



Charter Renewal For Unit Leaders 2019-2020

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Objectives for Charter Renewal

- **Properly renew youth and adults for the new charter year so that youth benefit from Scouting**
 - Inventory Membership
 - Identify renewing and dropping members (and reason)
 - Choose Leadership for new charter year
 - Identify and approve new positions
 - Validate adult training
 - Ensure youth have trained leaders, esp. Youth Protection Training
 - Confirm Charter Organization sponsorship for new year
 - Pay renewal and insurance fees for new year
- **Complete renewal on time – avoid impact on youth**
- **Update BSA official records**

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Responsibilities for Charter Renewal

Objectives for Charter Renewal

- **Properly renew youth and adults for the new charter year so that youth continue to benefit from Scouting**
 - Inventory Membership
 - Identify renewing and dropping members (and reason)
 - Identify the new program or unit “fit” for dropping members
 - Choose Leadership for new charter year
 - Identify and approve new positions
 - Validate adult training
 - Ensure youth have trained leaders, esp. YPT
 - Confirm Charter Organization sponsorship for new year
 - Pay renewal and insurance fees for new year
- **Complete renewal on time – avoid impact on youth**
- **Update BSA official records**

***Committee Chair
& Unit Renewal Team***

Recharter Processor

Advise and Support

Commissioner

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Charter Renewal Timelines

- **Immediately**

- Submit youth and adult applications as soon as completed

- **Begin to Prepare**

- CC identify Renewal Team & set expectations
- CC and Renewal Processor complete training and tutorial
- Conduct membership inventory
- Request adults update myscouting profile
- Request adults validate and update training esp. YPT
- CC receive access codes
- Identify Renewal Processor (RP) to Commissioner

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Charter Renewal Timelines

- **October – Unit Recharter Activity**
 - RP log in to Internet Rechartering website
 - Charter renewal team provide RP with members (& reasons for drops), Boys’ Life subscriptions, leadership positions, primary (paid) position/unit and other (multiple, unpaid) positions/unit
 - Charter renewal team obtain applications and YPT certificates, as needed, and fees
 - RP clicks “Update Unit Roster” to pull in new data
 - Key 3 (and UC) review draft
 - RP clicks “Submit to Council” and print final
 - Meet with Chartering Organization head for signatures on final charter

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Charter Renewal Timelines

- **November – District/Council Recharter Activity**
 - CC assembles Charter Renewal Application package with envelope and check and submits to Unit Commissioner
 - Unit Commissioner reviews package and assists with changes
 - District Executives review package and submit to Council Registrar
- **December – Council Activity**
 - Registrar processes application
 - Deficiencies corrected
- **January – Unit/Commissioner Activity**
 - Registrar posts charter
 - Units print and present charter and membership cards

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Resources

mayflowerbsa.org/recharter

OF AMERICA
OUNCIL



MyScouting Tools

Menu > myScouting

News

NEW! YPT Certificate Sent By Email

National 05/11/2018

Effective now, when completing the 4 modules of the Youth Protection Training course on the BSA Learn Center, the system will automatically email a PDF attachment of the Youth Protection Certificate to the email associated to your myscouting account! This YPT certificate will include the completion date and the expiration date. No more guessing when your YPT will expire, and no more waiting to access and print your certificate.

More myscouting features are in development – stay tuned!

INTERNET RECHARTERING

Home / Resources / Unit Management / Internet Rechartering

Unit Rechartering Overview

The Annual Unit Rechartering Process is one of the most vital administrative components of managing a Unit (Troop, Pack, Crew, Ship or Post). It is renewed each year as part of this process is the formal document that certifies the agreement between a Chartered Partner – an organization that Scouting as a part of its service to youth and community outreach – and the Boy Scouts of America. Without an up-to-date Charter, as a Unit is not in America and does not have access to Council or National Resources, including insurance.

