



Black Swamp Area Council

Recharter Workbook



Black Swamp Area Council
2100 Broad Ave.
Findlay, OH 45840
www.BSAC449-bsa.org

Report #: **0000 V. 6.00**

County

Page **00 of 00**

Date : **00/00/00**

Roster

Time : **00:00:00**

District: **Your Pack #**
 00-0 **County**
N or R

County: _____

Terms: _____

Expire Date: **00/00/00**

School of Church Name 000
Address of above
City, State zip
Phone #

Code Executive Officer
Principal or Pastor Name
Address of above
City, State zip

100% Boys Life **Y or N**
 Top Leader Trained **Y or N**
 Tenure _____ months
 Quality Unit **Y or N**

Meeting Place:
School of Church Name
Address of above
City, State zip

Frequency:
 Day: _____

Boy's Life:
 Term: **12**
 Begin Date: **00/00/00**
 End Date: **00/00/00**

Position	Name	Address	Stat	B/L	Birth	Sex	Phone
Trained				Sub	Date		
Webelos Leader N	Sue Smith	105 Mulberry Dr.	R	N	01/05/1960	F	424-0000
Cubmaster N	John Fox	123 Main St.	N	Y	03/15/1964	M	432-0785
Den Leader Y	Tony James	552 West St.	R	N	04/25/1962	M	432-8760
Committee Member N	Jane Adams	1110 Longview	N	N	06/01/1960	F	453-5689
Committee Member N	Fred Adams	1110 Longview	R	N	08/11/1964	M	453-5689
Chartered Org. Rep. N	Tammy Jones	524 Riverview	R	N	02/04/1962	F	453-9834
Tiger Den Leader N	Billy Williams	456 Hillcrest Rd.	N	N	04/18/1965	M	432-5678
Committee Chairman N	John Lucas	345 Sunset Blvd.	R	Y	12/17/1963	M	432-9045

Tiger Cub Adult Partners

Position	Name	Address	Stat	B/L	Birth	Sex	Phone
Trained				Sub	Date		
Tiger Cub Adult N	Jane Long	484 South Dr.	R	N	06/05/1963	F	423-7564
Tiger Cub Adult N	Joe West	764 Green Rd.	R	N	10/05/1960	M	432-7600
Tiger Cub Adult N	Ted Ryan	323 Lee St.	R	N	13/08/1965	M	435-0605
Tiger Cub Adult N	Sally Williams	234 First St.	R	N	12/08/1963	F	420-0587

Report #: **0000 V. 6.00****County**Page **00 of 00**Date :**00/00/00**

Roster

Time :**00:00:00**-----
Youth Members

Tigers

<u>Name</u>	<u>Address</u>	<u>Stat</u>	<u>B/L</u> <u>Sub</u>	<u>Birth</u> <u>Date</u>	<u>Sex</u>	<u>Phone</u>
Randy Smith	105 Mulberry Dr.	R	N	01/05/1994	M	424-0000
Tommy Fox	123 Main St.	N	Y	03/15/1996	M	432-0785
Tony James	552 West St.	R	N	04/25/1995	M	432-8760
Billy Adams	1110 Longview	N	N	06/01/1995	M	453-5689
Sam Adams	1110 Longview	R	Y	06/01/1995	M	453-5689
Tommy Jones	524 Riverview	R	N	02/04/1996	M	453-9834
John Williams	456 Hillcrest Rd.	N	N	04/18/1995	M	432-5678
George Lucas	345 Sunset Blvd.	R	Y	12/17/1995	M	432-9045

Youth Members

Cub Scouts

<u>Name</u>	<u>Address</u>	<u>Stat</u>	<u>B/L</u> <u>Sub</u>	<u>Birth</u> <u>Date</u>	<u>Sex</u>	<u>Phone</u>
Alex Smith	105 Mulberry Dr.	R	N	10/05/1994	M	424-0022
Ted Adams	1110 Longview	R	Y	12/10/1993	M	453-5689
Mike Lucas	345 Sunset Blvd.	R	Y	02/23/1994	M	432-9045
Sam Fox	123 Main St.	N	Y	08/01/1993	M	432-0785
Ryan Bishop	345 Robin Dr.	R	Y	09/06/1995	M	422-5630

