2021 Exploring Charter Renewal Instructions

New Registration Fees

The registration fees for Clubs & Posts, effective August 1, 2020 are:

National Exploring Youth Membership Fee	$42
Garden State Council Youth Program Fee	$24
National Exploring Adult Membership Fee	$42
Garden State Council Adult Program Fee	$12
National Annual Charter Fee	$75

Before You Go Online

- Assign one person in your unit to handle the Charter Renewal process.
- Identify youth and adults to add and delete during the online process. Follow-up with all dropped youth members to ask if they are interested in rejoining, and if not, make sure to note why since you will have to indicate that during the online Charter Renewal process.
- Verify current leader positions and note any changes in position (New applications are not needed for position changes made during Charter Renewal).
- Every registered adult **MUST** have completed Youth Protection Training within the last two years and **MUST** fill out an *Additional Disclosures and Background Check Authorization* or *a Criminal Background Check Exemption, Form #28-573*.
- Collect applications for all new youth & adult members.

Accessing the Internet Rechartering Online Portal

- Follow the instructions in the *Online Explorer Renewal Overview* which is included in this package.
- The first time you login to the Internet Rechartering portal this year, select **First Time User,** after that login as a **Returning User.**
- Use the Unit ID and Access Code from the email sent to Post Advisors and Committee Chairs to log in to the system.

If you've never used the Online Charter Renewal System before, please go through the tutorial.

Steps for the Online Charter Renewal Process

- Download your roster information.
- Update roster information and select which members to renew. All adult members must have completed the current Youth Protection Training and MUST fill out an *Additional Disclosures and Background Check Authorization* form.
- Add new Adult & Youth members (Applications will contain the data you need to enter). Remember to Refresh your roster every time you work on your charter to be sure you include any new members that have been added.
- Update member data (E-mail, phone, address, etc.)
- Update leader positions
- Complete survey of why youth are not renewing membership.
- Double check entire roster: drops, adds, etc.
- You can pay for your charter in person at either office via check or credit card. Your charter can also be paid online via E-check or credit card. A processing fee will be added for online credit card payments.
- Click *Submit* to finalize your charter.
- Print the charter paperwork: Two copies, one for your files, and one to submit to the Council. If the charter is

2021 Exploring Charter Renewal Instructions

labeled **DRAFT**, that means you printed the "review print" copy and not the final copy.

*Clicking Submit doesn't finish the process—You must return the printed Charter to the Council for processing – **even if your charter was approved and paid online.*** A complete charter package includes: A final (not draft) copy of the charter document, applications for all new youth & adult members, completed 2020 JTE scoresheet, a completed *Memo of Understanding* form, and a background check authorization for each registered leader, and your payment.

Where to Submit your Charter Renewal Packet

Return completed Charter Renewal Packets to the Garden State Council offices during regular business hours.

Rowan Scout Resource Center
693 Rancocas Rd, Westampton, NJ 08060
609-261-5850

Riggins Scout Resource Center
4468 South Main Rd., Millville, NJ, 08332
856-327-1700

Troubleshooting Technical Issues

The Internet Recharter system is designed for Microsoft Windows PCs running Chrome, Firefox or Internet Explorer 9, 10 & 11 web browsers. Chrome and Firefox are also supported on Apple MacOS. The Safari browser is not supported.

Council & District Contact Information

For the latest information about Rechartering, visit the Council website at:
http://gardenstatescouting.org

For questions or problems contact your District Executive.

Online Explorer Renewal Overview

Explorer Renewal is a web-based software application designed to make the renewal process more efficient and accurate. Explorer Renewal has transitioned to become part of Internet Rechartering. Each post will receive a unique Access Code (valid only for the current renewal) and will determine who from the post will register as a First Time User at http://scoutnet.scouting.org/ucrs

What are the benefits of Explorer Renewal?

1. More accurate participant data.

2. Renewals are validated against Explorer membership rules before submission.

A post or club that enters data for renewal results in more accurate participant data (because a participant is entering the information) and ensures data integrity. The Learning for Life office will need to double-check and reconcile the submitted renewal data.