The 2018 Unit Rechartering process will begin on October 29. Each Unit Committee Chair and Unit Leader of Record will receive important communication about the 2018 Unit Rechartering before this time. After having received this information, the Unit's Renewal Processor, designated by the Unit Committee Chair, will complete the 2018 Unit Rechartering Overview, the 2018 Unit Rechartering walkthrough and the appropriate Journey to Excellence forms. Links to these documents are below.

Internet Rechartering Tutorial & Helps

Updated Internet Rechartering

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For Membership Inventory, use Member Manager to export BSA roster & compare unit records

Browser address bar: <https://my.scouting.org>

Navigation: Member Manager >

Organization Roster

Click All Members

Roster by Person

Roster View

Filter by Position: All Positions

1347 (Burke United Methodist Church)

Choose All (Youth and Adults)

Export Member List (Name and BSA ID)

1347	✓
1347	✓
1347	✓
1347	
1347	



Identify drops

- **Contact Member: Confirm drop reason**

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

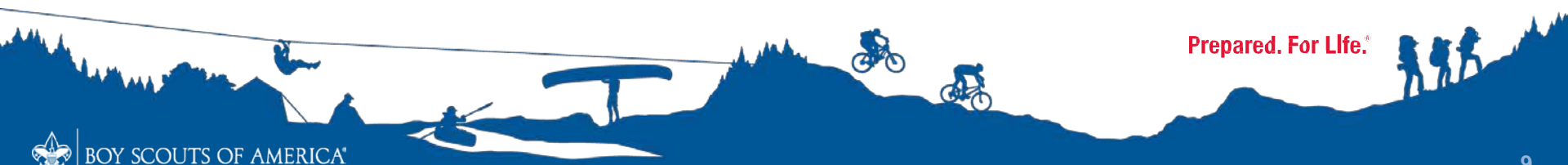
1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
4954256	Teaghan		<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
101154999	Mikhail F		<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

Save

Internet Recharter Input

- **Determine if a youth dropping your unit might stay in the Scouting if they were introduced to another unit**



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Requests adults update info

- Update profile – email, phone, address
- Validate training – retake YPT, update completed training
- Confirm positions
- Confirm primary (paid) and multiple registrations
- Subscribe to Boys' Life if desired

ADULT MEMBERSHIP REREGISTRATION INSTRUCTIONS

Validate and update your information in [my.Scouting](#) official BSA records

1. Contact Info: Verify/update your profile contact information (address/phone/email) in [my.scouting](#)

The screenshot shows the 'my.Scouting' dashboard. The 'My Profile' link is highlighted with a red circle and a red arrow. Below the navigation bar, there is a table of training records:

Training Type	YPT Status	Expires	Retake Course
Youth Protection Training	YPT	Completed 08-13-2018 Expires 08-13-2019	Retake Course >
Venturing Youth Protection Training	YPT	Completed 08-19-2018 Expires 08-19-2019	Retake Course >
Exploring Youth Protection Training	YPT	Completed 08-02-2018 Expires 08-02-2019	Retake Course >

2. YPT: Ensure that your Youth Protection Training will be current for the entire next Scouting year, i.e. September of next year. For 2018-19 renewal, all must take the new YPT. If needed, print and forward your updated YPT certificate to your Recharter Processor.

The screenshot shows the 'My Youth Protection Training' section. The 'YPT' link is highlighted with a red circle. Below the training status, there is a 'Retake Course' button highlighted with a red circle. The text 'Date after 1 Sep Next Year' is also visible.

Confirm all your BSA leadership positions. Advise your Recharter Processor.

- Position Changes.

