STEP ONE: Getting Started: How to Create an Account and/or Log into the System

NOTE: If you’ve previously submitted an online nomination for a National Service Recognition award, you will use the same account to submit online charter applications or site status change forms. Use the link below and login (in the left column) with your email and password.

1. Go online to: https://bgcaawards.secure-platform.com/a/account/login
2. Enter the required information under the Create a New Account column, then click the Register button.
3. Follow any additional instructions provided by the system to access your new account.
STEP TWO: Gather Documentation Needed for the Charter Application or Site Status Update

1. On the BGCA home page, click on the **Online Chartering System** in the top ribbon and two options will appear: **Complete A Submission** and **Documents Required**.

2. Click on the **Documents Required** option. It’s recommended to have available all attachments and supporting documentation prior to beginning the online charter application. To assist you with this process, we have provided lists of the documentation needed for each application category.

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**Application for Membership - Unit or Extension**
- Site Director Resume
- Photograph of building (8" x 10", showing as much of building as possible, can be taken with phone)
- Copy of lease agreement, memorandum of understanding (MOU), or documentation of agreement to use facility
- Copy of one week’s activities schedule: per day, hour, and room
- Roster of registered members, including name, age, and gender: Excel spreadsheet preferred
- Copy of site itemized budget for present year, including revenue and expenses

**Application for Membership - Community Impact Program**
- Roster of registered members, including name, age, and gender: Excel spreadsheet preferred

**Application for Membership - Corporation**
STEP THREE: Determine the Category to Select

1. When you are ready to start the online submission, click on the **Online Chartering System** option in the top ribbon and choose **Complete A Submission**.

2. New options appear. Select **Click here to begin a new Submission**.

3. The application home page will open. This page provides a reference guide to help you decide which type of charter or site update you should choose from the dropdown menu of the **Select Category** field.

For your convenience, a link to the listing of attachments required for each submission is provided. Just open the link in a new tab and the **Documents Required** page will open.

*New sites seeking membership*

If you are still unsure about which option to choose, please contact your Club’s DOD or CSS as listed in your BGCA.net profile or call one of our three service centers for assistance.

*Changes to existing chartered sites*
1. **Select Category:** Click on the dropdown menu under *Select Category* and choose the application type.

   For a *new site*, select the application type for which the site meets membership requirements.

   ![Select Category dropdown menu](image)

   To *update the status of a current site*, select *Current Site Update* and an additional dropdown menu will open. Select the status update needed for your Club site:

   ![Current Site Update dropdown menu](image)

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**NOTE**

The following pages provide general instructions to guide you through an application for a New Unit. Each application or site status update is a little different, but the process of submitting online paperwork is the same. Please use the instruction boxes on the following pages to learn and understand how to complete the various sections and upload documents in the Online Chartering System.
2. **General Information Page:** Once a category selection is made, the page will open additional fields on the General Information page and a path of pages to complete the application will appear as hyperlinks at the top of the page.

Please follow the screenshots with instruction boxes below and on the following pages to assist you in learning how to navigate the Online Chartering System:

- First, enter the Club’s region. Once entered, another field will open to select your state and then another field to select your Organization’s Name.

- Next, enter a unique name for this application so you can easily find it in your submissions list.

- Next, enter your contact information as the Point of Contact for this application.

- When finished entering information on a page, click Save and Next to move to the next page.

- List of pages to be completed with hyperlinks to each page for easy navigation.

- Note: All fields with a red asterisk * must be completed.
3. **Site Information Page**

Enter the official site name for this new Club site as you want it to appear on the charter certificate. Please review the membership requirements available on BGCA.net and/or speak with your Club’s DOD if you have any questions regarding naming your site.

Note: For Site Updates, provide the site name and location address of the site for which the update is being requested.

Next, enter the LOCATION ADDRESS for this site.

If the mailing and/or shipping address is DIFFERENT from the Club’s location address, then select YES and a new set of address fields will open for you to enter this information.

If the mailing and/or shipping address is the SAME, click NO.

Next, enter the site’s phone number, Club website, and date the site began operating.
4. **Site Information Page (continued):** Staff of the Qualifying Site

Next, enter the Site Director’s information and upload a copy of the Site Director’s resume.

To upload a copy of the Site Director’s resume, click **CHOOSE FILE** and a new box will open. Find the file on your computer and just “drag & drop” a copy into the box.

Next, enter the number of full-time and part-time staff members (not including the Site Director).

Click **Save and Next** to move to the next page.
Next, enter information related to the building facilities, including: ownership, use, service locations, licensure, teen center status, and community location.

Definitions are available for review to assist in answering certain questions.

Additional questions may open based on answers to specific questions.
Building Construction and Size

Type of construction (brick, concrete, wood frame, etc.) *

Approximate total square footage of building *

Number of Floors *

Approximate square footage used by this Boys & Girls Club *

Upload a photo of the building, showing a majority of the building in a large format (8x10 preferred) *

Cell phone images are acceptable if the building is visible and photo shows more than just the front entrance. Capture as much of the building as possible in the photo.

Choose File: No file chosen

Upload a site photo that shows as much of the building as possible.

Please check any of the following amenities that apply to this site

- Games Room
- Swimming Pool
- Basketball Court
- Baseball/Softball Field
- Playground
- Computer Lab
- Exercise Equipment (gym)
- Transportation from Local School(s)

Does or will the site display on the building the official Boys & Girls Clubs Service Mark and adhere to BGCA’s graphic standards with the understanding that any previous rights to the name or mark are merged herein and use of the name or mark is contingent upon good standing? *

- Yes
- No
Next, provide the revenue and expense information for this site. Also, provide information on whether this is a 21st Century funded site.

Upload a copy of the itemized budget for this site. Please be sure that the numbers provided in the fields above are supported by the attached budget.

Click Save and Next to move to the next page.
6. **Site Operating Hours & Service to Youth:** Operating Hours

**Online Chartering System**

Next, enter information related to the operating hours and upload a program schedule for this site.

**Operating Hours**

If this Club is operating within a school, what is the school year schedule? *

- [ ] August - May
- [ ] September - June
- [ ] Not operating in a school

Number of months open per year during school year *

*Unit site must be open at least 10 months per year*

[ ]

Number of days per week open during school year *

*Unit site must be open at least 5 days per week*

[ ]

Number of hours per day during school year *

*Unit site must be open at least 4 hours per day*

[ ]

Is the Club open during the summer? *

- [ ] Yes
- [ ] No

Upload a copy of one week's typical program schedule *

*CLICK HERE* to download a Program Schedule Template

Program schedule must show activities per room, per hour, per day. Cleanup and staff planning do not count towards hours of operation.

Choose File No file chosen

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REMINDER: Information provided for site operating hours must meet membership requirements. If not, you will receive an error message like this when you attempt to submit your charter application.

- [ ] Number of months open per year during school year *
  *Unit site must be open at least 10 months per year*
  8
  Please enter a value greater than or equal to 10.

- [ ] Number of days per week open during school year *
  *Unit site must be open at least 5 days per week*
  3
  Please enter a value greater than or equal to 5.

- [ ] Number of hours per day during school year *
  *Unit site must be open at least 4 hours per day*
  3
  Please enter a value greater than or equal to 4.

Upload a copy of the program schedule for this site. Please be sure that the information provided in the schedule matches the operating hours entered above.

A program schedule template is also available.
6. **Site Operating Hours & Service to Youth (continued):** Service to Youth

**Service to Youth**

Are boys and girls admitted into membership of the Club without discrimination as to age, nationality, class or creed? *

- [ ] Yes
- [ ] No

What is the average amount of dues per Club member per year? *

\[
\text{__________}
\]

What is this site’s Average Daily Attendance? *

\[
\text{__________}
\]

**Percentage of Total Registered Membership** *(Best estimate is acceptable)*

Total should equal 100%

- % African American *
  - [ ]
- % Asian *
  - [ ]
- % Caucasian *
  - [ ]
- % Hispanic *
  - [ ]
- % Multi-Racial *
  - [ ]
- % Native *
  - [ ]

Number of female registered members *

\[
\text{__________}
\]

Number of male registered members *

\[
\text{__________}
\]

Number of teen registered members (Age 13 & older) *

\[
\text{__________}
\]

Total number of registered members *

\[
\text{__________}
\]

*Unit site must have a minimum of 100 registered members*

Please upload a roster of registered members for this site including name, age, and gender *

Excel spreadsheet preferred

Choose File

No file chosen

Note: The system does not calculate totals. Please be sure the ethnicity breakdowns total 100% and the total number of registered members equals the gender breakdowns entered.

Upload the membership roster including name, age and gender *(Excel spreadsheet if possible)*. Please be sure the information provided in the roster matches the counts entered above.

Click **Save and Next**
7. **Organization Approval:** Organization signatures required via electronic approvals.

**Online Chartering System**

General information → Site information → Site Facilities & Financials → Site Operating Hours & Service to Youth → Organization Approval

**Organization Signatures**

*Chief Executive Officer and Board Chair electronic signatures are required for this submission.*

Please enter each full name and email address below. This system will send an automated email to the specified individual requesting certification for this submission.

*This submission will not be approved until both Chief Executive Officer and Board Chair have completed their certifications.

**Chief Executive Officer** *

(Not Sent)

Full Name

Email

**Board Chair** *

(Not Sent)

Full Name

Email

**CEO and Board Chair electronic signatures are now required for all online submissions (even when the CEO is completing the charter application).**

Please enter the name and email address for both the CEO and the Board Chair of the Organization, then click **Save and Finalize**.

**Note:** We will verify the name and email addresses submitted against the information contained in our records for both the CEO and Board Chair, so please be sure to have this information updated in our records regularly. Contact the Club’s DOD and/or CSS with any updates.
STEP FIVE: Submitting the Online Charter Application or Site Status Update

1. **Error Checking**: The online system will check for errors or incomplete answers.

   **When you click Save and Finalize, the online system will review the application and identify any questions that were not completed or had data entered that was not consistent with membership requirements.**

   **ERRORS OR INCOMPLETE ANSWERS**

   The online system will direct you to the pages where the questions still need to be completed. It will highlight the answer box in red and will occasionally provide instructions in red text.

   When finished on that page, scroll to the bottom and click on Save and Finalize again. The system will either advance to the next page that needs to be corrected or it will advance to the final submission page (see below).

   **READY TO SUBMIT**

   The online system will verify that you want to submit this application. No corrections can be made once you click OK.

   If you still need to verify any information, click CANCEL and then click SAVE. You can return to the application at a later date when you have verified the information.

   If you are finished with the application and ready to submit, click OK.
2. **Confirmation:** The online system verifies receipt of the application and explains next steps. You’ll also receive an email from bgcaonlinechartering@bgca.org confirming receipt with the application code number assigned to your submission.

3. **Electronic Signatures Required:** When the application is submitted, the online system automatically generates emails to the CEO and Board Chair based on the information entered on the last page of the application. The online submission is not finalized and ready for review until both the CEO and Board Chair electronic signatures are completed. You can view the status of the pending electronic signatures in your dashboard. Click on the option to resend the approval email or send reminder emails.

**Note:** Your dashboard identifies how many applications you have completed, in progress, needs attention or electronic signatures pending. Click on any of the options to see a list of submissions and/or access for editing.

**Recommendation:** Notify your CEO and Board Chair to be expecting an email from bgcaonlinechartering@bgca.org so it does not fall into either the deleted or junk email boxes.
3. Electronic Signatures (continued):

**CEO & BOARD CHAIR REVIEW:**

Click on the link provided in the email and the CEO or Board Chair will be directed to a web page to review the application and then submit an electronic signature.

**SUBMIT ELECTRONIC SIGNATURE:**

After reviewing the application, CEO or Board Chair will enter their name, check “electronic signature” and then click on **Save**. The staff member who submitted the application will receive an email from bgcaonlinechartering@bgca.org notifying that a signature has been submitted.
STEP SIX: BGCA Review and Approval

A member of the BGCA Club Support Services (CSS) staff will review the submission for completeness.

**If a Submission is Complete:** The CSS will submit the application for the required approvals. Once the approvals have been received, a confirmation email will be sent notifying that our records have been updated. In the case of new sites or site name changes, a charter certificate will be mailed to the organization’s CEO.

**If Additional Information is Needed:** You may receive additional email communications from a member of our CSS staff or your Club’s DOD to inform you of missing or incomplete information and what exactly is needed to finalize the submission. The CSS will re-open the submission so you can make edits and/or submit additional documentation. On your dashboard, you will see a new category under *My Applications* entitled *Needs Attention*. Click on this option to open and access the application.

Open the submission and use the hyperlinks at the top of the page to navigate to the correct section/page that needs attention. When finished editing, click through to the final page and/or use the hyperlinks at the top of the page to navigate to the *Organization Approval* page. Scroll to the bottom and click *Done*.

The *Needs Attention* section in your dashboard should disappear.

**Additional Reviews:** The CSS will conduct a second review and will either contact you for more information or will submit the application for approvals.