



BOY SCOUTS OF AMERICA®  
HAWK MOUNTAIN COUNCIL

# 2022 OFFICIAL RECHARTER INSTRUCTION BOOKLET



**Prepared. For Life.™**

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- |                        |                   |  |              |
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**Registration Fee**  
*\$72 each renewing youth*  
*\$97 new youth (\$72 + \$25 new member fee)*

**Scout Life \$12 each**

**Insurance Fee \$15 each**

**Unit Charter Renewal Fee**  
 \$75

**Venturing/Sea Scout Youth**

Any youth who has turned 18 in 2021, must complete the Adult leader application. Please use the newest [BSA Adult application](#)

**There are NO Transfers during renewal**

**All Charters EXPIRE March 31<sup>st</sup>, please make sure you turn your charter by March 4<sup>th</sup> to make sure everything is correct BEFORE the March 31<sup>st</sup> deadline.**

Thank you, in advance for helping us make the most effective use of our limited resources while we assist you in providing the best possible Scouting program for the youth in the Council.

## **WHAT'S NEW FOR THE 2022 RECHARTER**

- Brand new Recharter System
  - Digital upload for youth and adult registrations
  - Digital upload for Criminal Background Check Authorization (CBC)
  - Digital upload for PA required background checks
  - No physical copy of the charter to turn in
- Registration fees.
  - \$72 Traditional Participants in Cub Scouts, Scouts BSA, Venturing or Sea Scouts
  - \$45 for Exploring Participants
  - \$45 All registered adult volunteers in unit and non-unit positions (volunteers may have multiple registrations and will continue to pay for only one position)
- \$15 Council Insurance Fee
- Unit Recharter Pennsylvania Required Background Check Affirmation Statement has been created for each unit to verify that all their leaders do have the required PA Background Checks. This must be uploaded with each recharter (can be uploaded to the Committee Chair or Chartered Organization Representative). Find the form [here](#).

## **WHAT'S STAYING THE SAME**

- New Member Joining fee - \$25. One-time fee to join, only assessed to NEW youth members to the Scouting program (not assessed on renewals, transfers, Scouts that left the program and have come back)
- **All registered adults** must have a 2021 version or newer Criminal Background Check Authorization (CBC) on file.
- Electronic Payment Options
- **Youth Protection Training is required** of ALL adults registered on the recharter (excluding the Executive Officer/Institution Head as long as that is the only position they hold). It is important to make sure that all of your leaders are trained before you begin the recharter process. For more information on how to check if your leaders are 100% trained in Youth Protection or to find out how to take the training you can find information on the Hawk Mountain Council website at <https://www.scouting.org/training/youth-protection/>
- All registered leaders must have a current PA required background checks on file: [Pennsylvania State Police](#), [Department of Human Services](#), and [FBI Fingerprint](#) or [FBI Waiver](#).

## **Unit Charter Renewal**

Unit Charters are issued for one year and expire on the last day of the charter renewal month (aka recharter date) printed on the charter. **After that, units are “separated” from Scouting, the unit is “dropped” from BSA membership, as are all its members. Units are given 30 days past the expiration date (March 31<sup>st</sup>) to correct any problems and issues.**

When a unit is separated from Scouting, it ceases to exist and CANNOT legally operate in any capacity, including activities and advancement. An expired unit has no status in BSA and no insurance coverage for any of the unit’s members and Chartered Organization. Youth and adults are unregistered, cannot attain awards and recognition. Advancement or achievement of any kind for the Scouts – including Eagle Rank – cannot take place, and tenure in rank and for leadership positions is stopped.

Units have access to the online recharter system starting January 1<sup>st</sup>, 2022. Please be sure to process your recharter accurately and on-time.

## **Privacy Policy**

Charter renewal involves confidential and/or private information and accepting the responsibility for maintaining the privacy and confidentiality of that information. Private and/or confidential information must never be shared outside the Boy Scouts of America. If the recharter processor cannot accept this responsibility, a different person must be identified to complete the recharter.

