



Greetings Unit Leaders, Committee Chairs and Chartered Organization Representatives,

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 Roundtable and on the Quivira Council's website www.quivira.org. January and February Round Tables are turn-in events for all recharter paperwork. If you cannot attend Roundtable, please contact your Unit Commissioner or District Commissioner to arrange an alternative time to turn-in your recharter. Your district may also schedule additional turn in events, check the council recharter webpage for details. <https://quivira.org/recharter/>

- **Reminder: JOURNEY TO EXCELLENCE paperwork for all units is due to the Council office by December 18, 2020.**

To access the Unit Charter Renewal System (UCRS):

Go to: <https://my.scouting.org> - Click on the menu icon at the top of the page to access BSA Web Links, then select Internet Rechartering.

Required documents to finalize the renewal process:

- All pages of the Unit Charter Renewal Report Package, including page 1 even if blank. No draft copies or Report Summary EZ versions, please.
- Annual Recharter Agreement, signed by the Chartered Organization (IH or COR).
- BSA Youth applications for all youth listed as "new" on page one of the Charter Renewal Report Package.
- For all adults listed as "new" on page one of the Charter Renewal Report Package:
 - BSA Adult application
 - **SIGNED BACKGROUND CHECK AUTHORIZATION FORM!!!! THIS MUST ACCOMPANY THE UNIT RECHARTER OR THE NEW ADULT WILL NOT BE REGISTERED!!!**
 - Youth Protection Training Completion Certificate: adults can access and print at: <https://my.scouting.org>
- PAYMENT
 - Required for every unit, please complete a [Funds Held on Deposit \(FHOD\) Information Update Form](#) to ensure all current leaders are on the account.
 - The only form of payment accepted is ONE check payable to Boy Scouts of America and attached to the recharter paperwork. You will receive a receipt when you turn in the package.
- MERIT BADGE COUNSELORS -- For each adult that is serving as a merit badge counselor in the unit, please provide the following:
 - [Merit Badge Counselor Information form](#).
 - Completed BSA Adult Member Application for position code 42. This is a no fee, non-unit position and the application will be processed by the council office.
 - Provide a Youth Protection Training Completion Certificate for each counselor that is not already registered as a BSA adult leader.

PLEASE NOTE:

- Registration fees are \$66 for youth and \$42 for adults. Unit recharter fee is \$75.
- If a youth is new (does not have an existing BSA ID from any council), there is an additional new member joiner fee: **\$25 New YOUTH Member Fee, for a total of \$91.**
- If a youth or an adult is a transfer (currently registered in another unit), please include the existing BSA ID number on a new application for your unit, with the transfer box checked.

- If a youth is re-activating their membership (*not* currently registered with another BSA unit but has a BSA ID) the new youth new member joiner fee **does not** apply. Please include the existing BSA ID number on the application form.
- If an adult is re-activating their membership (*not* currently registered with another BSA unit but has a BSA ID), please include the existing BSA ID number on the application form.
- Any Charter Renewal paperwork brought to the Council office must include appropriate signatures on all individual adult and youth applications and on the Charter Renewal Application.
- Youth Protection Training (YPT) is required for all adults and must be current. When registering online, you will get an error message if any adult's training is not current, and you will not be allowed to process the charter with any adults whose YPT has expired. Please ensure that every adult leader has current YPT *before submitting the online recharter*.
- To prevent errors while the chartering process is taking place, all adults whose YPT expires before April 30, 2021, should renew now. Youth Protection Training is mandatory, is required for all adult leaders, and must be completed every two years. If an Adult Leader's YPT is not current, delay in a unit's ability to post as an active unit will occur.

Please note the following due dates for recharter completion:

- **Troops, Crews, & Ships:** Submit recharter electronically w/electronic signatures and turn in printed packet with signatures and payment at January 2021 Round Table.

Last chance option to renew on time is: electronically submitted, completed paperwork turned into the Council office, and paid by January 15, 2021.

- **Packs:** Submit recharter electronically w/electronic signatures, and turn in printed packet with signatures and payment at February 2021 Round Table.

Last chance option to renew on time is: electronically submitted, , completed paperwork turned into the Council office, and paid by February 12, 2021.

For more information or questions, please contact your District or Unit Commissioner:

District Commissioners for 2021 Recharter			
District	Name	Phone	Email
Kanza	John Austin	620-352-0566	Jcaustin.scouts@gmail.com
Osage Nation	Jana Niver	620-331-4727	Jananiver5501@gmail.com
Pawnee	Ted Hammarlund	620-245-7331	thammarlund@cox.net
South Winds	Albert Hubl	316-213-9483	albert.hubl@kansalodge.org
White Buffalo	Joe Doerger	316-308-6616	joe@cityblue.com
Council Registrar	Jan Quincy	316-491-2232	janet.quincy@scouting.org