

The MANATEE Messenger

The official newsletter of the manatee district
November 2005

Key Three:

District Executive:

Tim O'Connor

Committee Chair

Peggy Hall

District Commissioner

Steve Seppa

Vice Chairs:

Vice Chair: Programs

Ed Newell

Vice Chair: Advancement

Ted Burghardt

Vice Chair: Membership

Doug Rautenkranz

Vice Chair: Finance

Steve Lindsey

Near term events:

District Popcorn Kernel

????????????????

Scouting for Food Chair

Mary Ann Pierson

Order of the Arrow

Kirk Hall

Roundtable Commissioner:

Paul Schneider

Paul.schneider@livetv-ifs.com

This Months Roundtable:

This month our Cub Scout roundtable staff is ready to help you find out about next month's theme "Faith, Hope and Charity" while at the Boy Scout roundtable we are going to discuss hobbies and how they fit into the Boy Scout program of your Troop. The Venture Crew roundtable is ready for anything!

There are so many important things to cover at this roundtable that a checklist is in order. Please take the time to make sure that someone in your unit is taking care of the following items:

- o Turn in your units Re-Charter paperwork
- o Sign up for your FME presentation for 2006
- o Turn in your recipe for the Roundtable Cookbook
- o Meet with your Unit Commissioner and schedule a visit

Please remember our "Scout-n-Sibling" sitting for only \$5.00 per child per night with all proceeds going to the members of a Manatee District Venture Crew

From the District Chair:

Scouting and the Holidays

..A Scout is Cheerful

What a wonderful time of year to learn the lesson of giving. We have just had two Saturdays of Scouting for Food...perhaps the hours spent going from door to door collecting food was the first time that a Cub Scout had considered that there may be families in our community less fortunate than his own. Cheerful service begins at a very young age when in involved in Scouting. Our community will be a better place for it.

IMPORTANT DATES:

November 18-20, 2005:
Introduction to Outdoor
Leader Skills (hosted by Eagle
District, Camp Manatee)

November 19, 2005:
Cub Scout Leader Specific
Training (Melb. Church of
Christ, Hollywood Blvd.)

December 2-4, 2005:
Astatula Chapter OA Call-Out,
Camp Oklawaha)

January 27-29, 2006:
Astatula Chapter OA Ordeal,
(Camp Oklawaha)

January 28, 2006: Boy Scout
Trainers' Conference (Council
Office, Apopka)

January 29, 2006: Den Chief
Training

February 3-5, 2006:
Webelos Woods (Hosted by
Troop 365, Chuck Pierson)

Another way to give ...Packs and Troops could consider having a toy or food drive at their December pack Meeting or Court of Honor. It is my experience that the youth enjoy giving to others as much as receiving a small gift from their unit leaders. You can do the Scout's family a favor by putting together a holiday gift list that would include items like a mess kit, sleeping bag, back pack, boots, etc. The family will be happy to receive practical ideas, the youth will be happy to receive high adventure gifts and as a leader, you'll be happy to have a Scout that is better prepared for their next outing. I hope that you enjoy your holidays to the fullest.

Yours in cheerful service,

Peggy Hall
Manatee District Chairperson

District Commissioner's Minute:

George Washington Carver once said, "How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and strong because someday in life you will have been all of these." We all hope that our boys and girls go far in life. We hope that the lessons we are teaching them and the experiences that they are absorbing will be of some benefit to them and the people around them. We can certainly emphasize (and hope they are paying attention to) the values and aims of Scouting that are embodied in the Oaths, Mottos, Laws, and Slogans of our great organization. But one thing is for sure: that we believe in "one nation under God". If you were born after 1950, you probably have no memory of the Pledge of Allegiance without the phrase "under God". It's an important part of our lives because it reminds us of things that are greater than ourselves and our nation. And it's not hard to see that the BSA's Oaths, Mottos, Laws, and Slogans take it a step further to represent what we, as adult leaders, are trying to enable our Youth to be: tender, compassionate, sympathetic, tolerant, and caring citizens. Next time you encounter a young person that needs a helping hand, or an elder in need of assistance, or an aging acquaintance, or