## **Submitting the Final Recharter**

After submitting the renewal online, your Chartered Organization Representative, Key Leader, and Committee Chair will receive an email confirmation. The Chartered Organization Representative needs to digitally sign the charter. Once signed, if you opted to “Pay at Council” you may pay in person or over the phone to complete the process. If you chose an electronic payment method, your charter is complete and is now ready for review and processing. A Commissioner or staff member will notify you of any issues with your submission. Be sure to consult your District Executive as a resource as their experience will help spot potential issues that might hold up your Charter’s processing. Once processing is complete, your unit will be officially rechartered for the 2022 calendar year.

## **GETTING STARTED**

**Internet Rechartering** may be accessed by the Unit Leader, Chartered Organization Representative, Committee Chairman or Key 3 Delegate by logging into [Internet Advancement](#) using your Single Sign On credentials (i.e. username and password for Internet Advancement, Scoutbook.com, or My.Scouting.org). If your recharter processor is not a member of the Unit Key 3, they will need to be made a Key 3 Delegate to access the information. Any member of the Unit Key 3 can designate up to 3 Key 3 Delegates by following [this process in my.scouting.org](#).

The Internet Rechartering process allows you to be in complete control of your information - this ensures that it will be correct, and you can do it from home or your office—anytime that is convenient for you. It’s an easy-to-use and secure system.

Internet Rechartering access opened **January 1<sup>st</sup> 2022**. If this is your first time, don’t worry, this guide has been put together to help walk you through the process. There are also recharter training videos that can be found on the internet to help aid you in the process.

Scouts BSA National- <https://www.scouting.org/commissioners/internet-rechartering/>

### **Here is what you’ll need to get started:**

1. The website: <https://advancements.scouting.org>
2. **Gather all information needed to start recharter:**
  - a. Current Unit Roster (can be obtained from my.scouting.org)
  - b. List of youth and adults to remain on roster.
  - c. List of youth and adults to be removed from roster.
  - d. List of youth and adults who want *Scout Life*.
  - e. Completed applications for ONLY **NEW** youth and adults.
  - f. Criminal Background Check Authorization forms for **ALL NEW** adults.
  - g. Youth Protection Training certificates for all **NEW** adults
  - h. Proof of completion of background checks for all **NEW** adults
  - i. A copy of the Unit Training Report (can be obtained from my.scouting.org)

## **RECHARTER STEPS**

National has put together a great document with images to walk you through the process of the recharter. You can download it [here](#). Once you have logged into the Internet Advancement website:

1. Select “Recharter” from the menu on the left-hand side of your screen. If you do not see that option, verify that you are a Key 3 member of the unit or a Key 3 Delegate (see the information in the “Getting Started” section above).
2. Once your roster is loaded, you may start editing. The roster will include several key pieces of information:
  - a. Youth Protection Training (YPT)
    - i. Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the training has expired.
    - ii. Green Checkmark Point – Youth Protection Training is current.
  - b. Criminal Background Check Authorization (CBC)