Webelos

<u>Name</u>	<u>Address</u>	<u>Stat</u>	<u>B/L</u> <u>Sub</u>	<u>Birth</u> <u>Date</u>	<u>Sex</u>	<u>Phone</u>
Tyler James	125 Mulberry Dr.	R	N	10/05/1992	M	404-0002
Justin Long	1156 Longview	R	Y	12/10/1991	M	450-5689
Nick West	309 Sunset Blvd.	R	Y	02/23/1993	M	431-9845
Alex Smith	236 South St.	N	Y	08/01/1991	M	442-0755
Wes Wright	368 Robin Dr.	R	Y	09/06/1992	M	421-5430

Charter Worksheet

This worksheet will walk you through some examples of how to correct and update your charter. You will need to go line by line checking your charter for wrong: Addressees, phone numbers, birth date, wrong names (maybe a nickname instead of the legal name), positions in the unit (maybe they were a Bear Den Leader and they are now a Webelos den leader) these are a few of the types of errors that can make your Charter late. Our Council gives the charter pack to the units in January and you need to go over information that you have with your scouts, their parents during that month so that many of the problems can be fixed before charter filing is due in March. All original unit registration slips and advancement sheets should be kept together and in a safe place that is easily accessed by the Unit Chairman who is in charge of rechartering the unit.

At the start of this exercise you will receive this packet and a pencil. You are given items that need to be corrected or added onto this example roster. This is to give you the feel of what to do if you find this type of example on YOUR UNIT CHARTER later. This is not a test and you can't fail, you can only gain understanding as to how to do it right the first time and on time. Good Luck and have fun! If you have a question please raise your hand and ask it. Many times others have the same question but are afraid to ask it. You may break the ice and they will ask another question later.

As you check this Roster you notice that:

1. In the first section on Leaders, you notice that Tiger Den Leader Billy Williams should be Bill and that he just took training with Cubmaster John Fox. What type of training did He take?

*** Training has many levels****

All Leaders should take **Fast Start** (either on-line or by video tape the first week after they agree to be a Leader. **Fast Start only does not qualify for the "Trained patch"**).

All Leaders need to take **New Leader Essentials** (this is have Cub, Boy Scout and Venturing Leaders, Committee members and interested parents)

All Leaders need to take **Leader Specific Training** for the position they are registered as on their Charter. (This covers Tiger, Cub, Webelos, Cubmaster and Assistants, Cub Scout Committee; Scoutmasters and Assistants, Troop Committee; Venturing Crew Advisors and Assistants and the Venturing Committee. This training is over YOUR job and how it interacts with the other members of your unit and their jobs.)

Both New Leader Essentials and Leader Specific for Cub earn the "Trained" patch.

To go camping in the Cub Division (See chapter 26 in the Cub Scout Leader Book): a member of your unit must have **Webelos Leader Outdoor Training** for Webelos scouts, and **Basic Adult Leader Outdoor Orientation** (BALOO) for Cubs.

All Scoutmaster and Assistants must complete the **OUTDOOR SKILLS** portion of their training to be considered "Trained" and wear the "Trained Patch"

Also, very important is **YOUTH PROTECTION** Training, this is now done on line at [Http://www.BSAC449-bsal.org/training.htm](http://www.BSAC449-bsal.org/training.htm) on the training page.

2. In the Adult Tiger Partners sections Jane Long should be Janet Long.

(Over)

3. You check your records with the birth dates and find that Ted Ryan's birth date should be 12/08/1965.

4. When you check the scouts in the Cub Section you realize that Ryan Bishop should be registered as a Tiger not a Cub.

5. Nick West is registered as Nicholas West but your charter says Nick. All official paperwork should contain the registered name of the scout so that their records are complete. Using nicknames or misspelling can lose advancement data of that scout.