The unit Chartered Organizational Representative approve all unit adult positions. When changing positions, a new adult application (with signed disclosure form and YPT certificate) is required and should be submitted promptly. Annotate "Position Change" on

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Confirm Leadership for new year

- Charter Renewal FAQ specified required leaders for each unit type
- Internet Recharter checks required leaders
- Submit applications now if leadership begins this year. Update Unit Roster to pull in data

STEP 6 OF 6 : UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

Note: Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update		Executive Officer
Update		Chartered Organization Rep.
Update		Committee Chairman
Update		Committee Member

ROSTER REVIEW

[Review / Print Roster](#)

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

UNIT ADULT POSITIONS

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	7	

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Collect fees

- **Member Renewal** **\$??.**00 per member
(Tiger/Lion Partners no fee)
- **Boys' Life** **\$12.00** per
subscription
- **Council Program Activity Fee** **\$30.00** per youth
(Lions & Venturers 18-21 do
not pay)
- **Unit Charter Renewal** **\$40.00** per unit
- **Note: Use Submittal Envelope to calculate fees**

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Internet Rechartering Instructions

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2017 UNIT RECHARTERING OVERVIEW

2017 UNIT RECHARTERING WALKTHROUGH

JOURNEY TO EXCELLENCE FORMS

RECHARTERING FEE WORKSHEET

BEGIN RECHARTERING

during the 2017 Unit Rechartering Process, please contact the Mayflower Council Registrar, John Fortini at john.fortini@scouting.org.

Rechartering from any PC with internet access, provided its security level is not set too high. Do not try to use a Mac computer. The system has a version for Macs. If you are using "Explorer 8" you need to be in "Compatibility mode". It is recommended you delete cookies & temporary files" before you

begin

BEGIN RECHARTERING

CONTINUE PREVIOUSLY STARTED RECHARTERING

Internet Rechartering Helpful Tips

91U – Unit College Scouter Reserve & 92U – Unit Scouter Reserve

These 2 positions should be used to register people who want to maintain their BSA registration, but are NOT actively working with your unit currently. They must take

The portal to Internet Rechartering is the “Recharter Now” link

Direct URL link:
mayflowerbsa.org/recharter



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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 this [page](#) 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

Adobe Acrobat Reader: You will need Adobe Reader to view the final version of the charter renewal application and other forms. You can download Adobe Reader by clicking on the image.



This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser. ©2017 Boy Scouts of America. All rights reserved. [Privacy statement](#), Version 7.0.0.

Everyone registers as a new user each year



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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 forms for signature.

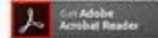
If you are a new user, you can consult this [presentation](#) for instructions on using Internet Rechartering.

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

REGISTER
First Time User

LOG IN
Returning User

Adobe Acrobat Reader: If you will need Adobe Reader to view the final version of the charter renewal application and other forms, you can download Adobe Reader by clicking on the image.



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Note the 'Frequently Asked Questions' link on most pages as well as a link to a presentation with instructions

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Registration

To register for Internet Rechartering, enter the access code provided to 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:

CONTINUE

This is the Registration Page when using Internet Rechartering for the first time each year: Enter the Access Code number given in the Rechartering letter, select the unit type, and enter the unit number in **4-digit format**

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Internet Rechartering

Registration: Information and Password

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

First name :

Last name :

Password :
(alpha numeric, 6-32 characters)

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number :

REGISTER

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Identify the User and create a Password, the first time entering the system for the year

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Log In as a Returning User
Welcome to Internet Rechartering from the Boy Scouts of America

Access Code:

Password:

LOG IN

[Forgot password?](#)

This site supports Chrome and Firefox and Internet Explorer 11 (without Compatibility View) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.
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If you forgot your password, select Returning User and click: [Forgot password?](#)

When logging in after the first time, enter the same access code and password

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National Capital Area Council, Crew 0062

- 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. |
| Stage 4
Summary | You complete a final review of the membership roster and fees and make any final changes. |
| Stage 5
Submit Roster | You submit your final roster and print your Charter Renewal Packet for submittal to your council. |

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

BEGIN

Inside, the first page shows the 5 stages of Internet Rechartering (Begin with Begin)

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(The process has 5 stages)

You can go back and forth between stages
from any point in the process

until you make the final submission

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National Capital Area Council, Crew 0062

- 1 Load Roster
- 2
- 3
- 4
- 5

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.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Stage 1 – The first choice is whether to download the existing Unit Roster from the National Database (myScouting) or upload from a third party software

