



BOY SCOUTS OF AMERICA®

DENVER AREA COUNCIL

WARD RE-CHARTER INSTRUCTIONS

Please find the following materials included in addition to those listed on your unit re-charter packet envelope:

- Ward Adult Organization Worksheets (two pages)
- Ward Re-charter Instructions (this sheet)
- Ward Re-charter Fees Worksheet

These materials are designed to allow you to complete re-charter for all of your Scouting units within your Ward at one time. Please read these instructions carefully and take your time. If, at any time you have questions, please call the Scout Service Center at 303-455-5522 and your District Executive or Membership staff member will be happy to assist you.

Ward re-charter is most easily accomplished by following these four steps:

1. Using the Ward Adult Organization Worksheets provided, fill in the names of all Ward adult leaders participating in the Scouting program in their respective positions. Put an “F” in the appropriate column indicating in which unit they will pay their fee (their primary position).
 - a. **Please note:** All adults who participate in the pack will primary in the pack – *they will pay their fee in the pack*. All adults who participate in the troop and not in the pack will primary in the troop. All adults who participate in the team and not in either the pack or the troop will primary in the team. If an adult is a unit leader (CM, SM, VC, or NL) then they will primary in that position and will multiple in the other programs that they participate in.
 - b. If an adult is primary in another Ward please write the unit number in the Paid in Unit # Column on the Ward Adult Organization Worksheet.

Place a check mark in the other non-primary positions for which they serve. There is no fee associated with multiple positions. **Please fill out these worksheets whether you are using the paper method or Internet Re-charter.**

Once these worksheets are all filled in, they will help you complete the re-charter process for each unit. **Please include these worksheets with your re-charter materials at “Turn-In”.**

2. Proceed with the re-charter process for each unit (pack, troop, team, and crew) as described in the “Instructions for Completion of Charter Renewal Form” included in your packet if you are using the paper method. *If you are using Internet Re-charter follow the instructions online and when finished go to step 6.*
3. When all Charter Renewal forms (*computer printed rosters*) are complete per the instructions, use them to calculate the fees on the Ward Re-registration Fee Worksheet. Add up all of the “F’s” on both of your Ward Adult Organization Worksheets. This will give you the total number of paying adults. Write this number on the Ward Re-charter Fee Worksheet.

4. **VERY IMPORTANT** - if an adult does not appear on the Charter Renewal form for a unit and you have listed him/her on the Ward Adult Organization Worksheet for that unit then they need to fill out a new adult application even though they may be registered in one of the other units. (i.e. Jay Bickel is listed on the Troop Charter Renewal form but on the Ward Adult Organization Worksheet he is listed as being a member in the Troop & Team. Even though he is already registered in the Troop, National requires us to have him fill out an application for the Team since he is not currently registered with the Team.)
5. When a youth moves from one program to another, line him off of the roster that he is moving from (or if using internet re-charter uncheck him) and have the parent fill out a new youth application for him.
 - a. If a youth is moving from the Pack to the Troop, there must be a new youth application filled out for that youth and include him in the Troop youth count.
 - b. If a youth is moving from the Troop to the Team, there must be a new youth application filled out for that youth. And include him in the Team youth count.
 - c. If a youth is moving from the Team to the Crew, there must be a new youth application filled out for that youth and include him in the Crew youth count.

Please remember to include the \$20.00 re-charter fee for each pack, troop, team, and crew.

6. Review the Re-charter Checklist to double check that you have completed all of the necessary steps. Then bring the following materials to your District Re-charter Turn-In or to the Scout Service Center by February 15th.
 - _____ a. Completed & ***signed*** Charter Renewal Form for each unit. (***2 signatures are required – the Executive Officer & the unit leader (CM, SM, VC, or NL) on the 1st page***) ***No one may sign for someone else.***
 1. If you re-chartered using Internet Re-charter please turn in page 1 even if it is blank. Your Charter Renewal form will start on page 2.
 - _____ b. Completed applications for all new adult leaders (including Disclosure/Authorization Form) & proof of Youth Protection Training within the last 24 months and new youth members with appropriate signatures. **When adults and youth move from one program to another a new application must be filled out.**
 - _____ c. Completed Ward Adult Organization Worksheets.
 - _____ d. The Stake will be invoiced for the re-charter fees for all units in your Ward. Please be sure to include any checks for those members who want to receive Boys' Life Magazine.

Thank you for your efforts related to this process!!!