Help Wanted:

Boy Scout Roundtable Staff Wanted, responsibilities include supporting in the preparation and presentation of our monthly Boy Scout Roundtable. If you are interested, please see or contact Paul Schneider (431-2771)

Song of the Month:

(Tune: on Top of Old Smoky)

On top of Old Smoky,
All covered with snow,
We learned a great lesson
All people should know.
I met a Scout Leader,
A helper of youth,
He was roaming God's
mountains,
In search of the truth
He told me he found it,
In the red sunset glow,
In the voice of the thunder,
In the touch of the snow
His truth was quite simple,
As plain as could be.
I'll never forget what
That leader told me.
Do your duty to God,
To the red, white and blue;
To all others be helpful,
To your ownself be true

someone who is not as fortunate as we are..... remember that Scouting does care how we treat our fellow human beings. Remember what Scouting for Food this month does for the community. Remember our Veterans this month...those that have served and those that are still serving. Remember to give thanks, especially this month; for all that God has given us. Remember that we all have an obligation to serve others and to make this a better world. Scouting has given us the roadmap to follow. Let's all be tenderer, compassionate, sympathetic, and tolerant.

Steve Seppa

Manatee District Commissioner

Next Months Roundtable

Just so you are prepared, next months roundtable is sure to be a big hit! On the Cub Scout side we'll be having some "music magic" so be sure to polish your kazoos. Meanwhile, in the Boy Scout side, we will be sharing ideas on public service.

If you were unable to turn in your re-charter paperwork this month, please schedule some time with your unit commissioner.

What? No announcements at Roundtable?

The Roundtable staff would like to dispel the horrible rumor that there are no announcements at Roundtable. In fact, there is time for announcements, just not two hours like we used to have. If you have an announcement, please get with the respective RT chairperson and they will give you a timeslot and an allotted amount of time. In any case, please get your data to the RT Chair 1 week prior to Roundtable and we will put it in this handy dandy newsletter! E-mail your correspondence to: paul.schneider@livetv-ifs.com

**The advancement Committee would like to ask.....
Did your Advancement Chair turn in your unit's advancement
report this month?**

The BSA Ready & Prepared Award



The BSA Ready & Prepared Award was developed to encourage and reward Boy Scout troops, Varsity Scout teams, and Venturing crews that incorporate safe practices while enjoying challenging activities. The award acknowledges the common sense and judgment, founded on knowledge and training, used to incorporate risk management into a unit's decision-making process. It recognizes that the more responsibility individual members take for their personal health and safety, the more everyone contributes to a successful activity. Earning the award helps units focus on areas in which emphasizing risk management can help reduce fatalities and serious injury, such as

- Driver and passenger safety
- BSA Youth Protection
- Precautions for aquatics activities
- Premises safety and first-aid readiness
- Personal fitness and safety



The Award

There are two award levels: Gold and Silver.

To earn the **Gold Award**, a Boy Scout troop, Varsity Scout team, or Venturing crew must complete 10 mandatory requirements and three elective requirements. Youth and adult members of a unit earning the Gold Award are entitled to wear the gold-bordered BSA Ready & Prepared Award patch and the unit is entitled to display the gold BSA Ready & Prepared ribbon.

To earn the **Silver Award**, a Boy Scout troop, Varsity Scout team, or Venturing crew must complete 10 mandatory requirements and six elective requirements. Youth and adult members of a unit earning the Silver Award are entitled to wear the silver-bordered BSA Ready & Prepared Award patch, and the unit is entitled to display the silver BSA Ready & Prepared Award ribbon. Units earning the Silver Award also will be acknowledged in *Boys' Life* magazine. Apply for this award at the time of recapturing.

Award Requirements

All instruction for and participation in activities for the BSA Ready & Prepared Award must follow all precautions and safety measures laid out in the *Guide to Safe Scouting* and other Scouting literature.