What do users need to use Internet Rechartering for the Online Post Renewal?

Internet Rechartering requires Internet connectivity. This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. The site requires JavaScript to be enabled for your browser.

FAQs for Council Support of Internet Rechartering for Explorer Post Renewals (including Club and STEM Lab)
Rechartering FAQs

What can I NOT do in the Online Post Renewal system?

Explorer Renewal is only for renewal and does not permit changing the district, organization name, or Post/Club expiration date. These changes may only be made by the Learning for Life Office. Before beginning there is an online PDF presentation and FAQ available to view.

Online Explorer Renewal uses person records from the national LFL database. The record for one person must never be changed to that of another person. Names may be corrected to ensure that proper names are used and to correct misspellings, but for no other reason.

The Renewal Report Package includes a Name Change report. The Name Change report shows any name changes and includes a reminder that one person's record may not be changed to another person's information.

What are the steps in the Online Post Renewal process?

The Post will be provided with the unique Access Code and the person designated by the chair to be the 'renewal processor' will register as First Time User. Thereafter the RP is a

Returning user on the secure internet site: http://scoutnet.scouting.org/ucrs

Step by Step Process

1. The Post or Club eligible for renewal designates an adult participant as the RP.

2. The RP gathers all the information and *signed* forms needed for renewal:

    a. The **Access Code** provided by the Council for the use of the Post.
    b. Applications for *NEW* youth and adults
    c. Applications for adults changing positions
    d. Form 28-573 (Criminal Background Check Waiver), if applicable
    e. Exploring Annual Memorandum of Understanding

3. With the renewal information at hand, the RP goes to http://scoutnet.scouting.org/ucrs and selects First Time User. Enter the Access Code and identify your Post and continue. The RP must agree to the Confidentiality Statement and complete the Registration form that includes entering name, e-mail information and setting the user password.

4. The RP follows the intuitive process. Fundamentally, the process requires the RP to:

    a. **Load Post/Club Information:** Use the Post/Club information.

    b. **Update the Roster:** update organization information (if needed), select the c u r r e n t youth and adult participants to renew on next year's roster, add *NEW* youth and adult participants, update participant data, and update participant positions.

        Change the name of your new Executive Officer, if applicable, during this step!

    c. **Check the Roster:** Validate that the data to be submitted conforms to LFL rules.

    d. **Update Participant Fees:** Update fees (e.g., assign multiple status if applicable).

        Multiple Status means a youth/adult is registered in more than one Post and/or Club, based on the next Post registration term.

5. After double-checking the information, the RP submits the file and **prints** the Renewal Report package as requested by the Council. Two versions are available and only one need be printed. The Post/Club may do Online Approval. Online Payment is available, or RP may select 'Pay Direct to Council' and does the final step to **Submit** the renewal.

6. The RP sends the *signed* paperwork and fees, as appropriate, to the local Learning for Life office for processing.

QUESTIONS?

Contact the Member Care Contact Center

972-580-2489

www.exploring.org

Tear off the following pages and provide to applicant separately.

BACKGROUND CHECK
<u>DISCLOSURE</u>

A consumer report is a background check in which information (which may include, but is not limited to, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you is gathered and communicated by a consumer reporting agency ("CRA") to Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company").

Company may obtain a consumer report on you to be used for employment purposes (in your case, this means for the purpose of evaluating you as a new or existing volunteer).

<u>ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION</u>

Additional Disclosures

The state disclosures below are included because state law requires them to be provided in writing. Some of the below rights, notices, or information also may apply to individuals from, applying to, or volunteering in states not listed below. There may be additional requirements, options, or provisions applicable to you and you may have additional rights under applicable law that are not required to be disclosed to you in writing.

<u>**Minnesota:**</u> You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

<u>**New York:**</u> Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to Company at Boy Scouts of America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving Texas 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org.