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Uploading using Third party software

e.g., Packmaster, Troopmaster, TroopTrack

- All official data is already in myScouting
- If you use unit software, make sure that each name in your software is shown the same as the name in myscouting
 - Do not use nicknames for official records

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The screenshot shows a web interface for updating a roster. On the left is a navigation sidebar with a yellow header containing a logo and the text 'National Capital Area Council, Crew 0002'. Below the header are two main steps: '1 Load Roster' and '2 Update Roster', with '2 Update Roster' being the active step. The main content area is titled 'WELCOME TO STAGE 2: UPDATE ROSTER' and contains a list of six steps to update the roster. To the right, a 'ROSTER REVIEW' box shows 'Renew: 0 Adult, 0 Youth' and 'New: 0 Adult, 0 Youth'.

WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit.
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**.

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

ROSTER REVIEW


Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Use Stage 2's six steps to update adult and youth information

Later in Stage 4, you can change Boys' Life and identify multiples who paid in another unit

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National Capital Area Council - Crew 0052

- 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

STEP 1 OF 6 - UPDATE CHARTER INFORMATION

Please review and update your chartered organization information. When you have completed the changes, click **Next Step**.

Country:

Address 1:

Address 2:

City:

ZIP code:

State:

U.S. telephone number:

(ext)

Foreign telephone number:

(ext)

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

UNIT INFORMATION

Unit type:
Unit number:
Unit expire date:
District:
Chartered organization

Unit term (months) 12
Unit new expire date: 12-31-2019

NEXT STEP

Stage 2, Step 1 – Update information about the unit and the Chartered Organization

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National Capital Area Council, Crew 0952

- 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

STEP 2 OF 6 - SELECT MEMBERS FOR RENEWAL

Below is your current roster:
 All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	[REDACTED]	9524 Claychin Ct	Adult	1 Committee Member	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	3412 Gallows Rd	Adult	1 Committee Member	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	8617 Little River Tpk	Adult	1 Executive Officer	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	9520 Claychin Ct	Adult	1 Committee Chairman 2 Chartered Organization Rep.	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	5002 Dulce Ct	Adult	1 Venturing Crew Advisor	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	4155 Vemoy Hills Rd	Adult	1 Venturing Crew Assoc. Advisor	[REDACTED]

Renew	Name	Street Address	Youth	Position	Person ID
<input checked="" type="checkbox"/>	[REDACTED]	10550 Page Ave	Youth	1 Venturing Participant	[REDACTED]
<input checked="" type="checkbox"/>	[REDACTED]	10550 Page Ave	Youth	1 Venturing Participant	[REDACTED]

ROSTER REVIEW

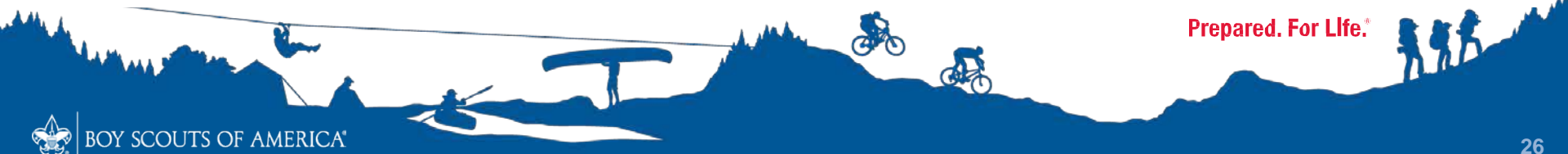
[Review / Print Roster](#)
 Renew: 0 Adult, 0 Youth
 New: 0 Adult, 0 Youth

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](#)

Stage 2, Step 2 begins with a list of all members currently in myScouting, with a default checkmark for renewals. Uncheck for a non-renewal



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National Capital Area Council, Crew 0952

- 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

STEP 2 OF 6 - SELECT MEMBERS FOR RENEWAL

Below is your current roster:

