

Internet Re-Charter



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What is Re-Charter?

- Renewal of the Chartered Organizations annual commitment to continue owning and operating a Scouting unit
- Annual renewal of individual BSA memberships
- Authorization for the organization to use the BSA's Intellectual Property
- Renewal is from January 1st to December 31st



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What is the Re-charter Process?

Step 1: Attend Recharter Kick-off, get your Recharter Access Code

Step 2: By Nov 15th, Register online and complete online steps 1-2.

Step 3: By Nov 20th, Complete online steps 3-5: Submit to Council.

Step 4: By Dec 15th, Obtain signatures and collect missing Items

Step 5: Turn in paperwork at your District Re-charter Celebration!



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This Training will walk you through the Re-charter process and will provide you with 8 helpful tips.

TIP #1:

Our Council office cannot process
Incomplete Re-charters.

All Re-charters must be PERFECT, in order to be processed.

This training will help you complete a perfect charter

STEP 2: Register and complete steps 1-2



Internet Rechartering

Visit the Council website
or **my.scouting.org** to
get to the online system.

Access Code is on your
Packet!

Click Register



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](#).

REGISTER

First Time User

LOG IN

Returning User





Internet Rechartering

Enter Your Access Code:

Select Unit Type

Enter Unit Number

(All 4 Digits, including zeroes)

Registration

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:

Troop

Unit Number:

0141

CONTINUE





Internet Rechartering

Create a Password

&

WRITE IT DOWN!!!!

Registration: Information and Password

Please enter your contact information and create your password to complete the registration process.

First name :

Darlene

Last name :

Sprague

Password :

(alpha numeric, 6+ characters)

Re-enter password :

E-Mail :

[Redacted]

Re-enter e-mail :

[Redacted]

Phone number :

[Redacted] - [Redacted] - [Redacted] (ext)

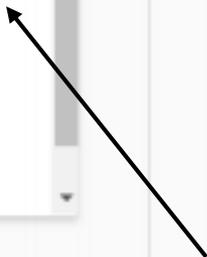
REGISTER





Laurel Highlands Council: Troop 0141

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster



INTERNET RECHARTERING OVERVIEW

There are five stages in the Internet Rechartering process:

Stage 1 Load Roster

You choose whether to load the unit information either from the council or upload your unit record information from PackMaster or TroopMaster or TroopSoft.

Stage 2 Update Roster

You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.

Stage 3 Check Roster

Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.

The Stages of Internet Recharter Appear on this screen.

You will progress through these stages until all information and all BSA requirements have been met.

Load Current Roster

Internet Rechartering - Laurel Highlands Council: Troop 0141



Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

3 Check Roster

4 Summary

5 Submit Roster

LOAD ROSTER

To begin Internet Rechartering, choose one of the following options:

LOAD COUNCIL INFORMATION

← Click here if you want to load your roster with council information and do not have a recharter file.

UPLOAD RECHARTER FILE

← Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.

Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

Select “Load Council Information”

TIP #2 – Don't use “Upload Recharter File”, it causes problems!

You now have a “Working Copy” of your re-charter

Changes don’t take effect until you click “Submit”

Changes made by the Office will not appear **unless** you click the “Update Unit Roster” button.

Example: Youth Applications that were processed by the office



The screenshot displays two panels from a web application. The top panel, titled "ROSTER REVIEW", contains a button labeled "Review / Print Roster" and two lines of text: "Renew: 0 Adult, 0 Youth" and "New: 0 Adult, 0 Youth". The bottom panel, titled "UPDATE UNIT ROSTER", contains a paragraph of text: "Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information." Below this text is a button labeled "Update unit roster".