<u>AUTHORIZATION</u>

(Please print)

Name: First _____ Middle _____ Last _____ Suffix _____

List any other names used (nickname, maiden/married last names):_____

Date of Birth: _____ Unit Type and Number: _____

To the extent permitted by applicable law, I hereby consent to and authorize the Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company") to procure consumer report(s) (as defined by federal law) and/or investigative consumer report(s) (as defined by applicable California state law), which in my case means criminal background check(s)/driving record(s), on my background from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA"), as described in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)** (each of which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. This authorization applies only to criminal checks/driving records and does not allow the Company to obtain credit checks. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)**, as well as these **Additional Disclosures & Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree Company can procure additional consumer report(s), which in my case means criminal background check(s)/driving record(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with Company's local councils and/or chartered organizations for business reasons (e.g., to place me in certain positions, work sites, etc.). I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

☐ **For California, Minnesota, or Oklahoma individuals:** If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that Company may procure, please check this box.

Signature _____ Date _____

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CRIMINAL BACKGROUND CHECK EXEMPTION

FORM #28-573

Social Security numbers are not required from employees of governmental agencies if criminal background checks have previously been made as a condition of employment.

(Please print)

Applicant's Name: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

I certify that the person listed above has had a criminal background check and is qualified to serve as an adult participant in Exploring.

Participating Organization Head: _____

Title: _____

Participating Organization: _____

Signature: _____ *Date:* _____

This form <u>must</u> accompany the applicant's Exploring Adult Application.

Post / Club _____ of _____ District
2020 Exploring's Journey to Excellence
"Exploring's method for annual planning and continuous improvement"

Item	Objective	Bronze Level	Silver Level	Gold Level	Bronze Points	Silver Points	Gold Points
Committee and Planning					**Total Points:**		300
#1	**Committee and planning:** Have an active post or club committee. (Virtual/remote meetings are acceptable.)	Post or club committee adopts an annual plan and meets at least twice a year.	The post or club committee meets at least four times a year.	The post or club committee meets at least six times a year.	100	200	300
Participants and Growth					**Total Points:**		500
#2	**Open house:** Conduct an open house or recruitment event. (May be done through personal invitations to a virtual event.)	Conduct an open house or recruitment event.	Conduct an open house or recruitment event in November.	Conduct an open house or recruitment event in September or October.	100	200	300
#3	**Growth:** Recruit and retain youth in the post or club in order to grow membership.	Maintain or grow number of youth participating in post or club programs as compared to the prior year.	Achieve Bronze, plus at least half of the youth remain involved throughout the year.	Achieve Bronze, plus at least two-thirds of the youth remain involved throughout the year.	50	100	200
Program					**Total Points:**		700
#4	**Post or club program:** Include interactive activities in the post or club program/meetings. (Virtual/remote meetings are acceptable.)	40% of meetings include interactive activities.	70% of meetings include interactive activities.	85% of meetings include interactive activities.	50	100	200
#5	**Youth leadership:** Have trained youth leadership. (Officers' Seminar may be done as a virtual event.)	Have active youth officers.	Achieve Bronze, plus post or club Officers' Seminar is conducted for all youth officers.	Achieve Silver, plus at least 3 Explorers complete the requirements as outlined in the Officers' Seminar.	50	100	200
#6	**Super activity:** The post or club plans and/or participates in a super activity.	Explorers participate in an activity, either nationally, regionally, or locally.	The post or club will plan and conduct it's own super activity.	Achieve Silver with at least 50% Explorers in attendance.	50	100	150
#7	**Service projects:** The post or club participates in one or more community service projects. (includes home engagements serving others)	Explorers performed one or more community service projects averaging six hours per registered Explorer.	Explorers performed one or more community service projects averaging eight hours per registered Explorer.	Explorers performed one or more community service projects averaging ten hours per registered Explorer.	50	100	150
Volunteer Leadership					**Total Points:**		500
#8A	**Post adult leadership:** Have registered and engaged adult leaders.	Have five registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	Have six registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	Have eight or more registered adult leaders including: Advisor, associate Advisor, committee chair, and two committee members.	100	200	300
#8B	**Club adult leadership:** Have registered and engaged adult leaders.	Have three registered adult leaders including: Sponsor, a co-sponsor, and a committee member.	Have four registered adult leaders including: Sponsor, co-sponsor, and two committee members.	Have five registered adult leaders including: Sponsor, co-sponsor, and three committee members.	100	200	300
#9	**Trained adults:** Have trained adult leaders. All adult volunteers have current youth protection training. (Online/remote training is acceptable.)	Advisor, an associate advisor, sponsor, or a co-sponsor has completed position-specific training.	Achieve Bronze, plus 50% of registered adults have completed Adult Explorer Leader Training.	Achieve Silver, plus 75% of registered adults have completed Adult Explorer Leader Training.	50	100	200