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>		9524 Claychin Ct	Adult	1 Committee Member	
<input checked="" type="checkbox"/>		3412 Gallows Rd	Adult	1 Committee Member	
<input checked="" type="checkbox"/>		8617 Little River Tpke	Adult	1 Executive Officer	
<input checked="" type="checkbox"/>		9520 Claychin Ct	Adult	1 Committee Chairman 2 Chartered Organization Rep.	
<input checked="" type="checkbox"/>		5002 Dulce Ct	Adult	1 Venturing Crew Advisor	
<input checked="" type="checkbox"/>		4155 Vemoy Hills Rd	Adult	1 Venturing Crew Assoc. Advisor	

Renew	Name	Street Address	Youth	Position	Person ID
<input checked="" type="checkbox"/>		10550 Page Ave	Youth	1 Venturing Participant	
<input checked="" type="checkbox"/>		10550 Page Ave	Youth	1 Venturing Participant	

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth

New: 0 Adult, 0 Youth

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


Update Unit Roster

PREVIOUS

NEXT

“Update Unit Roster” each time you return to work on the roster to pick up recent registrations and training

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National Capital Area Council, Crew 0062

- 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

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. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 5 Adult, 2 Youth
New: 0 Adult, 0 Youth
Fees = \$313.00

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

PREVIOUS

PROMOTE

NEXT STEP

Stage 2, Step 3 lets you promote a member from another unit if you have their unit access code. Or, you can manually enter the information

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Promoting a Member

Promoting a member does not take them out of the other unit. That must be done manually by the Renewal Processor of the previous unit.

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STEP 4 OF 6 - ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click **Next**.

To add new adult, please click here => **NEW ADULT**

ROSTER REVIEW

Review / Print Roster

Renew: 5 Adult, 2 Youth
New: 0 Adult, 0 Youth
Fees = \$313.00

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

PREVIOUS **NEXT**

Stage 2, Step 4 is the addition of new members, beginning with adults

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National Capital Area Council: Crew 0062

- 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

STEP 4 OF 6 - ADD NEW MEMBER

Page 1 : Add Adult

Transfer into this Unit:

First name:

Middle name:

Last name:

Suffix:

Primary position in unit: Executive Officer

Position 2:

Position 3:

Position 4:

Position 5:

Position 6:

ROSTER REVIEW

Review / Print Roster

Renew: 5 Adult, 2 Youth
New: 0 Adult, 0 Youth
Fees = \$313.00

CANCEL RESET NEXT

Do NOT check: Transfer from another unit



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Adding a member (“transfer”)

Don’t use “Transfer into this unit.” for either an adult or a scout during rechartering

If you process a transfer in internet rechartering, you will be trying to register the member for the NEXT Charter year but the fee will not be collected.

Submit a transfer separately now to register for THIS year. If you “Update Unit Roster,” the member will be listed. Then, the member can be renewed for the NEW Charter year

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Parents as Tiger or Lion Partners

An adult Tiger or Lion partner is not a registered position (but they are assigned a BSA ID)

A previous or current Tiger or Lion partner registering in a committee or leader/assistant leader position must fill out an adult application, disclosure, and YPT

- If you write in the Tiger or Lion Parent BSA ID on the new adult application, all training is transferred to the new adult profile

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Tiger/Lion partners registering

Although an adult Tiger/Lion partner is not in a registered position, they will be listed on the rechartering roster as a Tiger or Lion partner

It may be possible to add a registered position for a Tiger partner in the 'Update Roster' stage without having to enter them here –

But they will still have to complete an adult application

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STEP 4 OF 6 - ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click **Next Step**.

NEW YOUTH -- To add new youth, please click here.