6. You get a call from a leader about an Open house your unit had. You have gained 2 Wolf scouts, 3 Webelos scouts, two Assistant Den Leaders and a Assistant Cubmaster. You will need their registration papers filled out and signed by an parent and Cubmaster. For the adult leader registration you will need to have the Charter Executive (Pastor or Principal) sign them. These new members to your Unit (**if not already turned into the office**) will be put on the overflow sheets of your charter. Scouts on one sheet and Adults on another sheet.

Bill Short	127 Tall Pines	R	N	09/05/1992	M	424-2489
James East	369 Longstreet	R	Y	03/10/1991	M	423-6429
Sam Flint	457 Riverside	R	Y	05/21/1993	M	432-9845
Chuck Best	396 Sunset Dr.	N	N	07/28/1991	M	432-0743
John Lake	597 Longview Dr.	R	N	01/11/1992	M	434-5130

Assistant Cubmaster John Forest 4563 Meadowood Dr. Findlay 422-4564 M
10/04/1965 No BL Not trained

Assistant Den Leader Mary Raines 123 Mulberry Lane, Findlay 423-7695 F
05/07/1963 No BI Not trained

Assistant Sally Cooper 234 West Ave Findlay, 424-3651 F
02/14/1966 Yes BL Yes trained

Have your Unit Commissioner or District Executive look over your charter and turn it in on time. We hope that this workbook has helped make Rechartering easier for you and your Unit.

CHARTER RENEWAL OVERFLOW PAGE

Council No.	District No.	Program No.	National No.	Local No.	Registration No.	Renewal No.
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YOUTH ROSTER

ADULT ROSTER

Use separate pages for youth and adult members.

MEMBER ID NO.	BOYS LIFE	POSITION CODE OR RANK	TRAINED	(PRINT FIRST NAME FIRST)	GRADE	DATE OF BIRTH	SEX	PHONE NUMBER
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
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				Name _____ Address _____ City _____ State _____ ZIP _____				

Re-Charter Tips

Attend the Re-Charter Roundtable!

Update information, addresses, phone numbers, birth dates
Line out incorrect information with a single line and enter the correct
Information directly below each item.

Be as neat as possible

Make sure all youth and Adult applications have appropriate signatures

Make sure all applications show Date of Birth not current year for individuals

Make sure that unit leader has signed the back page!!

Make sure the Executive officer (IH) has signed on the appropriate line

Check off Boy's Life column Y for yes and N for no

The Boy's Life term, begin date, and end date **MUST RELATE TO UNIT**

EXPIRE DATE. The subscription must be 2 months after unit expire date. Cross|
out incorrect information and print new.

Charter fees:

Check your math: registration = \$10.00, Boy's Life = \$12.00, Charter fee = \$20

If your unit is serving a majority of youth with disabilities, indicate code on proper line.

V Visual O Orthopedic

E Emotional D Developmental

H Hearing L Learning Disabled

M Mental Retardation

Place a X on the line indication 100 percent if at least 1 Boy's Life magazine goes to the home of each youth member.

Each unit must have at least 5 paid youth members on their charter. If youth was registered in the month of:

Aug. \$4.25 for registration and \$5.00 for Boy's Life

Sept. \$5.10 for registration and \$6.00 for Boy's Life

Oct. \$5.95 for registration and \$7.00 for Boy's Life

Nov. \$6.80 for registration and \$8.00 for Boy's Life

Dec. \$7.65 for registration and \$9.00 for Boy's Life

Jan. \$8.50 for registration and \$10.00 for Boy's Life

.....

Required Positions for Packs:

IH Institutional Head of the Chartered Organization

CR Chartered Organization Representative (21 years old)

CC Committee Chairman (21 years old)

2 MC Committee members (21 years old)

TL Tiger Cub Den Leader (if you have 1st graders) for each den (21 years old)

AP Tiger Cub Adult for each Tiger Cub (18 years old) if the Tiger Cub adult is not the parent and a Adult Application must be filled out for this person.

DL Cub Den leader (for 2nd & 3rd graders) (21 years old) for each den
WL Webelos Den Leader (if you have 4th and 5th graders) (21 years old)
CR They may hold more than one position. They may also be the CC or an MC.
they are the **only member of your committee that can hold two positions**
in your unit.