When a Boy Scout troop, Varsity Scout team, or Venturing crew has fulfilled the requirements, it should submit a completed award application to the local council.

A unit can earn the Gold Award this year, work on the remaining three elective requirements, and earn the Silver Award next year.

Mandatory Requirements

Training

1. At least three registered adults in the unit are trained in Safety Afloat and Safe Swim Defense.
2. Two or more registered members, including at least one adult, are trained in first aid and CPR by a recognized agency such as the American Red Cross or the American Heart Association.



Youth Protection

3. Every registered adult in the unit was trained in BSA Youth Protection within the past three years.
4. Within the past 12 months the unit has viewed the appropriate Youth Protection video.
 - o "A Time to Tell" (ages 11 to 14) Date viewed
 - o "Personal Safety Awareness" (ages 14 to 20)
5. All registered adults and all adults listed as drivers on tour permits for activities occurring during the past six months have read and signed the Driver's Pledge.
6. The Scoutmaster, Coach, or Advisor; assistant Scoutmasters, Coaches, or Advisors; and unit committee chair have in their possession and have read the most current *Guide to Safe Scouting*.

Premises Safety

7. Unit members have conducted a safety check of their meeting place using the checklist in the *Guide to Safe Scouting*.
8. The unit first-aid kit was updated in the past six months and is complete.

Permits

9. During the past 12 months the unit filed all required tour permits with the local council. A national tour permit is required for all activities in which travel is 500 or more miles one-way. Local councils set requirements for travel fewer than 500 miles one-way.

Driving/Traffic Safety

Troops and Teams Only

10. At least half of the Scouts registered in the unit have earned the Traffic Safety merit badge.

Venturing Crews Only

10. All youth with a driving permit or driver's license have taken Venturing Out: Keys to Safe Driving online or have attended a group presentation.

Elective Award Requirements

In addition to the mandatory requirements, units must complete three of these elective requirements to earn the Gold Award or six to earn the Silver Award.

Youth Training

Troops and Teams Only

1. At least half of the registered Scouts have earned the First Aid merit badge.

Venturing Crews Only

1. At least half of the registered crew members are trained in CPR by a recognized agency such as the American Red Cross or the American Heart Association.

Fitness

2. At least 75 percent of unit members have completed requirements for the [To Be Physically Fit BSA Award](#) or the [Quest Award](#). Details on these awards can be found on the BSA Web site.

Permits

3. The unit has filed a Unit Money Earning Application with the local council for all unit fund-raising activities occurring in the past 12 months.

Special Achievements

4. At least half of the Scouts registered in the unit have earned the [Emergency Preparedness, BSA, Award](#). Details about this award are located on the BSA Web site.
5. Unit members have conducted a safety promotion within their community. Areas of interest include Climb On Safely, winter sports, bicycle safety, shooting sports, using tools and equipment, wilderness camping, and using fuels.
6. Each member of the unit has read chapter 6, Managing Risk, in the *Fieldbook* and has participated in a group discussion about what he or she read.
7. The unit has a risk management or health and safety officer. This position can be youth or adult. Attach a copy of the responsibilities of this position to the award application.

Boy Scouts of America

Central Florida Council

Disaster Assistance Program

UNIT SIGN UP AND REGISTRATION

Pack / Troop / Team / Crew / Ship / Post / Chapter (Circle one)	Unit Number: _____	
Does your unit have accident and sickness insurance? Yes / No Your Unit must carry accident and sickness insurance in order to participate in this agreement.	Date: _____ Number of Adults: _____ Number of Youth: _____	
Top Leader Name:	Age:	Position in Unit:
Address	City	Zip:
Day Time Phone:	Evening Phone:	
Cell Phone:	Email Address:	

Please List at least two other adults in your unit who are willing to serve as a point of contact in case of an emergency.

