiger Cubs & Lion members have an adult partner)
- Stage 4** – Update Member Fees. Update fees, assign multiple status, and sign up members for *Boys' Life*.
- Stage 5** – Submit Roster. Review draft version before selecting the "Submit to Council" button. Complete youth not renewing survey.

UPDATING ONLINE ROSTER

There are six steps in Stage 2: Update Roster:

1. Update chartered organization information (contacts, addresses, phone #)
 - Review your chartered organization information and make any necessary changes.
2. Select members for renewal
 - Select for renewal only the members who will be renewing with your unit.
3. Promote members
 - Select members from another unit to become members of your unit.
4. Add new members (*These require completed application to be attached*)
 - Add new adults and youth to your roster.
5. Update member data
 - Update the personal information of members on your roster (birthday, email address, home address, phone number or occupation). *Every Scout & leader should have an email address. Parent emails should be used for youth members.*
6. Update adult positions

POSITION CODES and TITLES

Position codes – All positions can be held be male or female and the minimum age requirements for each position is in parentheses next to the position. These are all fee paying positions – except AP & IH

CR	Chartered Organizational Rep (21)	SM	Scoutmaster (21)
CC	Committee Chairman (21)	SA	Assistant Scoutmaster (18)
MC	Committee Member (21)	VC	Varsity Scout Coach (21)
TL	Tiger Cub Den Leader (21)	VA	Assistant Varsity Scout Coach (18)
CM	Cubmaster (21)	NL	Crew Advisor (21)
CA	Assistant Cubmaster (18)	NA	Crew Associate Advisor (21)
WL	Webelos Den Leader (21)	SK	Sea Scout Ship Skipper (21)
WA	Assistant Webelos Den Leader (18)	MT	Sea Scout Ship Mate (21)
DL	Den Leader (21)	91U	Unit Scouter Reserve (21)
DA	Assistant Den Leader (18)	92U	Unit College Scouter Reserve (18)
PC	Parent Coordinator (21)	92V	Venturing College Scouter Reserve (21)
PT	Pack Trainer (21)		
LL	Lion Guide (21)	VP	Venturing Participant (youth 18-21 Adult app)
		AP	Tiger Cub Adult (18) – <i>Non Paying Position</i>
		LP	Lion Partner (18) - <i>Non Paying position</i>
		IH	Institutional Head (21) – <i>Non Paying Position</i> (Executive Officer and IH are same person)

Required Positions per Unit:

PACK IH, CR, CC, 2 MC's, or 1 MC & 1 PT, CM and one den leader, either a TL, DL or WL or LL (Lion Guide). There must be an AP or LP for every registered Tiger Cub and/or Lion Cub. (CA, WA, DA, PT, PC, 91U, and 92U positions are optional)

TROOP IH, CR, CC, (2) MC's and SM. (SA, PC, 91U, and 92U positions are optional)

TEAM IH, CR, CC, (2) MC's and VC. (VA, PC, 91U, and 92U positions are optional)

CREW IH, CR, CC, (2) MC's and NL. (NA, PC, 91U, and 92V positions are optional)

SHIP IH, CR, CC, (2) MC's and SK. (MT, PC, 91U, and 92V positions are optional)

UNIT KEY 3

The Unit Key 3 consists of the unit leader (CM, SM, VC, NL, SK), the chartered organization representative (CR), and the unit committee chairman (CC). The Unit Key 3 is a critical component to the success of your unit. The Unit Key 3 meets once a month to discuss the unit, its challenges, coming events, and progress towards completing their action plan and Journey to Excellence goals. It is a time for the Unit Key 3 to spot early warning signs and work together toward continued unit success.

When rechartering the unit, please align your leadership to support and implement the Unit Key 3. This may mean spreading out the positions if one person is serving as committee chairman and chartered organization representative. This three-person structure allows each person to contribute their individual strengths, abilities, and perspectives based on the focus of their trained position.