- i. Green Checkmark – New Criminal Background Check Disclosure has been received and recorded in the person profile. Note: This is not the PA required background checks. Those must be checked manually.
- ii. Red Exclamation Point – New Criminal Background Check Disclosure has not been received. Note: This is not the PA required background checks. Those must be checked manually.
- c. *Scout Life* Subscription
  - i. Red Exclamation Point – No subscription has been added to the registration.
  - ii. Green Checkmark – Subscription has been added to the registration.
3. Change positions. You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click “Update Information.”
4. Refresh your roster periodically. After making changes, make sure to periodically refresh your roster. This will automatically update anyone who has taken Youth Protection Training or if additional updates to records have been made through a registrar at the Council Service Centers.
5. Manage Members. Add new members, mark members as multiples or remove them from the roster.
  - a. Adding New Members. You can add new members to your unit but you must still have a paper application completed for them and then digitally upload it to your recharter.
  - b. Uploading Documents. In addition to uploading membership applications, you can upload support documents for your charter including: Criminal Background Check Disclosures, required PA background checks, Youth Protection Training Certificates, Position Specific Training Certificates and the [New Unit Recharter PA Background Check Affirmation Statement](#).  
Uploaded documents should be associated with the appropriate registration that they support.
6. Invite New Members. If someone is just joining your unit but does not appear on the charter and you have not yet collected a paper application for them, you can invite them to complete the application process electronically. You will provide their email address and an email is sent with a link to them. You will want to refresh your roster once you know they have completed the application. They will appear in the “Pending Members Tab” until their registration is complete.
7. Remove from the Recharter. Select the person whom you are removing. Click on the “Manage Members” and select “Remove from Recharter.” A popup will appear and you will choose “Remove. Once removed, they will be moved to the “Removed Members Tab.” You can move these members back to the active charter up until the point that you submit the recharter.
8. Validate Recharter and Pay. Once you have updated your roster and attached the necessary documents, click “Refresh Roster”, and then click the “Validate Recharter and Pay.” A popup will appear if you have any error or warnings. At that time, you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process. If there are no errors, click “Proceed to Payment.” You will have the option to print your roster at this point by clicking “Print Roster.” (Printing your recharter is not required).
9. Payment and Confirmation. During this process you have the ability to verify all fees and choose your payment option. The payment options are: ECheck (\$1 fee), Credit Card (3% fee), and Pay at Council for no additional charge. Once you have chosen your payment option, click the “Pay and Post Renewal button.”

**Note:** You can stop at any time, log off the system, and begin again where you left by logging back into Internet Advancement.

## **IMPORTANT THINGS TO REMEMBER**

- Please make sure all mailing addresses and email addresses are up to date. Returned mail means a Scouting family is missing out on valuable Scouting information.
- When entering names, Use **ONLY** legal names on applications. **NO NICK NAMES!**
- Adults changing positions (other than Tiger and Lion parents) **do not require** a new application.
- If you submit paper applications or online youth applications after you start the process, make sure you refresh your roster to add those youth or adults to your final charter.
- Make sure all new Adult applications have the correct signatures (applicant and Chartered Organization Head or Chartered Organization Representative), a Social Security number, a leadership position, Question #6 (Additional Information) answered, the signed Criminal Background Check Authorization form, proof or copies of Youth Protection Training and proof or copies of background checks required by Pennsylvania.
- Tiger and Lion Parents (position AP & LP) cannot be changed to a registered position without completing an adult application, the required background checks and paying the registration fee.

## **REQUIRED TRAINING**

The latest Youth Protection Training (YPT) must be taken prior to recharter. If a volunteer's YPT record is not current at the time of recharter, **the volunteer cannot be registered**. **It is recommended that anyone with a Youth Protection Training that expires before May 31<sup>st</sup>, 2022 renew their training BEFORE submitting the recharter.** Units should not wait until charter renewal to make sure all YPT is current. The unit Key 3 can check the unit's YPT status at any time on my.scouting.org.

The recharter system will check Youth Protection Training status on all individuals. If an individual does not have current Youth Protection Training at the time of the recharter being submitted, the unit will receive an error during the "Validate Recharter" step. If this happens the unit should review the missing Youth Protection Training and 1) refresh the roster if they know that the training has been complete or 2) upload a copy of the individual's Youth Protection Training Certificate with the individual's record. If the Youth Protection Training is verified as being uploaded to the adult record, the Youth Protection error will not prevent the recharter from being validated. **Note:** Though the recharter will be able to be electronically submitted, it **WILL NOT** be able to be posted without all adults having current Youth Protection Training.

All Cubmasters, Tiger Leaders, Den Leaders, Assistant Den Leaders, Webelos Leaders, Pack Committee Chairs, Scoutmasters and Troop Committee Chairs are required to have the training for their position.

**Tip:** Your unit's Key 3 leaders can review your unit's current YPT and leader training list to see who is currently trained or needs renewal by accessing my.scouting.org. Encourage everyone needing YPT and position training to complete their course before you start to renew your charter!

**Note on Hazardous Weather Training:** Effective April 30, 2018 new direct contact leaders must complete Hazardous Weather Training to be considered trained by the National Council of the BSA. Leaders registered in their position prior to that date are not required to have the training until such time as they would change to a new position. The Hawk Mountain Council has not added Hazardous Weather Training as a required position for your unit to be able to recharter, but all volunteers are highly

encouraged to complete this training. Please note that any new leaders that do not have Hazardous Weather Training will show as not being trained. Training in the council is still defined as position specific training, youth protection training, and appropriate outdoor trainings for your position.

## **SCOUT LIFE SUBSCRIPTIONS**

Unit leaders work hard to bring the best Scouting program possible to their unit members. Surveys and experience have shown that *SCOUT LIFE* magazine is part of a strong Scouting program. Successful leaders use *SCOUT LIFE*.

Units can qualify for a **100% SCOUT LIFE Streamer** if every family receives at least one subscription. If your unit is a Journey to Excellence Unit, you will also qualify to wear the **Journey to Excellence/100% SCOUT LIFE emblem**.

## **RECHARTERING TIPS FOR SUCCESS**

1. Take advantage of the “Refresh Roster” Button throughout your charter process.
2. **Simplify your recharter process:** Turn in all new youth and adult registrations to the Council Office at least 15 days prior to starting your recharter. This will make the process go much faster.
3. Please do not add **fake birth dates**. The age of youth and adult is relevant to the BSA program.
4. Please make sure that when deleting, you delete the correct person. If deleted by accident, you can add them back up until the time that the charter is submitted. If the charter is submitted and someone needs added back, contact your district executive.
5. **No one should be marked as a transfer**; there are NO transfers at recharter time.
6. **There has to be at least 5 paying youth for a Unit to Recharter. (Crews excluded)**
7. Check and confirm all multiple registrations. (See section on “Multiple Registrations”)
8. If a Scout or adult leader wants *Scout Life*, **please be sure the button is activated** during the online rechartering process.
9. Only **NEW** members need applications. This includes all new to your unit youth and adult members.
10. Please make sure **all NEW** applications are completed, with signatures, birth dates and correct adult social security numbers. These must be **UPLOADED** to the recharter.
11. Payment can be turned in at the Council Service Center. If choosing to pay in-person, please print off a copy of your Payment and Confirmation page which lists all the correct fees.
  - Please bring this to the council office
12. Please make sure that all youth and adults that should be registered are registered. Unregistered leaders and youth are not covered by insurance and the youth may not qualify for advancement. Be sure to immediately turn in new applications at the Council Service Center anytime during the year.

## **JOURNEY TO EXCELLENCE UNIT ASSESSMENT (JTE)**

The Journey to Excellence Unit Assessment includes recognition for outstanding packs, troops, teams, and crews, that strive for continuous improvement and conduct a quality program for their youth on an annual basis. All units should turn in their JTE scorecard to their district executive. Units that qualify may wear specialized emblems that units may order through a Council Scout Shop.

Units can obtain a copy of the 2021 JTE Unit Scorecard [here](#).

## **POSITION CODES and TITLES**

**Position codes** – All positions can be held by male or female and the minimum age requirements for each position is in parentheses next to the position. These are all fee-paying positions except AP, LP & IH

