



Charter Renewal 2024

Charter Renewal Instructions

The Charter Renewal Portal opens October 1, 2023

All Charters should be completed and turned in to the
Garden State Council office by December 11, 2023

Registration Fees

The current registration fees for Packs, Troops, Crews, Ships, and Posts effective August 1, 2023, are:

National Youth Membership Fee	\$80
Council Youth Program Fee	\$30
Exploring Youth Membership Fee	\$50
Exploring Council Youth Program Fee	\$24
Exploring Adult Membership Fee	\$50
Exploring Council Adult Program Fee	\$12
National Adult Membership Fee	\$60
Council Adult Program Fee	\$12
National New-Member Joining Fee For new youth members only	\$25
National Unit Charter Fee	\$100
Scout Life Magazine	\$15 per year

The **New-Member Joining Fee** is a one-time \$25 joining fee for **new** program participants in Cub Scouts, Scouts BSA, Venturing and Sea Scouts. There is no joining fee for Explorers, participants previously registered in any BSA program, those transferring from one program to another, or adult volunteers.

Before You Go Online – Do You Have a *Renewal Ready Roster*?

Here's a few simple things you can do to make sure you have a *Renewal Ready Roster*!

- If you're moving your unit to a new Chartered Organization, do it **before** you start the Charter Renewal process!
- Confirm your Key 3. Make sure the adults registered as the Committee Chair, Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, or Post Advisor), and Chartered Organization Representative are correct and are currently active in your unit. Having accurate information about the Key 3 is important.
- Confirm your membership. In *my.Scouting.org*, select your unit, go into the *Organization Manager*, and click on the *Roster* function. This shows your adult and youth members that are registered with the BSA. You can filter the list by Adults or Youth or export your roster into a printable PDF or a CSV file (spreadsheet). Make sure everyone you think should be on your roster is really on your roster! **Don't use Scoutbook** – It isn't always an accurate representation of who is registered with the BSA.
- Make sure every registered adult has completed Youth Protection Training within the last two years and has filled out an *Additional Disclosures and Background Check Authorization* form.
- Collect applications for all new youth & adult members.
- Members who joined after August 1, 2023, are registered for 12 months and will renew their membership starting in June. They will be listed on your charter roster as prepaid with no fees due at charter renewal time.

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A Note About Multiple Registrations

As you update your roster, you need to indicate any members who have *Multiple Registrations*. A *multiple* is a member with more than one registered position in the BSA. Only one of these registrations should be paid for. For example: A Pack Committee Member is also an Asst. Scoutmaster with a Troop and a Unit Commissioner with the district. If they consider their *primary registration* to be in the Troop, it would be paid for on the Troop's charter. They would be a *multiple* in the Pack and the district, so the memberships there would be free. Note that youth members can also be multiples if they are registered in more than one unit, say a Troop and a Crew.

Members with multiple memberships should manage their primary and multiple registrations. Having more than one paid registration causes processing problems and can be expensive.

Accessing the Internet Rechartering System

- Go to the Garden State Council's Recharter page at <https://www.gardenstatescouting.org/resources/internet-rechartering/>. This page contains:
 - A link to the National Internet Rechartering 2.0. Here you can find a User Guide, a video tutorial, and FAQs. You should review the User Guide and video before you proceed.
 - A link to *Internet Advancement 2.0* where you can access *Internet Rechartering*.
 - Additional forms, instructions, and important dates from the Garden State Council.

Steps for the Online Charter Renewal Process

- Login to Internet Advancement at <https://advancements.scouting.org>.
- Update your roster:
 - 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 to include any new members that have been added.
 - Scan and upload all new applications, Youth Protection Training Certificates, and Criminal Background Check authorization forms.
 - Update member data (email, phone, address, etc.)
 - Update leader positions
 - Update *Scout Life* magazine (Add or delete subscriptions).
- Double check your entire roster: Remember to mark members as Multiples if their primary (paid) registration is not in your unit.
- Proceed to the Validate Recharter and Pay Step:
 - Clear any errors and upload necessary documents.
 - Pay for your Recharter via: Credit Card (3% processing fee), E-Check (\$1 processing fee), or at a council office (No fee).
- Your Key 3 will each receive an email from Adobe Sign to approve the charter renewal.

Submitting your Charter Renewal

Even though it's possible to complete your charter renewal completely online, there are still a few documents to be submitted with your renewal –

- Your payment if you opted to pay at the council office
- A copy of the recharter roster that was emailed to your Key 3
- Any applications, YPT certificates or CBC forms that weren't uploaded into the Charter Renewal system
- The Annual Unit Charter Agreement or Memorandum of Understanding, if not already submitted
- The JTE form for your program

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

Rowan Scout Resource Center

693 Rancocas Rd, Westampton, NJ 08060

Pop-up Scout Shop

Roosevelt Scout Reservation

384 Watsons Mill Rd, Elmer, NJ 08318

Technical Requirements

The Internet Recharter system is compatible with Microsoft Windows PCs running the Google Chrome or Microsoft Edge web browsers. The Chrome and Edge browsers are also supported on Apple MacOS. If you have a technical issue you can't resolve, contact the Garden State Council Registrar at 609-261-5850 or registrar@gardenstatescouting.org.

Council & District Contact Information

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

For questions or problems contact your District Executive or District Commissioner:

District	District Executive	District Commissioner
Crossroads	Justin LoMonaco justin.lomonaco2@scouting.org 609-261-5850 x220	Dave Salow woodworker1949@gmail.com
Osprey	Bill Wasekanes william.wasekanes@scouting.org 609-261-5850 x132	
Pine Hill	Preston Irving preston.irving@scouting.org 609-261-5850 x210	Mark Brody mbrodycc@aol.com
Pinelands	Nelson Lopez nelson.lopez@scouting.org 609-261-5850 x212	Christine Aziz scouterchris@gmail.com