☐ **Bronze:** Earn at least 600 points by earning points in at least 6 objectives.
☐ **Silver:** Earn at least 900 points by earning points in at least 7 objectives.
☐ **Gold:** Earn at least 1,200 points by earning points in at least 7 objectives.

Total points earned: _____

No. of objectives with points: _____

☐ *Post/Club leaders have met with the executive officer of the participating organization.*
☐ *Our post/club has submitted our renewal forms with the necessary signatures and fees prior to the deadline.*
☐ *We certify that these requirements have been completed:*

Advisor/Sponsor_____ Date _____

President _____ Date _____

LFL Representative _____ Date _____

This form should be submitted to the local Learning for Life office.

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Exploring's Journey to Excellence
2020 Post/Club Planning, Performance, and Recognition

Journey to Excellence uses a balanced approach to measure performance. The objectives were developed following extensive research into proven indicators of enduring post and club programs. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year. In planning your strategy, use actual numbers from the previous renewal year to chart your progress. Use the criteria in planning your strategy for the coming year to guide your performance improvement. The youth officers should take the lead in making this assessment. The period for measuring performance will be the calendar year.

	Committee and Planning Measures
1	**Committee and planning:** Have an active post or club committee. (Virtual/remote meetings are acceptable.)
	Participants and Growth Measures
2	**Open house:** Conduct an open house or recruitment event. (May be done through personal invitations to a virtual event.)
3	The post or club has an active recruiting program and maintains youth involvement in an annual program.
	Program Measures
4	**Post or club program:** Include interactive activities in the post or club program/meetings. (Virtual/remote meetings are acceptable.)
5	**Youth leadership:** Have trained youth leadership. (Officers' Seminar may be done as a virtual event.)
6	A super activity is a major trip, activity, or project requiring advanced planning and promotion by Explorers. Qualify for Bronze by participating in an activity planned by another group.
7	**Service projects:** The post or club participates in one or more community service projects. (includes home engagements serving others)
	Volunteer Leadership Measures
8	Having a sufficient number of adults is a proven indicator of success and longevity. Posts use the measures outlined in Criterion 8A on the reverse side, while clubs use those described in 8B.
9	All adult volunteers have current youth protection training. Registered leaders have completed Adult Explorer Leader Training. (Online/remote training is acceptable.)

Scoring the post's or club's performance: To determine the performance level, the council will use the above information to measure the points earned for each of the 9 individual criteria and then add those individual point scores to determine a composite score. Bronze level requires earning 600 points in at least 6 criteria, Silver level requires earning 900 points in at least 7 criteria, and Gold level requires earning 1,200 points in at least 7 criteria.

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2021 Friends of Scouting

Thank You Presentation/ Council Update

Unit Commitment Form

District Name: _____

Unit Type: ☐Pack ☐Troop ☐ Crew ☐Post ☐Lab #_____

Unit FOS Coordinator's Name _____

Unit FOS Coordinator's Phone # _____

Unit Coordinator's Email _____

Preferred Date of Friends of Scouting Thank You Presentation/ Council Update

☐ December_____   ☐ January _____   ☐ February _____

☐ March _____   ☐ April_____

Location of Meeting _____

Meeting Time _____

Complete this form with your charter renewal paperwork.