The following are optional positions: (these positions are an asset FILLED)

CA Assistant Cubmaster (18 years old)
WA Assistant Webelos Den Leader (18 years old)
DA Assistant Den Leader (18 years old)
PT Pack Trainer (21 years old)

You only pay one registration fee and:

Circle multiple youth membership # Circle multiple adult position codes
Tiger adult does not pay registration fee
Institutional Head does not pay registration fee

Indicate proper training codes in the column marked "Training" **F** = Fast start tape,
B = New Leader Essentials **and** Leader Specific, **T** = both (**F** and **B**), **N** = No Training

Youth member listing:

Update information, addresses, phone numbers, birth dates
Line out incorrect information with a single line and enter the correct information
directly below each item.
Line out names of scouts no longer active in the unit.
You need an application for any missing scout unless the application has
already been turned in.
Any new scouts need to be placed on the Overflow page.

Be as neat as possible

Use the following codes to indicate changes in rank:

Pack

C Bobcat
W Wolf
B Bear
R Webelos
A Arrow of Light

Membership Inventory:

A/I (Active / Inactive) write A or I
O (outdoors) write Yes or No if they participate in outdoor programs
Ad (advancement) write yes or No if they advanced during the past year
UIS (uniform Inspection) give Actual uniform inspection score

If you are Reregistering with **NO CHANGES -----NO NOTHING**

Answers to Charter Workbook

449-Black Swamp Area Council

Report #: **0000 V. 6.00**
 Date : **00/00/00**
 Time : **00:00:00**

County
 Roster

Page **00 of 00**

District: **Your Pack #**
 00-0 **County**
N or R

County: _____
 Terms: _____

Expire Date: **00/00/00**

School of Church Name **000**
Address of above
City, State zip
Phone #

Code Executive Officer
Principal or Pastor Name
Address of above
City, State zip Tenure

100% Boys Life **Y or N**
 Top Leader Trained **Y or N**
 _____ months
 Quality Unit **Y or N**

Meeting Place:
School of Church Name
Address of above
City, State zip

Frequency:
 Day: _____

Boy's Life:
 Term: **12**
 Begin Date: **00/00/00**
 End Date: **00/00/00**

Position	Name	Address	Stat	B/L	Birth	Sex	Phone
Trained				Sub	Date		
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Cubmaster N Y	John Fox	123 Main St.	N	Y	03/15/1964	M	432-0785
Den Leader Y	Tony James	552 West St.	R	N	04/25/1962	M	432-8760
Committee Member N	Jane Adams	1110 Longview	N	N	06/01/1960	F	453-5689
Committee Member N	Fred Adams	1110 Longview	R	N	08/11/1964	M	453-5689
Chartered Org. Rep. N	Tammy Jones	524 Riverview	R	N	02/04/1962	F	453-9834
Tiger Den Leader N Y	Billy Williams Bill	456 Hillcrest Rd.	N	N	04/18/1965	M	432-5678
Committee Chairman N	John Lucas	345 Sunset Blvd.	R	Y	12/17/1963	M	432-9045

Tiger Cub Adult Partners

Position	Name	Address	Stat	B/L	Birth	Sex	Phone
Trained				Sub	Date		
Tiger Cub Adult N	Jane Long Janet	484 South Dr.	R	N	06/05/1963	F	423-7564
Tiger Cub Adult N	Joe West	764 Green Rd.	R	N	10/05/1960	M	432-7600
Tiger Cub Adult N	Ted Ryan	323 Lee St.	R	N	13/08/1965 12/08/1965	M	435-0605
Tiger Cub Adult N	Sally Williams	234 First St.	R	N	12/08/1963	F	420-0587