ROSTER REVIEW

Review / Print Roster

Review: 5 Adult, 2 Youth
New: 2 Adult, 0 Youth
Fees = \$352.00

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

PREVIOUS NEXT STEP

**This part of Stage 2, Step 4
lets you add new Scouts**

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Internet Rechartering - National Capital Area Council

STEP 4 OF 6 - ADD NEW MEMBER

Page 3 : Parent / Guardian for Theresa Cass

Is the Parent / Guardian an adult member of this unit?

ROSTER REVIEW

Review / Print Roster
Renew: 5 Adult, 2 Youth
New: 2 Adult, 0 Youth
Fees = \$352.00

NO YES

Page 3 starts the process of adding parent/ guardian information. Is the parent or guardian an adult member of the unit?



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National Capital Area Council - Crew 0062

- 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

STEP 4 OF 6 - ADD NEW MEMBER

Page 4 : Parent / Guardian for Theresa Cass

Relationship: Guardian: Tiger adult partner:

Select	Name
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]
<input type="radio"/>	[Redacted]

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 5 Adult, 2 Youth
New: 2 Adult, 0 Youth
Fees = \$352.00


<< BACK

RESET

SAVE

If yes, choose the member

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National Capital Area Council - Crew 0002

- 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

STEP 4 OF 6 : ADD NEW MEMBER

Page 4 : Parent / Guardian for [REDACTED]

Relationship : Choose Relationship

Guardian :

First name :

Middle name :

Last name :

Suffix :

Mother's Lastname :

Address same as youth :

Country : US

Address type : Home

Address 1 :

Address 2 :

ROSTER REVIEW

[Review / Print Roster](#)

Renew: 5 Adult, 2 Youth
New: 2 Adult, 0 Youth
Fees = \$352.00

RESET NEXT

If no, enter the information manually

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18 year-old Venturers

A new Venturing youth registrant 18 or older must submit an adult application (signed application, disclosure, and YPT certificate.)

Check: Venturing Participant

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National Capital Area Council - Crew 0092

- 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

STEP 5 OF 6 : UPDATE MEMBER DATA

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

Note: You will have the option to signup members for Boys' Life during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Committee Member	N	Y	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Committee Member	N	N	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Committee Chairman 2 Chartered Organization Rep.	N	Y	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Venturing Crew Advisor	N	Y	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Venturing Crew Assoc. Advisor	N	Y	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Executive Officer	N	N	[Redacted]
Update	Remove	[Redacted]	[Redacted]	[Redacted]	1 Youth Member	N		[Redacted]

ROSTER REVIEW

[Review / Print Roster](#)
 Renew: 4 Adult, 2 Youth
 New: 2 Adult, 1 Youth
 Fees = \$352.00

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](#)

Stage 2, Step 5 lets you see, review, and update personal information.

Later (Stage 4) you can change Boys' Life or mark multiple (paid in another unit).

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National Capital Area Council: Crew 0012

- 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

STEP 6 OF 6 - UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

Note: Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update		Executive Officer
Update		Chartered Organization Rep.
Update		Committee Chairman
Update		Committee Member
Update		Committee Member
Update		Venturing Crew Advisor
Update		Venturing Crew Assoc. Advisor

ROSTER REVIEW

Review / Print Roster

Renew: 4 Adult, 2 Youth
 New: 2 Adult, 1 Youth
 Fees = \$352.00

PREVIOUS STAGE	NEXT STAGE
----------------	------------

Stage 2, Step 6 begins by letting you update unit positions. Note on the right a list of required and filled positions

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National Capital Area Council: Crew 0012

- 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

STEP 6 OF 6 : UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions

The Unit Adult Positions table presents a summary of **required positions**. The number in the **Current** column must be within the minimum and maximum position(s) for an individual, click the **Update** button

When the Current column is within the min/max range:

Note: Quality Unit Recognition requires an assistant to

Update	Name	Unit Position	Min	Max	Current
Update		Executive Officer	1	1	1
Update		Chartered Organization Rep.	1	1	1
Update		Committee Chairman	1	1	1
Update		New Member Coordinator	1	1	1
Update		Unit Scouter Reserve	2	2	2
Update		Venturing Crew Advisor	1	1	1
Update		Venturing Crew Assoc. Advisor	1	1	1
Update		Venturing College Scouter Reserve	1	1	1
Update		Unit Religious Emblems Coord	1	1	1
Update		Unit Chaplain	1	1	1