Follow the steps to:

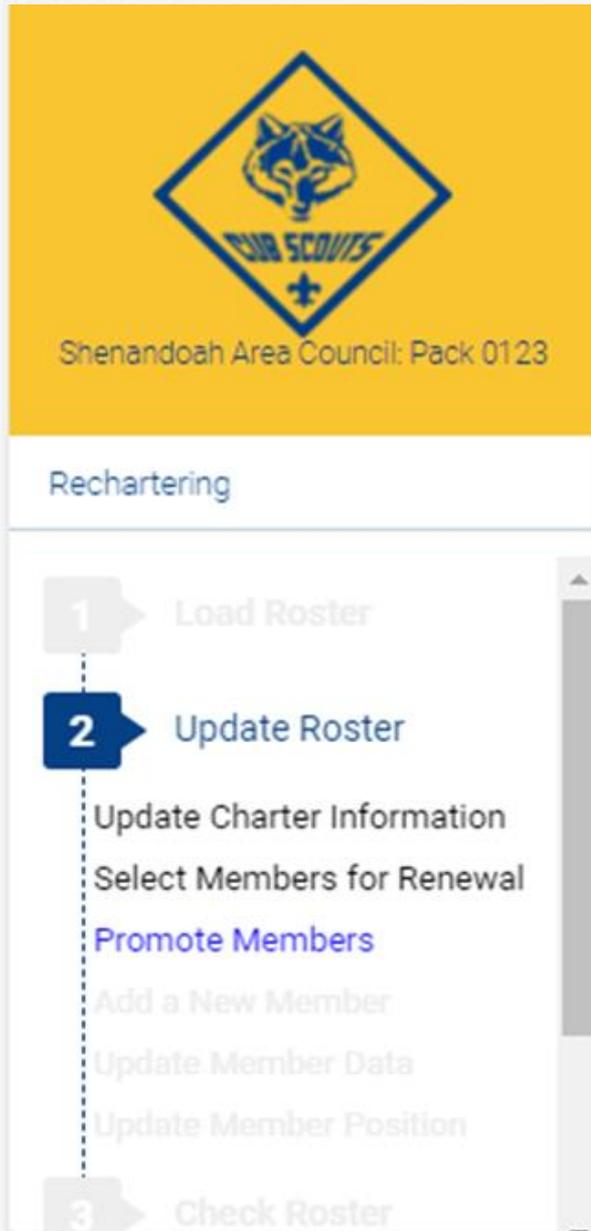
Update Charter Information

Select Members for Renewal

Add new youth and adult members

Update Member Data

Update Member Position



The screenshot shows a yellow header with the Boy Scouts of America logo and the text "Shenandoah Area Council: Pack 0123". Below the header is a white section titled "Rechartering". A vertical list of steps is shown, with step 2, "Update Roster", highlighted in blue. The steps are:

- 1 Load Roster
- 2 Update Roster**
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster

Tip #3: SKIP the “Promote Members” option

Internet Rechartering - Shenandoah Area Council: Pack 0123



Rechartering

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members

Add a New Member

STEP 3 OF 6 : PROMOTE MEMBERS

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided.

Skip this, unless you know how it works.

Youth joining a new unit must fill out a new application even if you use this option. Generally using this only causes problems.

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth

New: 0 Adult, 0 Youth

Tip #4: To help you collect fees and inventory your members, you can print your roster by pressing the Review/Print Roster Button.

Note:
This is a
DRAFT!
Don't turn
this in as it
can't be
accepted.

CHARTER RENEWAL APPLICATION

Unit: Troop 0141
District: Japeechen
Unit Status: R

County: Westmoreland
Term: 12 months

Expire Date: 09/30/2018

Charter Org:



Executive Officer:



Boys' Life:
Term: 12 months
Begins: 10/2017
Ends: 09/2018

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

Registration:	Qty:	Fee:
Paid Youth		\$
Multiple Youth		\$0
Paid Youth BL		\$
Paid Adults		\$
Multiple Adults		\$0

Step 3: Complete Steps 3-5 Online

Verify who is re-chartering, both youth and adults

Collect Fees:

- Youth Membership Fee: \$66
- Exploring Youth Fee: \$42
- New Youth Joining Fee: \$25 (for Packs, Troops, Crews, Ships)
- Adult Membership Fee: \$42
- Chartered Org Liability Fee: \$75
- Boy's Life Magazine: \$12 per person



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Youth Protection Training

Before the online system will allow you to “submit” every adult leader must have a current Youth Protection Training Certificate.

