

PLEASE READ THIS FIRST

MEMBERSHIP RENEWAL INSTRUCTIONS VIA THE INTERNET

1. Locate your access code from the front of your membership renewal envelope.
2. Log on to www.baylakesbsa.org, on the home page locate the Internet re-chartering tab.
3. If this is your first time, please follow the tutorial example.
4. Please follow steps 1 and 2 from the manual renewal instructions.
5. Process membership renewal on-line, upon completion, print final paperwork and obtain required signatures and submit with registration fees to your district representative.

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MANUAL METHOD OF MEMBERSHIP RENEWAL INSTRUCTIONS

Step 1 **Membership Inventory**

- Set a membership inventory date and notify all youths and adults.
- All absent or inactive members are listed and assigned to various persons who will contact them to determine if they are to be reregistered. Unit leaders and committee agree on a plan to recruit new adults and youth.
- Brief the committee on what to say and what to ask when they call youth to determine if they reregister. Be sure to include Re-registration, Attendance, Outdoor program, and Advancement.
- Cross out all leaders and youth no longer associated with the unit.
- See flow chart on Page 3.
- Verify address, phone number, birth date, and position for adults, rank and grade for youth members.
- Members wanting Boys' Life indicate by marking a "Y" in the BL column.
- Changes may be made by lining out the old data and entering the corrected information.
- If a member has paid their registration with the district, council, or another unit and has a multiple registration, please indicate this adult or youth with a circle around their name and list where their registration is paid.

New members must complete a BSA application. The Committee Chair and Charter Organization Representative or Executive Officer must sign the adult application. The Unit Leader (Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor, or Skipper) and parent must sign the Youth application.

Step 2 **Check Leadership Positions**

The following positions must be filled: Please note, the Chartered Organization Representative (CR) is the only person allowed to register in another position as either the Committee Chair or Member of Committee.

- CR (Chartered Organization Representative) – may multiple as CC or MC
- CC (Committee Chair)
- Unit Leader (Cubmaster (CM), Scoutmaster (SM), Varsity Coach (VC), Venturing Crew Advisor (NL), or Skipper (SK)
- Two MCs (Member of the Committee)
- For Cub Scout Packs – Tiger Den Leader (TL), Den Leader (DL), or Webelos Den Leader (WL)

The minimum age for the above listed positions is 21, except for CA, SA, NA, VA, or MT, which is 18.

PLEASE TURN THE PAGE... THERE'S MORE

PLEASE READ THIS JUST A LITTLE FARTHER

When a position change occurs (for example - a leader is moving from CA to CM or TL to DL) an adult application must be completed.

Training - If an adult has completed the training related to the position being registered, indicate the proper code in the column marked "Trained".

Fast Start (F), Basic Training (B), None (N)

Step 3 Change Unit Information

- Verify name and address of Chartered Organization
- If the Executive Officer changed, cross out the old name, address, and phone number and write in the new information. A new adult application must be submitted.
- When the Chartered Organization is the same for a Cub Scout pack, Boy Scout troop, Varsity team, Venturing crew, and/or Ship, whoever holds the positions of Executive Officer and/or CR must hold the same positions in the other units.

Step 4 Obtain Authorized Signatures

- First page: Executive Officer signs, verifying and approving the adult leadership.
- First page: Council Representative (District Executive) signs, verifying completeness of packet.
- Last page: Unit Leader (**CM, SM, NL, VC, SK**) signs, verifying youth member information is correct. **No other leader signatures will be accepted.**

Step 5 Calculate and Pay Fees

- Enter the number of paid youth members and their fees (\$10.00 each).
- Enter the number of youth Boys' Life subscriptions and the fees (\$12.00 each)
- Enter the number of paid adults and their fees (\$10.00 each)
- Enter the number of adult Boys' Life subscriptions and the fees (\$12.00 each)
- Do not forget the \$20 recharter fee. All units are required to pay this annual fee, which helps defray expenses of the general liability insurance program.

Step 6 Almost Done

Place a "Y" on the line indicating 100 percent Boys' Life if at least one subscription to Boys' Life magazine goes to the home of each youth member.

Place a "Y" on the line indicating "On Time" if your membership renewal was received by the council before your expire date.