Leader Name:	Age:	Position in Unit:
Address	City	Zip:
Day Time Phone:	Evening Phone:	
Cell Phone:	Email Address:	
Leader Name:	Age:	Position in Unit:
Address	City	Zip:
Day Time Phone:	Evening Phone:	
Cell Phone:	Email Address:	

Email toconnor@cfcbsa.org or fax 321-255-9919

The New Internet Rechartering

Electronic rechartering is here! Internet Rechartering is a Web-based method for units to renew their charters from any online location—at home or at the office. Come to the October roundtables to attend training and hear more on Internet Rechartering. Units choosing to recharter electronically will be expected to complete the process during the month of November. Units will love this new method; it's easy, convenient, and accurate because you enter the information yourself!

Here's how it works.

The Central Florida Council has an Internet Rechartering link on our Web site (www.cfcbsa.org) with instructions and a link to the software. The unit receives its charter renewal packet as usual at the October Roundtable, only now the packet includes information for Internet Rechartering, including an access code especially for the unit. The unit selects an adult to complete the online process. This renewal processor uses the access code to log onto the Internet Rechartering Web site, selecting to start the process with current ScoutNET data. At any time, the renewal processor can suspend the electronic rechartering process and return later to the last completed screen.

The system lets you enter new members, renew current members, and update information for any registrant. When completed, the new unit roster is submitted to ScoutNET and a Unit Charter Renewal Report Package is printed. This package includes the unit charter application. Acquire the signatures for the application and send it, the rest of the package, any new youth and adult applications, and all fees to the council.

There's a link to the Internet Rechartering tutorial and help on the [council Web site](#). Check it out—we think you'll like the design. All BSA policies are enforced throughout the system, so what you enter is sure to meet all requirements.

Each unit must select an adult to be its renewal processor; this adult must attend the training. Additionally, anyone who wants to learn more about how Internet Rechartering works can take the interactive Internet Rechartering tutorial and view the Help page available.

How to renew a charter online

1. Sixty days before your unit's expiration date, select a renewal processor.
2. The renewal processor attends one of the training sessions.
3. Sixty to forty-five days before the unit's expiration date, the renewal processor clicks [Recharter Now](#) from the menu on the left and begins the process.
4. When the online process is completed, the renewal processor prints the completed charter renewal application.
5. The unit leader and the chartered organization representative sign the charter renewal application. Bring the application along with the material you received in your recharter packet (such as the Quality Unit application), and all appropriate fees to your district's charter turn-in meeting.

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

New member applications

For additional adult or youth membership applications: [Membership Applications](#).

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here --> [First Time User](#)

To login, please click here --> [Returning User](#)

[Registration](#)

[Login](#) | [Help](#) |

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number. If you do not have the Access Code, please contact your council.

Access code :

Unit type :

Unit number :

Internet Rechartering Frequently Asked Questions

[Why doesn't Internet Rechartering remember me?](#)

[Why doesn't Internet Rechartering work in my browser?](#)

[Why can't I click the Back button on my browser?](#)

[How can I print the roster before the final steps?](#)

[Why do I get an error when I click **Final Roster**?](#)

[Why do I get an error when I click **Check Roster**?](#)

[Can an adult hold two positions in the same unit?](#)

[What is a "transfer" member?](#)

Why doesn't Internet Rechartering remember me?

Windows XP users may find that the cookie for Internet Rechartering is blocked.

To allow cookies for this site:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the Security tab. On the Security screen, click **Trusted Sites**.
3. On the Trusted Sites screen, click **Sites...**
4. In the text box, enter **https://scoutnet.scouting.org/ucrs/UI/home/default.aspx**. Click **Add**.
5. Click **OK** to exit the Sites... screen. Click **OK** to close Internet Options.

Why doesn't Internet Rechartering work in my browser?

To fully use Internet Rechartering, you must use Internet Explorer 5.5 or higher. Also, JavaScript must be enabled in Internet Explorer.

To enable Javascript:

1. Open Internet Explorer. From the main menu, click **Tools > Internet Options**.
2. Click the Security tab. On the Security screen, in the Security level for this zone area, click **Default Level**.
3. Click **OK** to close Internet Options.