Certification lasts 2 years.

Tip #5: You will need to click the “Update unit roster” Button to update training records on your re-charter.

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Tip #6: Improve your Trained Leader % for Journey to Excellence by registering Adults in the Proper location.

Adults who are not active with the unit or on the committee can be registered as a Unit Scouter Reserve or as a College Scouter Reserve.

Use these positions instead of Assistant Scoutmaster or Committee Member to increase your trained leader %.



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Update your roster using the info you've collected

Click "Check Roster"

- System will check your roster for errors & warnings
 - **Error must be fixed**
 - le: Adult has no Youth Protection
 - le: Not enough adults
 - **Warnings should be fixed** (if true fix, ignore false alarms)
 - le: Youth appears to old to be a Webelos
- Once fixed click "Re-Validate"



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SUMMARY

Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

| [Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) |
| [Update Member](#) | [Update Member Position](#) |

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 11 Adult, 11 Youth

New: 1 Adult, 0 Youth

Fees = \$\$\$\$.\$\$

Summary Page.

SUMMARY

Click Summary



Update Your Fees:

STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND *BOYS' LIFE*.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Search

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update		02/01/1951	\$0.00	\$66	\$66	Adult
Update		08/12/1977	\$0.00	\$66	\$66	Adult
Update		06/15/1970	\$0.00	\$66	\$66	Adult
Update		11/26/1968	\$0.00	\$66	\$66	Adult
Update		06/20/1948	\$0.00	\$66	\$66	Adult
Update		07/28/1969	\$0.00	\$66	\$66	Adult

BOYS' LIFE

Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

Electronic Approval Option & Total Fees

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver - Executive Officer ▼

Your Initials

Draw Your Signature

CLEAR SIGNATURE

SIGN DOCUMENT

Also known as the charter fee

REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$\$\$\$

Total Fee \$\$\$\$\$.\$\$

If you choose to sign your charter electronically, you would complete this page and select NEXT.

NEXT

If not signing electronically do not fill in anything and select NEXT.

Non-Electronic Approval

scoutnet.scouting.org says:
Do you want to proceed without Online Approval?

OK Cancel

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver [] - Executive Officer, Charter

Your Initials []

Draw Your Signature

[]

CLEAR SIGNATURE SIGN DOCUMENT

REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$\$\$\$
Total Fee		\$\$\$\$.\$\$

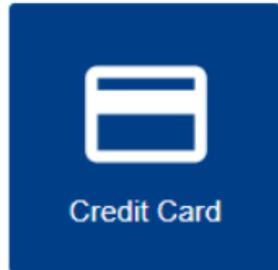
NEXT

If not signing electronically and you selected NEXT you are presented with this question. Select OK.

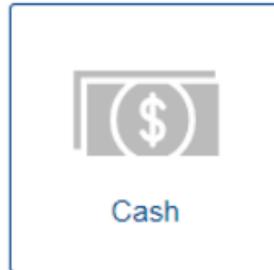
Payment Options

PAYMENT

Payment Methods

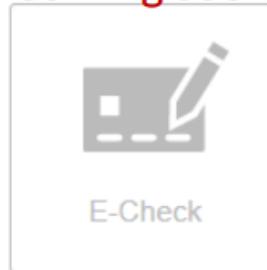


3% Administrative Fee



No Fee

Coming soon



No Fee

Card Name

Card Type

Visa ▼

Card Number

REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00

Total Fee	\$\$\$\$.\$\$
Administrative Fee	x 3%

Total with Administrative Fee	\$\$\$\$.\$\$
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If paying by credit card you enter all of the credit card information. Note there is a 3% administrative fee for using the credit card.

SUBMIT ROSTER

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [| Review | Print Roster |](#) link.

To submit your roster to the council, click below.

SUBMIT TO COUNCIL

Click Submit to Council

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees \$\$\$\$.\$\$

If you are paying by cash you have the option of checking this box. Before submitting your roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the warning.

