



Dear Unit Leaders,

Thank you for all that you do to make Scouting happen for the youth in your Unit. With every meeting, campout or activity, you are helping to build today's youth into tomorrow's leaders.

The process of renewing your Unit charter is the most important administrative item that your unit does each year. Your commissioner staff and district professional are committed to help you through this task. This packet contains all the information that you will need to successfully complete your unit's charter renewal. If you have any questions, call or email your unit commissioner or your District Professional which can be found on the next page.

Your charter must be submitted online, and then printed and turned into the Council. The digital application only requires one electronic signature submitted by the Executive Officer or Charter Organization Representative. If the digital signature of Executive Officer or Charter Organization Representative is not approved online, you must have it signed by the Executive Officer or Charter Organization Representative and Unit Leader. Please turn it in to the council service center with payment, all required forms and trainings **no later than November 30**. The Unit Key 3 will be notified of any issues that need to be corrected. You will have seven days to correct any issues. **If the renewal has not been submitted and any issues identified have not been corrected, after December 31, 2019, your Unit will no longer be an active unit in the BSA. This means that your Unit, its leaders, Scouts and chartered organization are not covered by any insurance provided by the BSA. You may not participate in any Scouting activities including but not limited to Unit meetings, advancement and camping until the charter has been properly completed. There is no grace period.**

Feel free to reach out to us if you have any questions or concerns.

Yours in Scouting,

Russell Etzenhouser
Scout Executive
russell.etzenhouser@scouting.org

Joe Lane
Council Commissioner
joelane54@gmail.com





Dear Unit Leaders,

The information listed below is to assist the person responsible for completing the charter renewal process for your unit. Additional information is also available at your District's Roundtable and on the Greater Niagara Frontier Council's website www.wnyscouting.org/rechartering

To access the Unit Charter Renewal System (UCRS)

Go to: www.wnyscouting.org/rechartering (On the Council home page click on the link (middle of the page) for "Internet Rechartering").

Required documents to turn in at the council in order to finalize the renewal process:

1. All pages of the Unit Charter Renewal Report Package (no draft copies please).
2. BSA Adult or Youth applications for everyone listed as "new" on page one of the Charter Renewal Report Package. Adult applications MUST include a signed Disclosure/Authorization form and Youth Protection Training Certificate.
3. **NEW** Background Disclosure/Authorization Form for every **New and Returning Adult** listed on the Charter (including multiple registered adults).
4. One check -- made payable to Greater Niagara Frontier Council.

Please remember to update address, emails and phone numbers for all Youth & Adults prior to submitting Charter online.

PLEASE NOTE:

- The final paperwork must include appropriate signatures on all individual adult and youth applications and on the Charter Renewal Application. The lack of appropriate signatures may delay processing of your charter renewal.
- Youth Protection Training is required for all adult leaders and must be completed every two years. Please confirm that every adult leader has current YPT *before* turning in the final renewal paperwork.
- Units that have not completed their unit renewal by December 31, 2019 must stop all Scouting activity until the renewal is completed.

Other documents to be turned-in (found at: www.wnyscouting.org/rechartering):

Journey to Excellence Form
Annual Charter Agreement

Additional useful forms (Membership Inventory, Unit Budget Plan, New Youth & Adult Applications, etc.) may be found on scouting.org: <http://www.scouting.org/scoutsources/Media/Forms.aspx> and can be printed and used to assist in the completion of your unit's 2020 charter renewal.

If you have any questions concerning the re-chartering process, please call or email your District Professional:

Onondaga: Bob Blatz (716)512-6215 Bob.Blatz@scouting.org
Polaris: Brandon Blatz (716)512-6214 Brandon.Blatz@scouting.org
Tatonka: Britney McClain (716)512-6212 Britney.McClain@scouting.org
Red Jacket: Otto Goedhart (716)512-6204 Otto.Goedhart@scouting.org

ALL CHARTERS ARE DUE IN THE OFFICE NO LATER THAN NOVEMBER 30, 2019

Submit your charter renewal: at University of Scouting on Sat. November 9th or the Council Recharter Night on Wed. November 20th from 5pm to 8:30pm at the Richard E. Garmin Scouting Center or your District's Recharter nights (Dates will be posted online at www.WNYScouting.org or at the Council Service Center during business hours of 9am to 5pm Mondays – Fridays (please call to setup an appointment with your District Professional).

Important News:

Fee Increase

On September 17, all local BSA Councils were notified by the Chief Scout Executive that a vision team of volunteers and staff from across the country has evaluated the growing cost of delivering the Scouting program. It was recommended the best way forward likely requires a national membership fee increase for youth members and adult leaders effective January 1, 2020. The announcement stated the following:

"We recognize the timing of this fee increase creates challenges as units have already begun collecting fees for their 2020 registration renewal process. We sincerely apologize and hope you understand that we would not be pursuing this path were it not absolutely necessary to ensure the BSA can continue carrying out its mission to serve youth."

We do not know the amount of the increase at this time. We will be notified no later than October 23. We are committed to sharing this information as soon as we have an official update.

Periodic Criminal Background Checks

The Boy Scouts of America (BSA) and Greater Niagara Frontier Council are committed first and foremost to keeping youth safe. Part of that commitment includes continually updating our youth protection policies to help ensure we are always on the forefront of youth safety. As you know, one of the BSA's many barriers to abuse is a mandatory criminal background check during the adult volunteer application process. **The BSA will now also perform periodic rechecks of criminal backgrounds to support the continued safety of youth in our programs. We have been notified the BSA will implement periodic criminal background checks beginning January 2020.** In preparation for this, the required disclosures and authorization documents have been updated to ensure compliance with current local, state, and federal laws. The National Service Center will send an email with the updated background check disclosures and authorization form documents around October 7 to all currently registered adults who have a valid email address listed in the BSA's membership system. NOTE: Please review the email address reported to the BSA and update as needed.

All currently registered adults need to receive both documents and return a signed Additional Disclosure and Authorization form. These forms will also be available at roundtables and other applicable gatherings for registered adults who do not have an up-to-date or accurate email address listed in the BSA membership system. **A new, signed authorization form for each registered adult using an ink/wet signature is required for annual registration to be processed. Electronic signatures will not be accepted.**

To review and download:

Form 1 (Background Check Disclosure): <https://filestore.scouting.org/filestore/se-packet/2019-09-23/Background-Check-Disclosure.pdf>

Form 2 (Additional Disclosure and Authorization): <https://filestore.scouting.org/filestore/se-packet/2019-09-23/Addl-Disclosures-and-Authorization.pdf>

Please note; these steps must be completed before your 2020 membership renewal and unit rechartering can be processed.



2020 Re-Charter Check List



Does the unit have the correct number of Adult Leadership Positions

- Packs: IH, CR, CC, MC(2 or more), CM, DL(1 or more)
- Troops: IH, CR, CC, MC(2 or more), SM
- Crews: IH, CR, CC, MC(2 or more), NL
- Ships: IH, CR, CC, MC(2 or more), SK

Review & Update **ALL** Address, Phone & Emails for all returning Adults & Youth prior to submitting online

Please make sure that **All Adults** on Charter are current with Youth Protection Training

Review Draft prior to final submission

Print Final Submitted Online Charter with the following signatures:

Chartered Organizational Head or Charter Organization Representative and Unit Leader (if not approved online by the Chartered Organizational Head or Charter Organization Representative)

New applications & fees: for all youth and adults listed on the cover sheet as “New Members” Fees: October add \$9.75, November \$6.50 and December \$3.25

Number of Youth _____ X \$ _____ = _____

Number of Adults _____ X \$ _____ = _____

New Member Applications (youth & adults) with proper signatures (**Youth Application: unit leader; Adult Application: chartered organization head or representative**)

Youth Protection Documentation (**if flagged on charter**)

Journey to Excellence Form (**filled out & signed by the Unit Leader & Committee Chair**)

NEW Background Disclosure/Authorization Form for all New & Returning Adults (**Please Alphabetize**)

Annual Unit Charter Agreement Form (**signed by the chartered organization head & representative**)

Fees for Charter Renewal (**please note new fees for 2020 will be announced by October 27th**)

Please bring this check list with you at time of your Charter Turn-In

If you have any questions concerning the re-chartering process, please call or email your District Professional:

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BACKGROUND CHECK DISCLOSURE

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, successors, and/or assigns (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).

ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION

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.

Minnesota: 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.

New York: Boy Scouts of America and/or its subsidiaries, affiliates, other related entities, successors, and/or assigns (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.

Authorization

(Please print)

Name: First _____ Middle _____ Last _____ Suffix _____

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

Date of Birth: _____

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, successors, and/or assigns (the "Company") to procure consumer report(s), which may include criminal background check(s) and/or investigative consumer report(s) (as defined by applicable California state law), 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**. 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 may include criminal background check(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 current or prospective clients, customers, others with a need to know, and/or their agents 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 _____

THE ANNUAL UNIT CHARTER AGREEMENT BETWEEN:

_____ and the _____ Council, BSA
Chartered Organization Local Council

Pack No. _____ Troop No. _____ Team No. _____ Crew No. _____ Ship No. _____

(Please identify those units chartered by the Chartered Organization.)

The purpose of the Boy Scouts of America (BSA) program is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values and principles taught in the Scout Oath and Scout Law.

The Chartered Organization, as a duly constituted organization that serves youth, desires to use the program(s) of the BSA to further its mission respecting the youth it supports. The Local Council provides the support and service necessary to help the Chartered Organization succeed in its use of Scouting.

The Chartered Organization agrees to:

- Use Scouting to further the Chartered Organization's aims and values for youth.
- Chartered organizations must utilize the Scouting program to accomplish specific objectives related to one or more of the following:
 - o Youth character development
 - o Career skill development
 - o Community service
 - o Patriotism and military and veteran recognition
 - o Faith-based youth ministry
- Conduct the Scouting program consistent with BSA rules, regulations, and policies. They may be found on the My Scouting website and at the following location: www.scouting.org/Membership/Charter_Orgs/resources.aspx.
- Chartered organizations must not use the Scouting program to pursue any objectives related to political or social advocacy, including partisan politics, support or opposition to government action or controversial legal, political, or social issues or causes.
- Be represented in the Local Council and the local Scouting district by a Chartered Organization Representative (COR), who will be appointed by the Chartered Organization. The COR will be the point of contact between the Chartered Organization and the Local Council; will serve as a voting member of district and council committees on which the COR serves; and will, with the Chartered Organization, select and approve volunteer leaders for submission to the Local Council for its consideration. The COR will work with the unit committees sponsored by the Chartered Organization.
- Support unit committee(s) made up of at least three persons for each unit.

- Assure that adults selected as unit leaders are suitable by, at a minimum, having the appropriate leaders of the Chartered Organization review and sign each application.
- Ensure appropriate facilities for the unit for its regular meetings to facilitate the aims of the Chartered Organization and Scouting.
- Encourage adult leaders to receive additional applicable training made available by the council.

The Local Council agrees to:

- Respect the aims and objectives of the Chartered Organization and assist the Chartered Organization by making available Scouting resources.
- Make available to the Chartered Organization and its units and members program training, program resources, and other Scouting support services.
- Make available training and support for the Chartered Organization and for the COR, the primary link between the Chartered Organization, the Local Council, and the BSA. Track and require all unit leaders to attend BSA Youth Protection Training.
- Conduct criminal background checks on adult leaders approved by the Chartered Organization.
- Provide camping opportunities, administrative support, and professional staff to assist the Chartered Organization in developing a successful Scouting program.
- Provide primary general liability insurance to cover the Chartered Organization, its board, officers, COR, employees, and Scouting members and volunteers for authorized Scouting activities. Indemnify the Chartered Organization in accordance with the resolutions and policies of the National Executive Board of the Boy Scouts of America.