UPDATE ROSTER BUTTON – USE THIS OFTEN

The “Update” Button can be selected anytime during the recharter process prior to Stage 5. This button allows units to reload their roster from the BSA system adding additional youth and adult applications that were recently processed by the Council Office or the new Online tool. The update does not overwrite any changes already made to the system. You will then be able to go through stages 2-4 for these new additions to the roster.

Example: Unit turns into Council applications after Nov. 1st. Use the update button to reload roster with the new names added. Continue recharter process.

SCOUTER RESERVE POSITIONS

These positions are for adults that wish to remain on their unit rosters, without registering as an assistant leader or committee member when appropriate.

These positions use the same application, fees and registration process, as any other adult volunteer but the only training requirement is Youth Protection. Scouter Reservists do not need to complete Position Specific Leader training or any other adult leader training after completing YPT.

If a young person or adult continues to be highly active with the unit (attending at least 1 or 2 meetings per month and participating in several campouts or other activities during the course of the program year), then registering them as an assistant leader may be more appropriate. In that case, they should complete both Position Specific Leader and Outdoor Leader trainings.

UNIT COLLEGE SCOUTER RESERVE
(Position code 92U)

For Packs, Troops, and Teams
Minimum age requirement of 18

VENTURING COLLEGE SCOUTER RESERVE
(Position code 92V)

For Venture Crews and Ships
Minimum age requirement of 21

- If a young person is away at college, on a mission, or in the service and wants to stay registered with the unit, the Unit College Scouter Reserve or Venturing College Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

UNIT SCOUTER RESERVE
(Position code 91U)

For Packs, Troops, Teams, Crews and Ships
Minimum age requirement of 21

- If an adult supports the unit but is not an ongoing participant in meetings, activities and outings the Unit Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

MULTIPLE REGISTRATIONS

Only the Chartered Organization Rep (CR) can hold more than one position in a unit.

The CR may also serve in a multiple capacity as the committee chairman or member of the committee within that unit if there are not enough adults registered for these positions. The CR cannot serve as the unit leader (Cubmaster, Scoutmaster, Varsity Scout Coach or Crew Advisor).

Other adults may register in only one position per unit. If a unit feels that better service can be provided by an adult already serving in another unit, that individual may still hold only one position in each unit. There are no restrictions on the number of positions one person may hold as long as the individual serves only one position per unit.

Youth who are registered as Boy Scouts may multiple register as members of a Venturing crew or a Varsity Scout team. Members of a Varsity team may also multiple register in a Crew, Ship or Troop.

Registration fees are paid only for an individual's primary position; there is no fee for multiple positions. Multiple registrants will only receive a membership certificate for their primary position.

Some leaders choose to have their primary registration with the District or Council. Mark them as multiple in the recharter process, and remind them to pay their registration fees to the Council Service Center by December 31st.

If a new individual is registering as a multiple, please indicate that on the application by writing MULTIPLE on the application.

Only youth in a Ship or Crew may multiple register as both an adult and youth.

PROMOTE MEMBERS

The promote members provides the ability to move youth and adults from one unit to another. Promote members is integrated seamlessly into Internet Rechartering and is a simple process with step by step instructions.

In the promote members process the unit doing promotions will have automatic access to units that are chartered to the same chartering organization. If the chartered organization is different, the unit must obtain the access code to the other unit in order to obtain records of members in that unit who will be joining their unit. They must contact that unit to get the access code. This will encourage inter-unit cooperation and confirm who is seeking their member information.

Youth and Adult Promotion

All youth and adults being promoted will be required to complete a new application. The first page of the charter will show who an application is needed for.

Youth to Adult Promotion

The promote member process can be used to promote youths in the troop to an adult position in the troop (ex. youth member to Assistant Scoutmaster). An adult application and social security number are required to complete this process. All adult leaders must meet the adult requirements before joining.

Crew and Ship 18 Year Old Youth

Scouts who are 18 years old and registering with a Crew or Ship as a youth, and who are also an adult assistant Scoutmaster or 92U with a Troop, would pay membership with Crew or Ship for their primary registration and dual role as the adult. Remember, all new youth and any youth turning 18 in 2016 must complete an Adult Application with position code VP if 18 years or older.