Report #: 0000 V. 6.00

County

Page 00 of 00

Date :00/00/00

Roster

Time :00:00:00

Youth Members

Tigers

Name	Address	Stat	B/L Sub	Birth Date	Sex	Phone
Randy Smith	105 Mulberry Dr.	R	N	01/05/1994	M	424-0000
Tommy Fox	123 Main St.	N	Y	03/15/1996	M	432-0785
Tony James	552 West St.	R	N	04/25/1995	M	432-8760
Billy Adams	1110 Longview	N	N	06/01/1995	M	453-5689
Sam Adams	1110 Longview	R	Y	06/01/1995	M	453-5689
Tommy Jones	524 Riverview	R	N	02/04/1996	M	453-9834
John Williams	456 Hillcrest Rd.	N	N	04/18/1995	M	432-5678
George Lucas	345 Sunset Blvd.	R	Y	12/17/1995	M	432-9045
Ryan Bishop	345 Robin Dr.	R	Y	09/06/1995	M	422-5630

Youth Members

Cub Scouts

Name	Address	Stat	B/L Sub	Birth Date	Sex	Phone
Alex Smith	105 Mulberry Dr.	R	N	10/05/1994	M	424-0022
Ted Adams	1110 Longview	R	Y	12/10/1993	M	453-5689
Mike Lucas	345 Sunset Blvd.	R	Y	02/23/1994	M	432-9045
Sam Fox	123 Main St.	N	Y	08/01/1993	M	432-0785
Ryan Bishop	345 Robin Dr.	R	Y	09/06/1995	M	422-5630

Tiger not Wolf

Webelos

Name	Address	Stat	B/L Sub	Birth Date	Sex	Phone
Tyler James	125 Mulberry Dr.	R	N	10/05/1992	M	404-0002
Justin Long	1156 Longview	R	Y	12/10/1991	M	450-5689
Nick West	309 Sunset Blvd.	R	Y	02/23/1993	M	431-9845
Alex Smith	236 South St.	N	Y	08/01/1991	M	442-0755
Wes Wright	368 Robin Dr.	R	Y	09/06/1992	M	421-5430

Nicholas West

CHARTER RENEWAL OVERFLOW PAGE

Council No.	District No.	Program No.	National No.	Local No.	Registration No.	Renewal No.
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YOUTH ROSTER

ADULT ROSTER

Use separate pages for youth and adult members.

MEMBER ID NO.	BOYS LIFE	POSITION CODE OR RANK	TRAINED	(PRINT FIRST NAME FIRST)	GRADE	DATE OF BIRTH	SEX	PHONE NUMBER
	N			Name <u>Bill Short</u> Address <u>127 Tall Pines</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>	2	09/05/ 1992	M	424-2489
	Y			Name <u>James East</u> Address <u>369 Longstreet</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>	2	03/10/ 1991	M	423-6429
	Y			Name <u>Sam Flint</u> Address <u>457 Riverside</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>	3	05/21/ 1993	M	432-9845
	N			Name <u>Chuck Best</u> Address <u>396 Sunset Dr.</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>	3	07/28/ 1991	M	432-0743
	N			Name <u>John Lake</u> Address <u>597 Longview Dr.</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>	3	01/11/ 1992	M	434-5130
				Name _____ Address _____ City _____ State _____ ZIP _____				
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CHARTER RENEWAL OVERFLOW PAGE

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YOUTH ROSTER

ADULT ROSTER

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MEMBER ID NO.	BOYS LIFE	POSITION CODE OR RANK	TRAINED	(PRINT FIRST NAME FIRST)	GRADE	DATE OF BIRTH	SEX	PHONE NUMBER
	N	DA	N	Name <u>Mary Raines</u> Address <u>123 Mulberry Lane</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>		05/07/ 1963	F	423-7695
	N	CA	N	Name <u>John Forest</u> Address <u>4563 Meadowood Dr.</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>		10/04/ 1965	M	422-4564
	Y	DA	Y	Name <u>Sally Cooper</u> Address <u>234 West Ave.</u> City <u>Findlay</u> State <u>OH</u> ZIP <u>45840</u>		02/14/ 1966	F	424-3651
				Name _____ Address _____ City _____ State _____ ZIP _____				
				Name _____ Address _____ City _____ State _____ ZIP _____				
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