Please update the position(s) for Lee Cass

Primary position in unit:

Second position:

Third position:

Fourth position:

Fifth position:

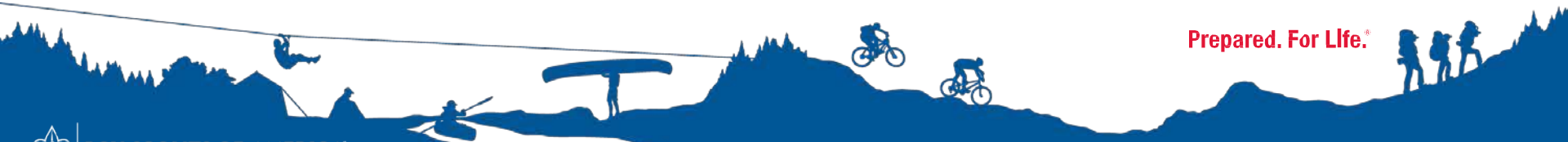
Sixth position:

Note: To remove a position from the list which is an empty space, select the position and click the **REMOVE** button.

SAVE

PREVIOUS STAGE NEXT STAGE

Change a position using pull down lists. Select the first blank to remove a position.



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Check Roster -

... provides two kinds of information –

Warnings that should be reviewed to see if there is a problem

Errors that must be corrected before rechartering can be completed

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Internet Rechartering - National Capital Area Council

National Capital Area Council: Crew 0002

- 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
- 4 Summary

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: 4 Adult, 2 Youth
New: 2 Adult, 1 Youth
Fees = \$352.00

[SUMMARY](#)

<https://scoutnet.scouting.org/ucm/UR/Summary/RosterSummary.aspx>

The Summary Stage lets you review the final roster or return easily to a previous stage

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Internet Rechartering - National Capital Area Council

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: 4 Adult, 2 Youth
New: 2 Adult, 1 Youth
Fees = \$352.00

