

SCOUTS-L

**ORGANIZING &
RECHARTERING**

Date: Fri, 15 Jul 1994 13:54:31 -0500
From: George Huffman <HUFFMAN_GEORGE_W@LILLY.COM>
Subject: Recharter suggestions needed
To: Multiple recipients of list SCOUTS-L <SCOUTS-L%TCUBVM.BITNET@PUCC.PRINCETON.EDU>

Net wisdom needed.....

As a district commissioner I am charged with seeing that my units recharter on time. We have gone to some trouble to see that this occurs in a timely manner.

For example, we hold charter training nights, we have follow-up visits by unit commissioners, we have special charter turn-in events, we have a "charter trouble hot line" that unit leaders can call, etc., etc.. The result is that most units (80%) recharter on time, some are maybe a week or two late (<20%).

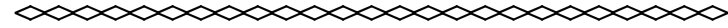
Overall our results are good. However, I have one unit that just doesn't care.

This unit is two+ months late. They will tell me the charter has been turned in when it hasn't. They tell me that someone else is in charge of rechartering. They tell me that it's none of my business. Etc. Many of these unit adult leaders are leading citizens of the community.

I know that no less than a dozen phone calls have been made by myself, my commissioner staff, and the DE. I have sent out overly polite letters asking if they need help or guidance. None of my phone calls are returned. I asked the council office to flag the units participation at summer camp and was promised that indeed they could not attend until registered. Guess what? They attended camp. What can I do? I am composing a letter to the sponsoring institution this weekend. Remember, it's not my job to antagonize these people (we're at the

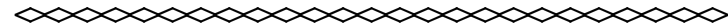
edge now) and I really want to help them. Last year they were over four months late!

George



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"Anyone who takes seriously anything I say shouldn't be allowed on the network in the first place."



From mfbowman Sat Jul 16 02:03:44 1994
Date: Sat, 16 Jul 1994 01:52:23 -0400 (EDT)
From: "Michael F. Bowman" <mfbowman@cap.gwu.edu>
Subject: Re: Recharter suggestions needed
To: SCOUTS-L Youth Groups Discussion List <SCOUTS-L%TCUBVM.BITNET@PUCC.PRINCETON.EDU>
cc: Multiple recipients of list SCOUTS-L <SCOUTS-L%TCUBVM.BITNET@PUCC.PRINCETON.EDU>

There are always a few leaders that hate paperwork and resent the need to renew charters each year. Usually we try to make sure that the Committee Chairperson knows that after a charter has lapsed that it is the Scouts who will be hurt because advancements can't be processed (and if it happens in error that advancement is not legitimate causing problems later with Eagle applications), that attendance at activities is improper, and most important that the unit may no longer enjoy BSA's insurance protection leaving the leaders and chartered organization as potential joint defendants in litigation with full liability. We also coordinate with the Council Program Department and Advancement Chairman to see that things temporarily come to a stop. In a few cases we've had unit commissioners make a personal call on the Chartered Organization to point out the same things. These steps usually pickup the reluctant units.

For the most difficult units, a personal visit seems to be in order. Its very hard to have as many excuses face-to-face.

One of the other things we've done is to produce a local guide to filling out the recharter paperwork that goes through the process step by step in painful detail.

Because our district has nearly 200 units and about 6,000 Scouts, we have a Deputy District Commissioner for Rechartering that coordinates the process as a full time avocation. This helps us quite a bit.

Hope some of these ideas help.

Yours in Scouting, Michael F. Bowman, a/k/a Professor Beaver

**Deputy District Commissioner Exploring, GW Dist., NCAC, BSA
Speaking only for myself, but with Scouting Spirit . . .**

_____ mfbowman@CAP.GWU.EDU _____

Date: Thu, 11 Aug 1994 15:20:15 -0500
From: Kathie Cerveny <kathie@DELTA.EECS.NWU.EDU>
Subject: Re: CUB SCOUT PACK COMMITTEES

Hi,

Get a copy of the Cub Leader Book, which gives you the required formaton of a pack committee, who, what, etc.

Your next step is to realize that it is not the Cubmaster who forms the committee, but the Chartered Organization through their APPOINTED chartered organization representative and the pack committee chairman. In fact, with our current youth protection policy, you, as potential Cubmaster are required to meet with the chartered organization representative to have him/her approve you for the Cubmaster position.

You will also find the following in your Cub Leader book:

1. Pack Committee MUST have:
 - a. Committee chairman - registered
 - b. two additional adults called "members of committee" (on the adult application on job code, you list MC.
2. A Pack MUST have:
 - a. a Cubmaster (male/female 21 or older)
 - b. a den leader for each age group which the pack has registered boys in, i.e. 8, 9 year olds
 - c. a Webelos Den leader if a boy(s) of 10 and/or 11 are registered.