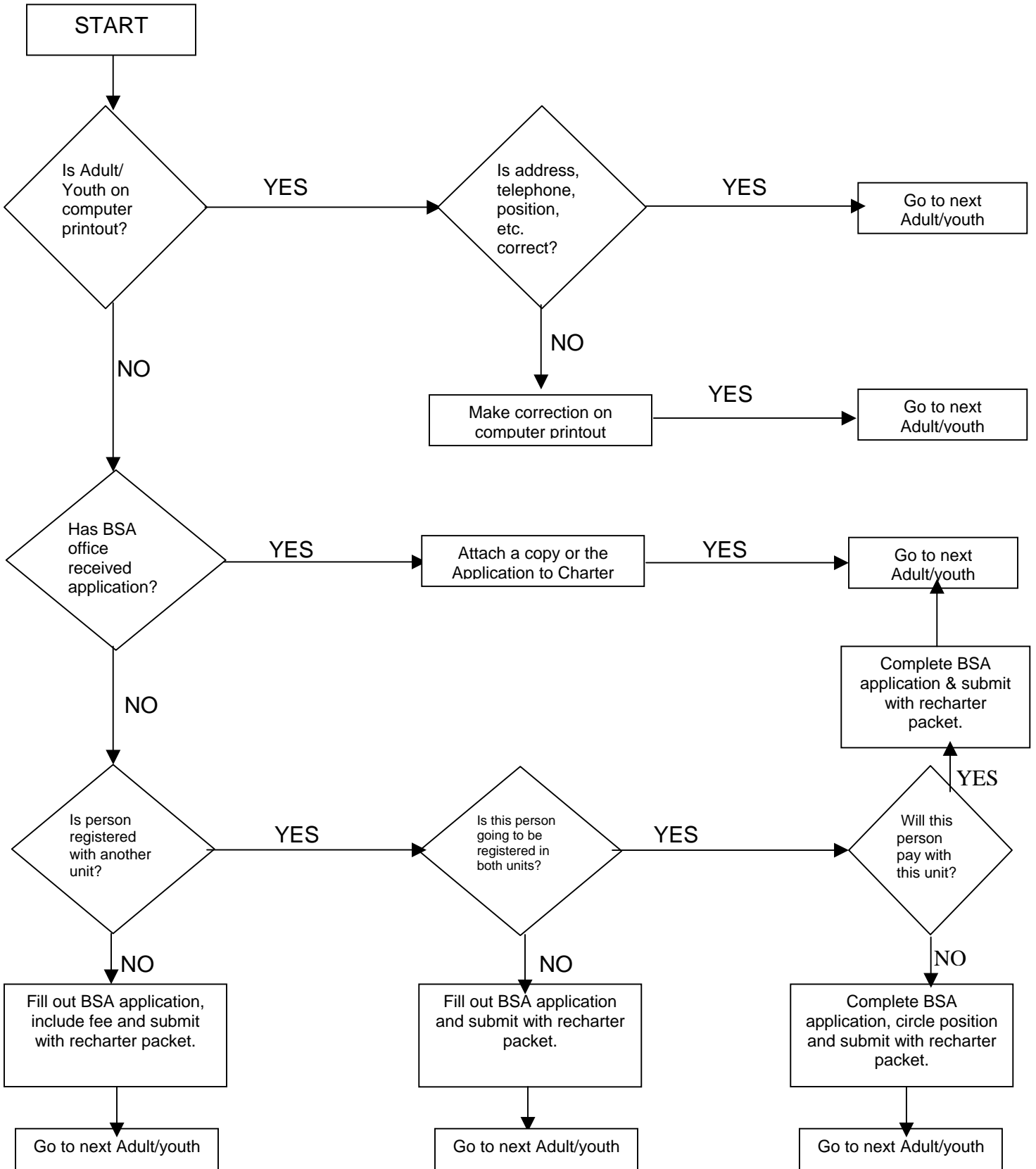
Return the completed packet, including the signed Charter Annual Agreement, to your Unit or District Commissioner or District Executive with the check enclosed.

PLEASE READ THIS... TWO PAGES TO GO

MEMBERSHIP RENEWAL FLOWCHART

Compare Unit Roster with Recharter computer printout.

Answer questions in order.



PLEASE READ THIS

REGISTRATION AND BOYS' LIFE SUBSCRIPTION INFORMATION

Term in Months	Youth/Adult Fee	Boys' Life
12	\$10.00	\$12.00
11	\$9.35	\$11.00
10	\$8.50	\$10.00
9	\$7.65	\$9.00
8	\$6.80	\$8.00
7	\$5.95	\$7.00
6	\$5.10	\$6.00
5	\$4.25	\$5.00
4	\$3.40	\$4.00
3	\$2.55	\$3.00
2	\$1.70	\$2.00
1	\$0.85	-----

Prorated fees do not apply at Membership Renewal!

The minimum Boys' Life term is two months.

If a member doesn't receive a copy within a few weeks after normally due, please contact the Center for Scouting at (920) 734-5705 X 125

Scouting Magazine is included as a part of the adult registration fee, six issues for a 12-month registration.

Almost done reading

Policy of Nondiscrimination

Youth membership in the Boy Scouts of America is open to all boys and young adults who meet the joining requirements. Membership in Scouting, advancement, and achievement of leadership in Scouting units are open to all youths without regard to race, or ethnic background and are based entirely upon individual merit.

Please read this too!

Thank you for reading this.

All done!