Date Received in Council Service Center _____ Initials _____

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Annual Memorandum of Understanding

_____ has read and understands the following conditions for participating in this program operated and maintained by Learning for Life, a District of Columbia nonprofit corporation ("Learning for Life"), and desires to enter into this agreement regarding participation in this program. The responsibilities of the organization include:

Explorer Clubs only:

• Screening and selecting at least two adults, including a sponsor and associate sponsor, to work directly with the Explorer Club participants.

Explorer Posts only:

• Screening and selecting at least four adults, including committee chairman, two committee members, and an advisor, who will work directly with the post officers.

Explorer Clubs and Explorer Posts:

• Ensuring that all participating adults complete the required Exploring Youth Protection training. The training is available at **www.exploring.org**.

• Providing adequate facilities for the participants to meet on a regular schedule with a time and place reserved.

• Participating in a program planning meeting and Open House.

• Participating in at least one evaluation with Learning for Life representatives each year.

Note: Adults may serve in multiple posts and clubs.

Exploring is part of Learning for Life's education resource program. Learning for Life provides the support service necessary to help the participating organizations succeed in their use of the program.

These services include year-round training techniques and methods for selecting quality leaders; program resources; and primary general liability insurance to cover the participating organization, its board of directors and/or trustees, and its officers and employees in their official and individual capacities against personal liability judgments arising from official Learning for Life activities.

This Annual Memorandum of Understanding shall remain in effect through the registration expiration of the post or club. Either organization may discontinue the program at any time upon written notice to the other organization.

Date: _____

_____   _____
Signature of executive officer or designee   Signature of Exploring representative

_____   _____
(Print name)   (Print name)

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GETTING STARTED

So you just agreed to start an Exploring program in your business or organization. On behalf of the youth who will have a more prepared and bright future as a result of your commitment to Exploring, thank you! Your commitment to the youth in our community (your future employees) deserves an applause. You will have year-round support from your local Exploring professional in the way of youth recruitment, adult leader training, program design and all of the other questions that will arise. In the meantime, here is a snapshot of what should be happening within the first nine weeks of saying YES to Exploring:

3 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
CEO/Head of Org.	Executive Officer signs Memo of Understanding	Schedule program planning meeting
CEO/Head of Org.	Identify 6-8 adult leaders who will become the unit committee	Schedule meeting with local schools
all	Leaders complete Youth Protection Training online at exploring.org/training-safety	Share links to: Exploring leader training
all	Review links provided by your Exploring professional prior to the program planning meeting	Exploring Guidebook (CH. 3) Activity Library/Career Opportunity Worksheet Suggested bylaws & standard operating procedures

6 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
all	Attend program planning meeting	Lead program planning meeting
	Set Exploring unit meeting schedule	Prepare sample activity ideas
	Set initial bylaws	Provide guidance on setting bylaws
	Start Exploring leader training online	Provide guidance on setting unit budget
	Schedule & promote open house	Connect new leaders with existing program leaders
all	Browse Exploring Guidebook (CH. 3)	Assist in coordinating the open house
		Share survey results & open house fliers

9 WEEKS

ASSIGNED TO	YOU & YOUR ORGANIZATION	LOCAL EXPLORING PROFESSIONAL
CEO/Head of Org.	Approve bylaws & standard operating procedures	Get copies of bylaws & standard operating procedures
	Set unit budget	Share unit fundraising opportunities
	Complete Exploring leader trainings online	Confirm Exploring leader trainings are completed
all	Host open house	Attend open house with youth applications
	Submit applications and fees	Collect applications and fees
	Schedule youth officer elections	Introduce unit leaders to assigned Service Team Member/Commissioner
	Report progress to Executive Officer	

YOUR LOCAL EXPLORING PROFESSIONAL IS: _____

EMAIL _____   CELL _____

FOR A DETAILED STEP-BY-STEP RESOURCE REFER TO THE UNIT PERFORMANCE GUIDE AT EXPLORING.ORG.