COMPLETING THE RECHARTER

Please make sure that you complete the last step in the online rechartering, by **SUBMITTING and PRINTING.**

1. Look at “warning” messages and correct errors before submitting and printing charter paperwork. Submit and Print final paperwork. (**Print 2 copies** one for the council and one for the unit)
2. Gather all required signatures (for recharter and applications.)
3. Collect fees that are due.
4. Deliver completed Recharter to your Commissioner on or before December 8, 2016. **Do Not deliver or mail to the Council Service Center.**
5. Please make sure that all paperwork is ready to be submitted together. This includes:
 - Recharter (printed in the last step of the online recharter process)
 - Signatures on the recharter by the Executive Officer/IH and Unit Leader (CM, SM, VC, NL, SK)
 - All new applications (completed – including required signatures)
 - Fees (Only one check per unit payable to OCCBSA is accepted for payment. Fees may be charged to unit account provided that the balance will cover total amount due). **No Credit Cards**
 - Charter Partner Agreement Form (print in last of renewal step also signed by Executive Officer)
 - Journey to Excellence scorecard. Must be completed regardless of qualification
 - Copy of unit training report with Den Leaders names marked
 - **Note: All recharter fees are sent to the National Office. No registration fees remain with the local council.**
6. Please be aware that if there are any issues with your Recharter, it will not be posted until those issues are cleared up. So please check and double check your charter before turning it in.

Note: If paperwork says **Draft Version**, the recharter has not been submitted online correctly and cannot be accepted. Before turning in paperwork, please be sure final recharter has signature lines.

COMMONLY MADE MISTAKES

- A. **No signatures or incorrect signatures on adult applications and Recharter.**
 - 1) Adult applications should have the Committee Chair and Charter Reps signature.
 - 2) Recharter should have Executive Officer (IH) and the Unit Leader signature.
- B. **No fee or wrong amount attached.**
 - 1) Remember **NO ONE** is marked as transfer at recharter time. (All units expire December 31st)
- C. **Applications missing.**
 - 1) Make sure there are applications for everyone listed on the first page of the recharter.
 - 2) Please be aware that even if you turned in an application for someone months ago and they are listed on the front of the Recharter, please supply a new application or make a copy of the unit’s copy of the previous submission with social security number added.
- D. **Incomplete Applications.**
 - 1) Adults missing Social Security number, not answering Question #6, and/or Disclosure form not attached or signed.
 - 2) Youth missing birthdates and/or parent information (important especially for Lion and Tiger Cubs)

FREQUENTLY ASKED QUESTIONS

Where can I get a copy of our current BSA Roster?

The first person to ask would be your unit Advancement Coordinator. Rosters are available through the Online Advancement System or from the Council Service Center. Email registration department.

Where can I check the training status of unit leaders?

Go to <https://my.scouting.org> and select Legacy Web Tools & Training Validation to look up leaders. Or you can request from a member of the Unit Key 3 (CR, CC, unit leader) a copy of the Training Detail Report.

I have not received my membership card?

Membership cards are mailed out to the Unit leaders after the recharter has been processed by the council office. If you are looking for person ID #, the Advancement Coordinator for your unit can print temporary cards or a roster with everyone's personal ID#. Note: You will only receive a membership card for your primary position (the position which you paid for). You can now print your own card from your personal my.scouting.org account also.

I forgot my log in for Rechartering?

The council only has the unit access code since you created the password. Please make sure it's something you can remember. You can also use the "forgot password" option or the Council can reset your password if necessary.

Is my Recharter access code the same as last years? No, the access code changes every year.

How do I change my Charter Executive Officer/IH?

The easiest way is to cross out the old name in red ink and write in new Executive officer name and date of birth on your final recharter paperwork.

How do we change our Chartering Organization?

Contact your District Executive. Attach a new unit application to your Recharter, along with a letter from the previous Organization releasing the number and all property to the new Organization.