Read the section on pack committee requirements. Remember this is a 64 year old program, don't spend time re-inventing the wheel. Take the FIRST available Cub Scout Leaders' Basic training you can find, do NOT depend on books, they can't give you the spirit that makes a pack go!

Good luck,

Kathie

Date: Thu, 11 Aug 1994 15:36:15 CST
From: "Settummanque, the blackeagle" <waltoml@WKUVX1.WKU.EDU>
Subject: Re: CUB SCOUT PACK COMMITTEES

Second, I am sure that Kathie Cervany, our resident "Cub Scouting expert" and other Cub Scouters here can shed more light on this than I can (I served as a WEBELOS Den Leader, Assistant Cubmaster and Den Leader Coach in my time), but I'll start this way.

You can organize the committee as a "Committee of the whole", which is the traditional way that MOST Packs are organized (because there's traditionally not a whole lot of people to draw from); or as an "executive committee", consisting of the chair and the chairs of the various "committees" (which would be sub-committees of the Pack Committee).

Your Den Leaders and Assistants, the Cubmaster and Assistant, nor the Den Leader Coaches and Tiger Cub Organizer/Coaches should NOT be on the Pack Committee UNLESS you cannot get other adults to serve. There's a common sense reason as well as a technical reason; the technical reason is because the Pack Committee "spends the money, approves the awards, and make the decisions on the Pack" and the leaders of the Pack executes the spending, presents the awards and executes the Pack Committee's decisions. The common-sense reason is because you will QUICKLY "burn out" those adults that have to serve as a leader (their primary role in Cub Scouting), and then have to work with doing all of the background work with the Pack. After a while, they will leave citing "I'm doing EVERYTHING", which in reality, they are!

Here's what you HAVE to have:

You HAVE to have at least three people, one to serve as Chair. Why do you need three people? One serves as the Pack's Committee Chair. One serves as the Pack's Tresurer. One serves as the Pack's Advancement Chair. (neat how that works, right?). That's what you have to HAVE. There are MANY Packs that run on those three, supplemented by leaders of the Pack, in order to make things happen for the kids. It SHOULDN'T BE THAT WAY, Floyd...but it is in many communities.

Here's the IDEAL:

In addition to the three people mentioned above, you need to have a Vice Chair. This person resolves that "what happens when the Committee Chair don't show or quits" problem that many Packs have. You need to have a person to handle ADULT AWARDS AND RECOGNITIONS. This is the person that receives those requests from the District asking for names of great folk in your Pack that hardly gets recognized but are really link-pins in the Pack's operation. This is also the person that insures that other parents gets credit for participating in various fundrasing events and other events of the Pack. You need a person to handle PR for your Pack...including handling the arrangements for the Roundup and other District events that are geared to attract new Cubs to your Pack. You also need a Outdoors chair, a person to make sure that the WEBELOS Den Leaders have backups in case one or more of them cannot attend a outdoor event with the members of the Den (or, in our case, has MORE boys than the 8 to one adult ratio needed). Finally, you need a person to handle the physical arrangements of the location where you have the Pack meeting set up at. This is person OTHER THAN THE CUBMASTER AND ASSISTANT that makes sure that all of the chairs needed are taken out, unfolded and arranged for a meeting, and then afterwards, to fold them back up and put everything away for another month.

I would recommend that you have a Transportation person, someone able to round up vehicles or parents or both to take them to places outside the regular Den or Pack meetings; and a person to head up various fundrasing projects and the Sustaining Membership Enrollement/Friends of Scouting program in your Pack each year. Those folks can be others in your Pack doing "double duty"; or separate individuals.

>From my count, I say that you need to recruit at least eight, but 10 adults to do the tasks mentioned above. What goes well is to have families to do a task, since Cub Scouting is a family program as well as it allows for "two deep" management (when Susie can't do it, perhaps her husband Rick can, that kind of thing) and continuity.

Much of what I've stated depends on the number of adults available in your Pack, and whether or not your chartered partner organization can do many of those tasks. For instance, you may not need a tresurer if your Church says that you have to pool and get monies through the Church Board. You may not need a PR person if the Chair of your Pack is the school Principal or assistant. You may not need a transportation "guru" if many of your families own a minivan or

station wagon.

Knowing and using the resources of the group is an essential task that you have to do before recruiting additional hands. Make sure, Floyd, that you have each person to do something CONSTRUCTIVELY, or else you won't get them back next year (or the rest of this one)!!

Hope that helps!

Settummanque!

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Settummanque, the blackeagle... (MAJ) Mike L. Walton (
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Date: Thu, 11 Aug 1994 23:24:35 -0400 (EDT)
From: "Michael F. Bowman" <mfbowman@cap.gwu.edu>
Subject: Re: CUB SCOUT PACK COMMITTEES

J. Michael Floyd,

**Here's the listing we use a Join Scouting Night Orientation and recommend
be blown-up to poster size for parents to sign up for jobs:**

One Year Commitment Working Primarily With Adults

Chartered Organization Representative
Committee Chairperson
Treasurer
Secretary
Activities Chairperson
Advancement Chairperson
Membership Chairperson
Pack Newsletter Publisher

One Year Commitment Working Primarily With Youth

Cubmaster
Assistant Cubmaster
Assistant Cubmaster
Den Leader Coach
Webelos Den Leader - 2
Asst. Webelos Den Ldr - 2
Asst. Webelos Den Ldr - 2
Webelos Den Leader - 1
Asst. Webelos Den Ldr - 1
Asst. Webelos Den Ldr - 1
Bear Den Leader
Asst. Bear Den Leader
Wolf Den Leader
Asst. Wolf Den Leader
Tiger Cub Group Organizer

One Time Commitment - Plan & Execute Single Activity

Scouting for Food Coordinator
Pack Fundraising Activity Coordinator
Fall Safe-Bicycling Activity Coordinator

Mid-Year Holiday Party Coordinator
Pinewood Derby Coordinator
Pinewood Derby Concessions Coordinator
Blue and Gold Banquet Coordinator
Friends of Scouting Coordinator
Spring Picnic Coordinator
Scout Show Coordinator
Scout Show Ticket Sales Coordinator
Cub Scout Day Camp Coordinator
Webelos Resident Camp Coordinator
Summertime Activities Coordinator

And of course you can always add a few of your own depending on your activities; e.g. Rain-gutter Regatta Skipper, etc.

Yours in Scouting, Michael F. Bowman, a/k/a Professor Beaver
Deputy District Commissioner Exploring, GW Dist., NCAC, BSA
Speaking only for myself, but with Scouting Spirit . . .

_____ mfbowman@CAP.GWU.EDU _____

Date: Wed, 26 Mar 1997 11:27:10 EST
From: Cynthia D King <cdk7552@JUNO.COM>
Subject: On-Time Rechartering (long)

George,

There have been several incentive ideas posted that encourage units to recharter on time.....here's how one council did it:

1) begin with a history of rechartering within each district (and then the council). Two or three years of history is enough...The council registrar can work with volunteers (most likely commissioners) to extract the information---by unit, by district, when did the recharter come in: between the 1st & the 15th of the due month, between the 15th & the end of the due month, after the due month. This let's you know what your situation is & where you need to begin work.

2) ask the Executive Board to require that recharterers fall due in certain months. Some councils already have this. Ours were due Dec-May, inclusive. The commissioner & professional staffs worked with the units & chartered partners to move charters to these months. All did not choose to move---they were grandfathered in their old months. Most chose to move. When possible, all units chartered to one chartered partner were moved to the same month. All new units starting up must have their charters due Dec-May. Some districts moved to four months of charters, some to just one.

3) ask the Executive Board to approve a no-lapse policy. Units that do not recharter within the month due, lose their charter. There are no s/r units. This works better if phased in gradually--"After September 1, 199x, all units not rechartering by the end of their recharter month will be considered dropped." It is embarrassing as a DCmr to drop a unit. In 42 months as a district commissioner, I had units drop in 6 of those months. My longest stretch without a dropped unit was 27 months---in a brand new district. I know one district that went over SEVEN YEARS without a dropped unit, with four district commissioners. It can be done.

4) work with the Scout Executive, Director of Field Service & Field Directors, and the Commissioner Staffs to move the responsibility of recharterers to the District Commissioners and their staffs. Professionals should provide support, when asked.

This may require that some critical achievements be rewritten to reflect

this change. If you want your on-time recharterers to increase, the Commissioner staff will have to take an active role.

5) have the District Commissioners commit to goals to improve recharter status. This is where the history numbers come in. If a district only has 25% on-time recharterers, hitting 90% in the next year would be really tough. A reasonable, attainable goal should be set for each district, *by the District Commissioner*. Have the District Commissioners set these goals in a staff meeting with Council Commissioner & Council Commissioner Staff. A "standard" of 65% on time recharterers might be reasonable for the whole council, with a "goal" of 95%. Again, working with real numbers takes the speculation out of the process.