SUBMIT ROSTER: PRINT CHARTER RENEWAL APPLICATION

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. As requested by your council, print the Summary Renewal Report E-Z OR the Unit Charter Renewal Report Package (but not both). Please follow the instructions of your council in regard to which renewal application format is requested. You may save these PDF files for reference.
2. Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Chartered Organization Representative OR Executive Officer and Unit Leader).
3. Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders, the application is required.
4. Follow the instructions of your council in regard to payment of fees. If Online Payment was done the confirmation is on your report.
5. Deliver the Summary Renewal Report E-Z OR all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and make payment of fees due to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->

[PRINT RENEWAL APPLICATION](#)

Print the Renewal Application

Select Unit Charter Renewal Report Package (**NOT** the E-Z Report)

STEP 4: Obtain Signatures and Collect Missing Items

UCRS - Renewal Report

Page 1 of 5

UNIT CHARTER RENEWAL REPORT PACKAGE

Longhorn Council : Troop 0260

New Adult Members

(The application form(s) for new adult member(s) must be submitted with the UCRS Charter Renewal Package)

Name

Test Adult Nine

Gunner Fyle

New Youth Members

(The application form(s) for new youth member(s) must be submitted with the UCRS Charter Renewal Package)

Name

Gubber Markus Johnson

Seven Test Youth

Any Items in **RED** on Front Page **MUST** be collected and submitted with the Re-charter

Criminal Background Check Disclosure and Authorization forms on Adults Leaders

Beginning in 2020, the BSA implemented periodic criminal background checks. A current background check disclosure and authorization form is required on all Adult leaders.

Most Adults submitted this form with their re-charter in 2020, but a few have not. The system will flag those adults who are still missing the updated form, which must be submitted with the re-charter before it can be processed.



All Units **MUST** submit a paper copy of their Re-charter, even if they do electronic signature and pay online.

CHARTER RENEWAL APPLICATION

Unit: Troop 0141
District: Japeechen
Unit Status: R

County: Westmoreland
Term: 12 months

Expire Date: 09/30/2018

Charter Org:



Executive Officer:



Boys' Life: 2
Term: 12 months
Begins: 10/2017
Ends: 09/2018

Approver Name: 
Approver Position: Executive Officer,
Approver Initials: ak
Approval Date: 10/10/2017

Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447
Payment Amount: 687.78
(Total includes Administrative Fee)
Credit Card Type: American Express
Credit Card Number: XXXXXXXXXXXXX1347
Payment Date: 10/10/2017

Registration:	Qty:	Fee:
Paid Youth	<u>11</u>	<u>\$264.00</u>
Multiple Youth	<u>0</u>	<u>\$0</u>
Paid Youth BL	<u>2</u>	<u>\$24.00</u>
Paid Adults	<u>12</u>	<u>\$288.00</u>
Multiple Adults	<u>0</u>	<u>\$0</u>
No Fee Adults	<u>1</u>	<u>\$0</u>
Paid Adult BL	<u>0</u>	<u>\$0.00</u>
Unit Liability Insurance Fee		<u>\$40.00</u>
Accident and Sickness Insurance Fee @ \$2.25	<u>23</u>	<u>\$51.75</u>
Total Amount		<u>\$667.75</u>

Electronic Receipt



Tip #7: Utilize the Re-charter Turn-In Worksheet.

This will help you verify that the re-charter is error free and ready to be submitted to the Council office.

Tip #8: Your Unit Commissioner can HELP!

Meet with him/her to review your re-charter prior to the District Re-charter Celebration.



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Step 5: Turn in Paperwork at:



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Review of Key Dates:

- Nov 2nd– Online Re-Charter system opens
- By Nov 15th – Complete Steps 1-2:
 - Register & Review roster
- By Nov 30th – Complete Steps 3-5 online.
 - Collect Fees, Submit the Recharter to Council.
- By Dec 15th – Obtain Signature & Collect Missing Items
 - Review with a Unit Commissioner
- Turn In Re-charter at your District Roundtable!



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Questions



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