

EXPLORING™

DISCOVER YOUR FUTURE

Dear Exploring Post Leaders,

The information listed below is to assist the person responsible for completing the charter renewal process for your unit. Additional information 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. Exploring 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.
- Post that have not completed their unit renewal by December 31, 2019 must stop all Exploring activity until the renewal is completed.

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

Journey to Excellence Form
Annual Memorandum of Understanding

Additional useful forms (Budget Planning Worksheet, New Youth & Adult Applications, etc.) may be found on exploring.org: <https://www.exploring.org/> 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 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



EXPLORER POST

- Does the unit have the correct number of Adult Leadership Positions
- Post: Executive Officer (Organizational Head), Committee Chair, Minimum of 2 members of the Committee, Post Advisor (Associate Post Advisor is optional but strongly recommended)

- 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:

- Organizational Head and Post Advisor (if not approved online by the Chartered Organizational Head)**

- 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: Post Advisor; Adult Application: participating organization officer**)

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

- Journey to Excellence Form (**filled out & signed by the Advisor & President**)

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

- Criminal Background Check Exemption Form (**Governmental Agencies Post**)

- Annual Memorandum of Understanding (**signed by the organization head or designee**)

- 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:

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).

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 _____

Check One:

Explorer Club

Explorer Post

Renewal Post/Club No. _____

Council _____ District _____

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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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 must accompany the applicant's Exploring Adult Application.

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

Post / Club _____ of _____ District
2019 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.	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.	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.	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.	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.	Explorers performed one or more community service projects averaging three hours per registered Explorer.	Explorers performed one or more community service projects averaging four hours per registered Explorer.	Explorers performed one or more community service projects averaging six 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.	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.

Exploring's Journey to Excellence

2019 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	The post or club has a committee that meets throughout the year to support the program.
Participants and Growth Measures	
2	The post or club annually conducts an open house or similar recruiting 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 meetings consist of interactive activities to engage Explorers beyond listening to lectures, reading handouts, or watching slide shows. This is a proven indicator of post success.
5	The post or club provides youth leadership opportunities and training. Explorers are encouraged to complete the requirements of an officers' seminar.
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	The post or club participates in one or more community service projects during the year. The projects may be completed as joint projects with other organizations. Criteria is based on average hours per Explorer, not total hours for each Explorer.
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.

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.