Why is my Charter not posted? *Please contact your District Executive or Council Registrar for details.* There can be several reasons for this:

- a. Applications are missing and/or information on applications is missing, i.e. required signatures
- b. Fees have not been paid
- c. Charter was not submitted correctly online

I changed a unit leader, but he is not on my Recharter Printout?

There was no application submitted or the application was incomplete.

I submitted my Recharter online to the Council and forgot to add someone, what can I do?

- 1) If you have not submitted the recharter to your unit commissioner, write their name on the front page of the charter, attach an application for them and include the appropriate fees.
- 2) If you have already submitted the paperwork to your unit commissioner, turn in application to the council office with applicable fees for current year plus the new recharter year.

Why do you need my Social security number?

All adults must supply their social security for a National background check. It is BSA policy and BSA takes youth protection seriously.

I'm changing my position do I need to fill out a new application?

No, not during renewal. Yes, if you are a Tiger or Lion partner and wish to register in a paid position. After the annual renewal every time you change positions or transfer to a new unit during the year, you must fill out a new application. Be sure application is complete and disclosure page is attached.

Journey to Excellence

“Wrapping Up Your Journey to Excellence Assessment”

Major Features of the Program

- **Improve** and increase adult leader training.
- **Improve** youth recruitment and retention.
- **Improve** parent participation.
- **Improve** youth advancement.
- **Improve** outdoor program participation.
- **Improve** annual program planning.

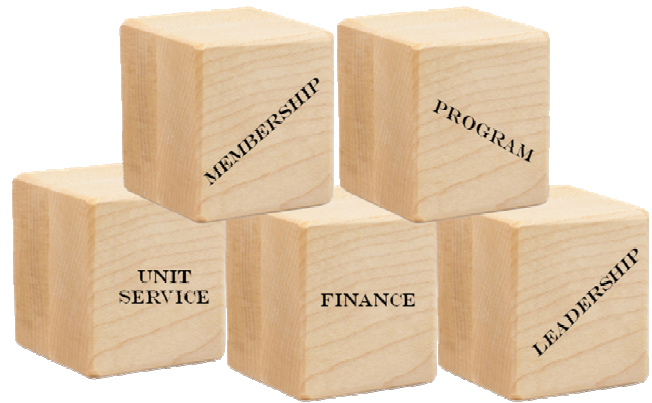
As the year comes to a close, it is time to complete your unit’s Journey to Excellence Scorecard. The process is fairly simple – you will need the following:

- The unit’s roster as of January 1, 2016.
- The unit’s 2015 Journey to Excellence scorecard to use as comparison
- The unit’s completed recharter paperwork for 2017.
- The unit’s advancement records for 2016 (all advancement reports submitted throughout the year are available through the Online Advancement System – contact your unit advancement chairman or the Council Service Center.)
- The unit’s activity/service project/meeting calendar and budget
- The unit’s leadership training records (Unit Key 3 members have access to this through Training Manager icon for all registered leaders in the unit)

Scorecards are available online at:
www.scouting.org/scoutsources/awards/journeytoexcellence.aspx

Required - Please print and complete three copies – one to turn in with your recharter paperwork, one for your commissioner and one to keep for the unit record.

The unit will receive a recognition ribbon from the Council. The unit may purchase uniform patches at a local Scout Shop.



The Building Blocks of a Successful Unit

The Journey to Excellence Unit Assessment includes recognition for outstanding packs, troops, teams, and crews, that strive for continuous improvement and conducts a quality program for their youth on an annual basis.

FINAL RECHARTER CHECKLIST

- Recharter (printed in the last step of the online recharter process)
- Signatures on the recharter by the Executive Officer/IH and Unit Leader (CM, SM, VC, NL, SK)
- All new applications (completed – including required signatures)
- Fees (Only one check per unit payable to OCCBSA is accepted for payment. Fees may be charged to unit account provided that the balance will cover total amount due). No Credit Cards
- Charter Partner Agreement Form (signed by Executive Officer)
- Journey to Excellence scorecard. Must be completed regardless of qualification
- Den Leaders a copy of Unit Training Report with names highlighted
- Returned to District Commissioner no later than December 8, 2016.