Why can't I click the Back button on my browser?

If you click the browser's Back button after entering information, you will lose information you entered. To return to a previous window, click the Previous button on the Internet Rechartering screen.

How can I print the roster before the final steps?

Click the **Review Roster** button in the left-hand corner of the screen. The roster appears in a new window. You can print this page, but this roster is not final and cannot be turned in to the council.

To print the roster:

1. Right-click in the new window.
2. From the drop-down menu, click **Print**.
3. In the print dialog box, choose a printer. Click **Print**.

Why do I get an error when I click Final Roster?

To view and print the final roster, you must have Adobe Reader. [Get Adobe Reader](#)

Why do I get an error when I click Check Roster?

An error in the Check Roster step may mean there is an invalid birth year on a record uploaded from PAS. To fix this, check the birth dates for all members uploaded into Internet Rechartering and correct any invalid dates.

Can an adult hold two positions in the same unit?

The chartered organization representative (CR) is the **ONLY** adult allowed to hold two positions in the same unit. The CR may hold only the additional position of committee chairman (CC) or multiple committee member (MC). The CR's additional position is always multiple in the same unit.

What is a "transfer" member?

A transfer member is a member from another unit within the council or from an out-of-council unit. The transfer must have an unexpired registration that is one or more months beyond the expiration date of the destination unit. Webelos Scouts advancing to Boy Scouts in the unit with the same expiration date are **NOT** transfers. They must be registered as new youth members.

Paper recharter kits:

Regular paper recharter kits will be available for those units who prefer not to use the online registration system.

Recharter procedure highlights

Following are the leader position letter codes used on recharter rosters:

- **IH** = Executive officer of the chartered organization (also known as institution head)
- **CR** = Chartered Organization Representative
- **CC** = Unit Committee Chairperson
- **NL** = Venture Crew Advisor
- **MC** = Member of Unit Committee
- **NA** = Venture Crew associate Advisor
- **PT** = Pack Trainer
- **TL** = Tiger Cub Den Leader
- **CM** = Cubmaster
- **DL** = Cub Scout (Wolf or Bear) Den Leader
- **CA** = Assistant Cubmaster
- **DA** = Assistant Cub Scout Den Leader
- **SM** = Scoutmaster
- **WL** = Webelos Scout Den Leader
- **SA** = Assistant Scoutmaster
- **WA** = Assistant Webelos Scout Den Leader
- **VC** = Varsity Team Coach
- **SK** = Skipper (Sea Scout Ship/Crew Leader)
- **VA** = Assistant Varsity Team Coach
- **MT** = Mate (Assist. Sea Scout Ship/Crew Leader)

Following are rechartering highlights:

1. A charter is considered complete when it has the following: (1) all required leadership positions filled, (2) been signed by the executive officer of the chartered organization (also known as institution head) and the unit leader, (3) youth and adult addresses, telephone numbers and birth dates and (4) payment of registration, Boys' Life subscription and accident insurance fees.
2. Only the registered executive officer of the chartered organization (also known as institution head) and unit leader are authorized to sign your unit's recharter roster. If there is a change of executive officer of the chartered organization, have the new executive officer complete an adult application (position code "IH") and submit it with the recharter.
3. Every unit must have the following leadership positions filled: executive officer; chartered organization representative; committee chairperson, a minimum of two (2) members of committee; and a unit leader (cubmaster, scoutmaster, varsity coach, post advisor, crew advisor). Cub Scout packs are required to register at least one den leader in addition to the other positions listed in the preceding sentence. Please keep in mind that no Cub Scout den should have more than 8-10 youth members and that two deep leadership is mandated by the Youth Protection requirements and the Guide to Safe Scouting.
4. Every adult leader must be registered. Adult applications must be submitted for any adult not listed on the recharter roster. Make sure that all required signatures (IH or CR, CC and applicant) are on the applications. List these "additional" leaders on an "adult" overflow sheet. Submit the applications and overflow sheet with the recharter roster.