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

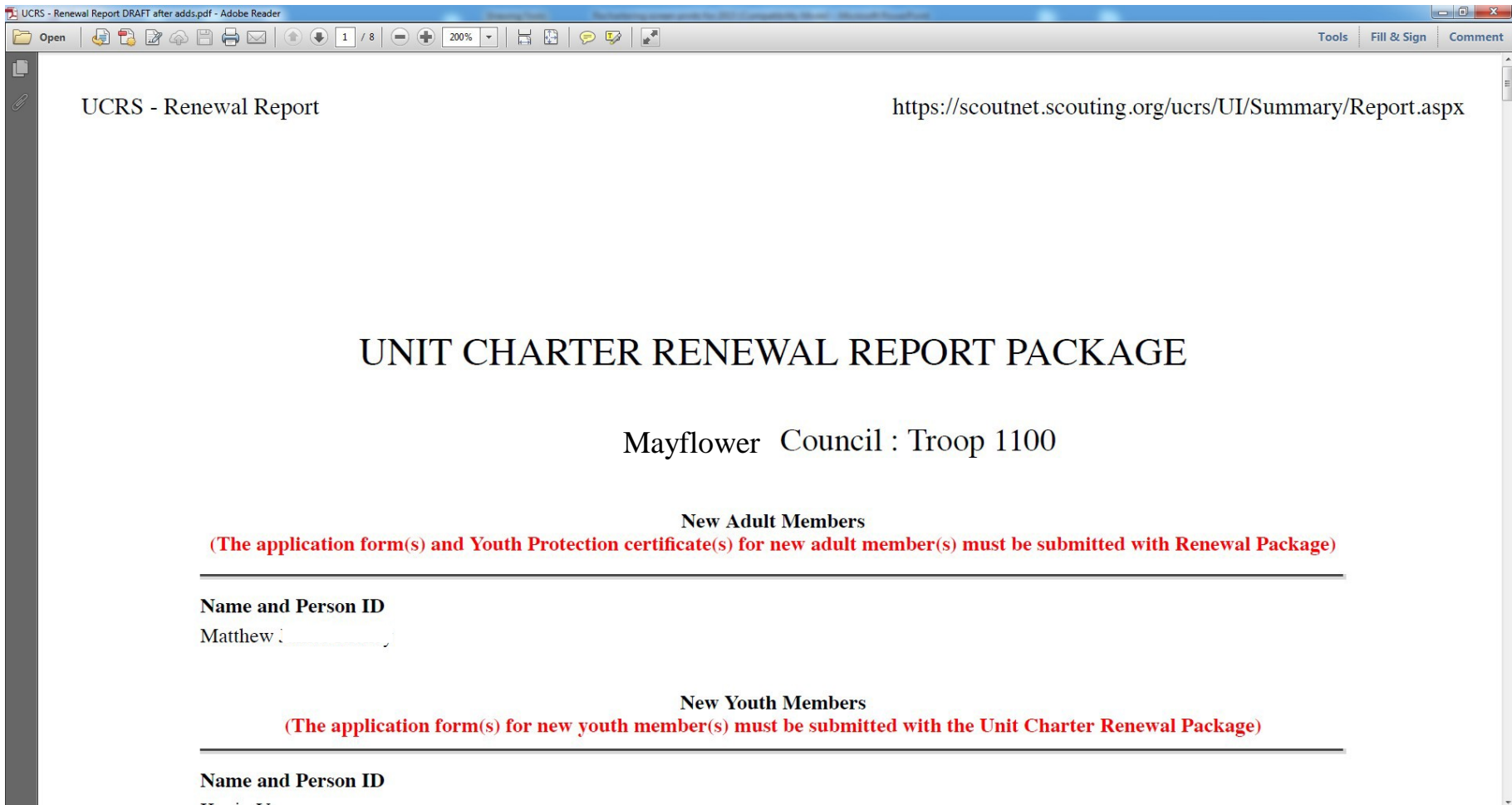
4 Summary

[SUMMARY](#)

<https://scoutnet.scouting.org/ucm/UR/Summary/RosterSummary.aspx>

Pause! Before you begin Stage 4, Summary, print and review with the unit Key 3 to approve the roster


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Page 1 of the Draft will show you the adults and youth for whom a registration form is required

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National Capital Area Council Crew 0052

- 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
- 4 Summary

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

ROSTER REVIEW

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 select multiple members of your unit and pay no registration fee.

Update	Name	Birth Date	Boys' Life Fee
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00
Update			\$0.00

Update Fee Status - Mozilla Firefox

Fee status for Lee Cass

Member paid in this unit
 Member paid in another unit

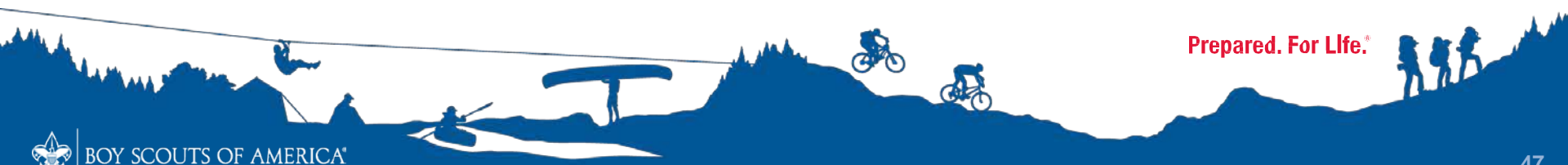
Sign up for Boys' Life

RESET
SAVE

Review / Print Roster
 Renew: 4 Adult, 2 Youth
 Fees = \$352.00

NEXT

Summary, Step 1, lets you update fees for multiple registrations and Boys' