



## 2019 LDS UNIT RECHARTER PROCESS

### FAQ & Instructions

**NOTE:** The Church and BSA have agreed to make re-chartering for LDS Ward sponsored Cub Scout Packs and Boy Scout Troops partially automatic this year. Meaning, that all charters, Pack & Troop rosters, will roll over from December 31, 2018 to January 1, 2019 without the use of the online re-charter system.

**Q: How can changes be made to my ward's Scouting rosters?**

**A:** As the re-charter system will not be used, no changes to rosters will be made unless the COR or Committee Chair makes those changes using the [my.scouting.org](http://my.scouting.org) online applications, paper applications, or submit lists of roster changes to [membership@svmbc.org](mailto:membership@svmbc.org). (see below instructions).

**Q: Do adult leaders need to continue to have current Youth Protection Training?**

**A:** Yes, adults still need to be current with Youth Protection Training until December 31, 2019. For this year's re-charter process, adults whose YPT will expire before December 31, 2018 should retake the training now. The new YPT course is required for all to take before the end of the year. All YPT courses taken before March 1, 2018 have been set to expire on September 30, 2018. ALL adults should complete the new YPT training course before the end of the year. YPT and other training courses can be taken at [my.scouting.org](http://my.scouting.org).

**Q: Is it important that I update rosters and continue to register adults and youth?**

**A:** Yes, the Church has asked in a recent document (see attached) that rosters continue to be updated throughout the year. New 8-year-old boys must be registered. Boys turning 11 should be transferred into the Troop. When a new youth moves in, his registration should be transferred to his new ward. Adults called into Scouting who are not registered should take YPT and get registered as soon as possible. Registered youth and adults will continue to be covered under BSA's primary liability insurance policy.

### LDS Ward's Four Steps-to-Success for this Year's Recharter Process

**Step 1. Retrieve an official BSA roster of registered adults and youth for both the Pack & Troop.**

You can use the roster supplied by the BSA or you can download a BSA roster from [my.scouting.org](http://my.scouting.org) following the instructions on page #5 of this packet.

**Step 2. Retrieve a roster of boys (ages 8-13) residing in your ward.**

A list of youth can be retrieved through the Leader & Clerk Resources tool on [LDS.org](http://LDS.org).

- At [LDS.org](http://LDS.org), click on [My Account and Ward]. Sign in.
- Again on [My Account and Ward], under "Tools and Support" click on [Leader and Clerk Resources].
- Click on [Reports], select [Member List]. Click on [Show], tick all the categories.
- Then sort by clicking on the "Gender" header so males are at the top, then click on "Age" so youngest are at the top.
- Now check the boxes of all boys ages 8-13. Once all the correct boys have been selected scroll up and click on [Print]. Print selected individuals.

**Step 3. Compare your official BSA rosters to your ward rosters. Register/transfer new adults and youth.**

Adults and youth who are brand new to Scouting and not registered can do so with an invitation from the COR through the use of the online registration process, see <https://www.scouting.org/resources/online-registration/> for help.



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Traditional paper applications can still be submitted to the Scout Office. Adults and youth re-registering or transferring to the ward can be registered by the COR sending a roster to the email [membership@svmbc.org](mailto:membership@svmbc.org) with the name, birthdate, mailing address, email address, and desired position (adults).

**Step 4. Fill out and submit the Pack and Troop Journey to Excellence Forms. (See pages 7 & 9)**

Fill out the Pack and Troop Journey to Excellence (JTE) forms and submit them to your Professional Scouter.

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