5. Youth applications must be submitted for any youth not listed on the recharter roster. Make sure that the unit leader and parent have signed the youth application. All these "additional" youth must be listed on a "youth" overflow sheet. Submit the applications and overflow sheet with the recharter roster. Reminder: Make sure to include applications and overflow sheets for any youth or adults that joined after the date your recharter roster was printed.
6. Every Tiger Cub must have an adult partner. Tiger Cub adult partners do not need to complete an adult application unless they are also serving in a leadership position (CC, MC, CM, CA, TL, DL, or WL). To register a Tiger Cub adult partner in an adult leadership position with the pack, they have to fill out an adult registration form.
7. Only the chartered organization representative can register in more than one leadership position (also known as "multiple") within a unit and then only as the committee chairperson (CC) or committee member (MC). He or she can register only as one "multiple" within that unit.
8. The Quality Unit application is required regardless of your Quality Unit status for the current year.
9. An advancement form must be submitted with the recharter roster if there are any changes in youth ranks printed on the recharter roster.
10. The most important point is to calculate fees carefully! Check them again! Submit a single unit check to pay for the entire recharter amount (registration, Boys' Life subscription and insurance fees).

For a step-by-step explanation, consult the [Internet Rechartering tutorial](#).

The Internet Rechartering tutorial is a step-by-step explanation of how to use the Internet Rechartering system. It includes screen captures and examples. We recommend that users take the tutorial before using Internet Rechartering.

[What are the benefits of Internet Rechartering?](#)

There are two key benefits from using Internet Rechartering:

- More accurate member data, and
- Freeing up of scarce council resources.

These benefits are really two sides of the same coin. Moving some of the data entry for charter renewal from the council to the unit leads to more accurate member data (because a unit member is entering the information). Also, the council will need to only double-check and potentially edit the submitted Internet Rechartering data before it is posted to PAS.

[What do users need to use Internet Rechartering?](#)

Internet Rechartering was designed to accommodate the widest variety of users without a need for specific training. The users of Internet Rechartering should have a basic knowledge of Boy Scouts of America terminology and familiarity with a computer and the World Wide Web. Internet Rechartering contains an optional tutorial that will walk users through each step.

Internet Rechartering will require that the user have access to a computer with a 56 KB or faster Internet connection and a browser that is IE 5.5 or greater.

[What can I NOT do in Internet Rechartering?](#)

Internet Rechartering is only for charter renewal. New charters cannot be established through Internet Rechartering.

Internet Rechartering is for traditional units only – Packs, Troops, Teams, Crews, and Ships.

[What are the steps in the Internet Rechartering process?](#)

The unit renewal processor (RP), the person who is renewing the unit's charter, follows the process on the secure Internet site to create a charter renewal file. The RP provides Internet Rechartering with the data necessary to create the file in a series of intuitive steps.

To renew a unit's charter:

1. The unit eligible for Internet Rechartering designates an adult member as the RP.
2. The RP gathers all the information needed for a traditional charter renewal (e.g., new applications, fees, data of which adults are holding which paid positions, etc.).
3. With the charter renewal information at hand, the RP navigates to Internet Rechartering via the council Web site.
4. In Internet Rechartering, the RP registers/logs in to Internet Rechartering and follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. [Load the Roster](#) – use PAS or third-party unit-management software (UMS) to create the initial work-in-progress roster.
--OR--
[Upload UMS File](#) - upload the file created in unit-management software.
 - b. [Update the Roster](#) – update charter information, select which current members to renew on next year's roster, add adult members, add youth members, update member data, update member positions.
 - c. [Check the Roster](#) – validate that the data to be submitted conforms with BSA rules.
 - d. [Update Member Fees](#) – update fees (e.g., assign “Multiple” status) and sign up unit members for Boys' Life.
5. After double-checking the information, the RP [submits the file](#) to the council and [prints](#) the Internet Rechartering Charter Renewal package.
6. The RP sends the paperwork and fees to the local council for processing.