Signed _____ Title _____ Date _____
For the chartered organization

Signed _____ Title _____ Date _____
For the BSA local council

Signed _____ Title _____ Date _____
Chartered Organization Representative



Annual Meeting with Chartered Organization

The annual meeting between the executive officer of a chartered organization and the district professional, or in appropriate cases his or her designee, should be scheduled at least 90 days prior to the renewal date of the unit's charter. If problems in renewing the unit's charter are anticipated or there is significant corrective action needed, the discussion should be held early enough to allow time to take positive corrective action before the renewal deadline.

The meeting must be a face-to-face discussion, as the concept of working together is central to mutual long-term success. Be prepared by reviewing Scouting: It Works for Your Youth. The video can be downloaded from www.scouting.org/Membership/Charter_Orgs.aspx.

1. Chartered organizations must use the Scouting program to accomplish their objectives in a manner consistent with the Bylaws, Rules and Regulations, Guidelines, Policies and other publications available on the BSA National website located at www.scouting.org/membership/charter_orgs/resources.aspx.
 - o The Charter and Bylaws of the Boy Scouts of America
 - o The Mission of the Boy Scouts of America
 - o The Rules and Regulations of the Boy Scouts of America
 - o The Scout Oath and the Scout Law, including Duty to God
 - o BSA youth protection policies and guidelines, including mandatory reporting
 - o The Guide to Safe Scouting:
 - o The Sweet Sixteen of BSA Safety
 - o Scouter Code of Conduct
 - o Chartered Organization Agreement
2. Chartered organizations must not use their chartered organization affiliation or the Scouting brand as a means to imply Scouting's endorsement of the objectives of their organization except with respect to youth development consistent with the goals and objectives of the Scouting program.
3. Chartered organizations must not use the Scouting program to obtain financial support or assistance except as authorized for the chartered unit.

All new organizations applying for a charter must have an approved code issued by the National Council. As a private organization, the Boy Scouts of America is the sole arbiter of whether it will issue a charter to any organization. The Boy Scouts of America may deny a charter for any reason or revoke a previously issued charter failure to abide by these guidelines.

See other side for charter agreement.

Journey to Excellence

Service Project Reporting Form

Unit Type: Pack / Troop / Crew / Ship / Team / Post

Unit Number: _____

Reporting Leader's Name: _____

Phone Number/Email: _____

Type of Service Project (Circle One):

Food

- Food Collection
- Meal Delivery
- Serving Food

Shelter

- Home Building
- Home Repair/Maintenance
- Personal Care Collection
- Blanket Collection
- School Supply Collection
- Book/Magazine Drive

Healthy Living

- Blood Drive
- Fun Run/Walk/Hike/Cycle
- Bike Safety Event
- Child Fingerprinting
- Health Fair/Fitness Expo
- CPR Training
- Tree Planting
- Litter Cleanup/Beautification

Other Services

- Disaster Relief
- Conservation
- Military Support
- National Park Resource Stewardship
- Other

Date of Service Project: _____

Number of youth members participating in the project: _____

Number of youth who are not members participating in the project: _____

Number of adult leaders participating in the project: _____

Number of other adults participating in the project: _____

Total unit hours – including members and non-members: _____

(Example: 10 people worked 2 hours = 20 total unit hours)

Which of the following organization(s) did you partner with on the project?

- | | | |
|---------------------------------|--------------------------------|----------------------------|
| • American Red Cross | • Boy Scout Camp | • Order of the Arrow Lodge |
| • Habitat for Humanity | • County | • Lone Scout |
| • Salvation Army | • Church | • Service Organization |
| • U.S. Department of Health | • Synagogue | • Housing Authority |
| • Local Food Bank/Pantry | • Mosque | • America Supports You |
| • Local Shelter for the Abused | • Other Religious Organization | • U.S. Forest Service |
| • Local Blood Bank | • School | • National Parks Service |
| • Meals on Wheels | • Retirement Center | • Other |
| • Local Medical Center/Hospital | • Goodwill Industries | • No Partner |
| • City | • Civic Organizations | |

List any local organizations that you partnered with on this project: _____

Briefly tell us about your project: _____



JOURNEY TO EXCELLENCE

To learn more, visit www.scouting.org/awards/journeytoexcellence