6) have a PR campaign to highlight when recharterers are due---the council said the recharter is due on the 15th. In my district we used the 1st---"Recharterers are due to the commissioner staff by the 1st of the recharter month." This gave us two weeks to track down defective charters, missing signatures, etc. Even with the 15th, there is time to correct defective items before the end of the month.

7)make sure that the commissioner staff are the best trained volunteers in the recharter process. Work with the Council Registrar to make the training as current as possible. Our registrar would come out to a district commissioners staff meeting in the fall (usually September or October) to have refresher training for the upcoming recharter season. And, for commissioner training, (basic was once a month) she would pass the word on what the most common problems were on the recharterers coming across the counter.

8)host "recharter parties" in the district---we had them starting two months before the first charters were due. It was very informal, come & go. We had tables set up with chairs, a current district membership printout, extra forms, calculators & commissioners. Always had at least the district commissioner and one ADC there for the whole evening. UCs would arrange to meet their unit folks there to work through the recharter. Help was available from the DCmr & ADC, if needed.

9) At 150 days out from the recharter deadline, a letter from the Council Commissioner to the head of the Chartered Partner announced that the recharter would soon come due & that the professional would be visiting soon....the professionals made their visits during the 150-90 day slot. The recharter papers were printed & given to the commissioner staff at 90

days to get to the units immediately. Then, it was not unreasonable of us to expect to see the recharter on time. The commissioner closest to the unit--hopefully the UC, if not, then the ADC, always knew who physically had the papers. And what day they intended to turn them in. If not in by the 1st, the commissioner could kick into high gear to get the process moving.

10) Recognize that some units will be on time, without any commissioner help. Recognize that some units will be late, no matter what the commissioner staff does to help & encourage. The strength of the unit's program is not always in direct relationship to their ability to accurately complete paperwork in a timely fashion.

11) Set-up a recharter turn-in at roundtable. It is a convenience for units. And it is a great place to get it done. Try to have a separate room, just for this. Have a commissioner available along with extra forms & a district roster.

12) Our council's Scout Fair was on the first Saturday in December, with about 850 units present. We would tell the units that "your charter is due on the 1st, but I guess we can take it as late as the Scout Fair." There is no penalty involved, just a psychological deadline. The council eventually had the Council Registrar & staff set up a recharter area for that purpose. (I think that it was the Registrar's idea.)

13) Our District Chairman, a bank president, asked why it was important that recharterers came in on time. It seemed important to him since the District Commissioner always started the monthly report with it. The answer was: "Like a mortgage payment, the recharter is due on the first of the month. We foreclose at the end of the month." The District Chairman became very serious.

14) Some units will bypass the commissioner staff to turn the recharter in to the Scout office personally. Don't take offense. If it's on time & right (and Quality), be grateful & praise them for a job well done. Sidebar---I had one unit that just would not let a commissioner touch the recharter. And they were noted for turning in the paperwork at the end of the month. Good unit, but they were driving me crazy with this process. I "happened" to be at the office the day the Scoutmaster came in with the charter. Since it was lunch & the counter was swamped, with a long line, I offered to take the charter & put it across the counter after lunch when the staff was less busy. That way Mr Scoutmaster could go on to lunch & be back at work on time. He declined, as he had several questions

for the staff. He got into line, I puttered around the office with other errands & breezed by the counter as he put his charter up & started asking questions. Bless the staffer, she asked if that wasn't one of my units, I said yes. She said why don't you help him--there's an empty desk in the back.....

15)the Commissioner staff must be committed to tracking & working the recharter process. The units must be able to count on you. Be trained. Stay knowledgeable. Be available. Be approachable.

16)the commissioner working with the unit should make mental notes of the stumbling blocks in that unit's recharter process. And work to reduce or remove those stumbling blocks by next year. Work the annual service plan.

Be there for the units *all year long*---not just when you want something from the unit. It is a relationship that must be nurtured over time.

17) our council commissioner recognized the efforts of the commissioner staffs on rechartering--his monthly letter showed which districts were at 100%, then descended by percentages down through the districts. One column was reserved for "Months at 100%". At the annual commissioner conference, the district with the most months at 100% was recognized (big item) as well as those districts with 12 months at 100% (smaller item). One DCmr said, I can never pass xxxx district---they have over 7 years, but I can get 12 months.

George, this plan may not work in your council. It did in ours. It took the dedication of the entire commissioner staff with the support of the Council professionals & staff to get the job done. This council has over 2000 units & ended '96 with over 96,000 youth registered. Big job? yes. Big payoff? yes. The big payoff was the quality of commissioner service delivered year-round to the units in the council. The units had the support that they needed to deliver a quality program to the youth.

Good Scouting!

Cindy King
cdk7552@juno.com