CR	Chartered Organizational Rep (21)	SM	Scoutmaster (21)
CC	Committee Chairman (21)	SA	Assistant Scoutmaster (18)
MC	Committee Member (21)	NL	Crew Advisor (21)
TL	Tiger Cub Den Leader (21)	NA	Crew Associate Advisor (21)
CM	Cubmaster (21)	SK	Sea Scout Ship Skipper (21)
CA	Assistant Cubmaster (18)	MT	Sea Scout Ship Mate (21)
WL	Webelos Den Leader (21)	VP	Venturing Participant (youth 18-21 Adult app)
WA	Assistant Webelos Den Leader (18)	91U	Unit Scouter Reserve (21)
DL	Den Leader (21)	92U	Unit College Scouter Reserve (18)
DA	Assistant Den Leader (18)	92V	Venturing College Scouter Reserve (21)
NM	New Member Coordinator (21)	AP	Tiger Cub Adult (18) – <i>Non Paying Position</i>
PT	Pack Trainer (21)	LP	Lion Partner (18) - <i>Non Paying position</i>
LL	Lion Guide (21)	IH	Institutional Head (21) – <i>Non Paying Position</i> (Executive Officer and IH are same person)
		UP	Unit Participant (youth 18 to 21 Adult app)

### **Required Positions per Unit:**

**PACK** IH, CR, CC, 2 MC's, or 1 MC & 1 PT, CM and one den leader, either a TL, DL or WL or LL (Lion Guide). There must be an AP or LP for every registered Tiger Cub and/or Lion Cub. (CA, WA, DA, PT, PC, 91U, and 92U positions are optional)

**TROOP** IH, CR, CC, (2) MC's and SM. (SA, PC, UP, 91U, and 92U positions are optional) **CREW**

IH, CR, CC, (2) MC's and NL. (NA, PC, VP, 91U, and 92V positions are optional) **SHIP** IH, CR, CC, (2) MC's and SK. (MT, PC, 91U, and 92V positions are optional)

## **UNIT KEY 3**

The Unit Key 3 consists of the unit leader (CM, SM, VC, NL, SK), the chartered organization representative (CR), and the unit committee chairman (CC). The Unit Key 3 is a critical component to the success of your unit. The Unit Key 3 meets once a month to discuss the unit, its challenges, coming events, and progress towards completing their action plan and Journey to Excellence goals. It is a time for the Unit Key 3 to spot early warning signs and work together toward continued unit success.

When rechartering the unit, please align your leadership to support and implement the Unit Key 3. This may mean spreading out the positions if one person is serving as committee chairman and chartered organization representative. This three-person structure allows each person to contribute their individual strengths, abilities, and perspectives based on the focus of their trained position.

## **SCOUTER RESERVE POSITIONS**

These positions are for adults that wish to remain on their unit rosters, without registering as an assistant leader or committee member when appropriate.

These positions use the same application, fees and registration process, as any other adult volunteer but the only training requirement is Youth Protection. Scouter Reservists do not need to complete Position Specific Leader training or any other adult leader training after completing YPT.

If a young person or adult continues to be highly active with the unit (attending at least 1 or 2 meetings per month and participating in several campouts or other activities during the course of the program year), then registering them as an assistant leader may be more appropriate. In that case, they should complete both Position Specific Leader and Outdoor Leader trainings.

UNIT COLLEGE SCOUTER RESERVE (Position code 92U)	For Troops Minimum age requirement of 18
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VENTURING COLLEGE SCOUTER RESERVE (Position code 92V)	For Crews and Ships Minimum age requirement of 21
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- If a young person is away at college, on a mission, or in the service and wants to stay registered with the unit, the Unit College Scouter Reserve or Venturing College Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

UNIT SCOUTER RESERVE (Position code 91U)	For Packs, Troops, Crews and Ships Minimum age requirement of 21
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- If an adult supports the unit but is not an ongoing participant in meetings, activities and outings the Unit Scouter Reserve would be the appropriate method of maintaining their registration with the unit.

UNIT PARTICIPANT  
(Position code UP)

- If a Scout reaches the age of 18 in a troop but is continuing to work with an Eagle Scout extension or an Extension Beyond the Age of Eligibility they are registered in the unit as a Unit Participant.

## **MULTIPLE REGISTRATIONS**

**Only the Chartered Organization Rep (CR) can hold more than one position in a unit.**

**The CR may also serve in a multiple capacity as the committee chairman or member of the committee** within that unit if there are not enough adults registered for these positions. The CR cannot serve as the unit leader (Cubmaster, Scoutmaster, Skipper or Crew Advisor).

Other adults may register in only one position per unit. If a unit feels that better service can be provided by an adult already serving in another unit, that individual may still hold only one position in each unit. There are no restrictions on the number of positions one person may hold as long as the individual serves only one position per unit.

Youth who are registered as Scouts BSA may multiple register as members of a Venturing crew or a Sea Scout ship.

Registration fees are paid only for an individual's primary position; there is no fee for multiple positions.

Some leaders choose to have their primary registration with the District or Council. Mark them as multiple in the recharter process and remind them to pay their registration fees to the Council Service Center by February 28<sup>th</sup>, 2022.

To mark an individual as a multiple, select their record and click on "Manage Members." You will be able to set them as a primary or a multiple there.

Only youth in a Ship or Crew may multiple register as both an adult and youth.

## **COMPLETING THE RECHARTER**

Please make sure that you complete the last step in the online rechartering, by **clicking Pay and Post Renewal.**

1. Remember you are not able to get to this selection if you have error messages during the "Validate Recharter" section.
2. Collect fees that are due, these fees may be submitted electronically or to the Council Service Center.
3. Please be aware that if there are any issues with your Recharter, it will not be posted until those issues are cleared up. So please check and double check your charter before submitting.
4. All units that upload their recharter by March 4<sup>th</sup> will be communicated with by March 18<sup>th</sup> of any issues preventing their recharter from being complete.

## **ELECTRONIC AUTHORIZATION**

Once submitted, the Key 3 and Key 3 Delegates will receive an email requesting a digital signature. If necessary, the CC, Unit Leader or Key 3 Delegate may sign on behalf of the Chartered Organization Representative.

## **ELECTRONIC PAYMENT OPTIONS**

Payment options will be available for units: service fees are paid to the National BSA.

**No further changes can be made to the unit roster once payment is made.**

- **Online Payment:** Units can elect to pay online using a credit card. This payment option is available on the Payment and Confirmation page. A **3% Fee** will be added to the fee subtotal to arrive at the Total Fee due.
- **Electronic Check:** The unit can use an electronic check to pay for their recharter. There is a **\$1 fee** for using an electronic check.
- **Pay at Council:** Units that elect this option will print the "Payment and Confirmation Page," which includes the fee summary showing the amount due to the council. The unit will pay at the Hawk Mountain Council office.

## **COMMONLY MADE MISTAKES**

- A. **No signatures or incorrect signatures on adult applications and Recharter.**
  - 1) Adult applications should have the Chartered Organization Head or Chartered Organization Representative's signature.
- B. **No fee or wrong amount attached.**
  - 1) Remember **NO ONE** is marked as transfer at recharter time. (All units expire March 31<sup>st</sup>)
- C. **Applications/members missing.**
  - 1) Make sure that applications are uploaded for all new members added to your unit.
  - 2) If you turned in an application for someone prior to the recharter process and they do not appear on your roster, please contact your district executive to resolve before you submit your recharter.
- D. **Incomplete Applications.**
  - 1) Adults missing Social Security number, not answering Question #6, not including a disclosure form and/or not providing background check paperwork.
  - 2) Youth missing birthdates and/or parent information (important especially for Lion and Tiger Cubs)

## **FREQUENTLY ASKED QUESTIONS**

### **Where can I get a copy of our current BSA Roster and check our unit training status?**

Rosters and training status are available through [my.scouting.org](http://my.scouting.org). View instructions on how to download a roster [here](#). Members of the Unit Key 3 or a Unit Key 3 Delegate to access these reports.

### **I have not received my membership card?**

The National Council has stopped sending membership cards. Membership cards can be printed by individuals through [my.scouting.org](http://my.scouting.org) or they can be printed by the Key 3 of any Scouting unit. Click [here](#) for instructions on how to print membership cards.

### **Is my Recharter access code the same as last years?**

No. Rechartering no longer requires an access code. Unit Key 3 members or Unit Key 3 Delegates can access Internet Rechartering by logging into Internet Advancement.

### **How do I change my Charter Executive Officer/IH?**

The Executive Officer's information will need to be provided in writing to the council office. Information to include: name, DOB, title, address, phone number, email address.

### **How do we change our Chartering Organization?**

Contact your District Executive for details.

### **Why is my Charter not posted?**

*Please contact your District Executive for details.* There can be several reasons for this:

- a. Information on applications is missing, i.e. required signatures, background checks, training
- b. Fees have not been paid
- c. Charter was not submitted correctly online
- d. Multiple members payment has not been made in their primary unit.
- e. **Unit cannot be posted until uploaded documents are confirmed by Hawk Mountain Council Staff.**

**I submitted my Recharter online to the Council and forgot to add someone, what can I do?**

Turn in a completed new application.

**Why do you need my Social Security number?**

All adults must supply their Social Security number for a national background check. It is BSA policy. (This background check is in addition to those required by the Commonwealth of Pennsylvania).

**I'm changing my position do I need to fill out a new application?**

No, not during renewal if you are registered in a paid position. Yes, if you are a Tiger or Lion partner and wish to register in a paid position. After the annual renewal every time you change positions or transfer to a new unit during the year, you must fill out a new application. Be sure application is complete and disclosure page is attached.

**HOW DO I PRINT MEMBERSHIP CARDS**

Individual members can print their membership cards by logging onto <http://my.scouting.org>. Click on Menu > My Dashboard > the three line menu > My Profile then clicking on the icon that looks like a small membership card.

Unit key 3 leaders can print membership cards for their units by logging into <http://my.scouting.org>. Click on Menu > the unit > Member Manager > select who you want to print a membership card for, and then click on the icon that looks like a membership card.

**HOW DO I PRINT MY UNIT CHARTER CERTIFICATE**

Effective January 1, 2019, in an effort to streamline basic operations and put tools in the hands of volunteers, the BSA decided to make “self-service” as many membership processes as possible. This change will allow unit Key 3 to print charter certificates in a timelier manner.

Charter Certificates are no longer available to be ordered. Charter Certificates are now available as a PDF file and can be downloaded and printed. Only members of the unit Key 3 have access to print the Charter Certificate.

The steps to download and print your Unit’s Charter Certificate are available [here](#).

**PENNSYLVANIA ACT 15 BACKGROUND CHECKS**

Beginning in 2015, the Commonwealth of Pennsylvania began requiring all volunteers involved with youth serving programs to complete PA Criminal Background Checks. The requirements are comprised of 3 parts: 1) Pennsylvania State Police background check, 2) Department of Human Services Childline background check, and 3) FBI Criminal History or Residency Waiver (only those who have been residents of Pennsylvania for the last 10 consecutive years can qualify for the waiver). All Direct Contact volunteers are required to have these checks.

Anyone that has not submitted the required background checks **WILL NOT** be able to register as a member of the Hawk Mountain Council. Each unit is provided a list of those who have completed their

clearances and those that have not.

For volunteers needing to obtain the required background checks follow the instructions provided on the Hawk Mountain Council Website under Volunteers <https://hmc-bsa.org/pa-background-checks/> :

1. PA State Police criminal history (FREE)
2. PA Department of Human Services clearance (FREE)
3. Fingerprint FBI criminal history – (volunteers not living in Pennsylvania for the entire 10 prior years) (\$25.75)
4. FBI Waiver

If you have been a resident of Pennsylvania for the last 10 years consecutively you do not have to complete the FBI Criminal history.

Please, drop off your clearance paperwork at the council office or upload your clearance paperwork to the council electronically via our Background ClearancesSystem at: [hmcbsa.act15pa.com](http://hmcbsa.act15pa.com)

**NEW FOR 2022.** Units must upload a [Unit Recharter Pennsylvania Required Background Check Affirmation Statement](#) with their recharter. The unit can also upload clearance paperwork directly into the recharter system.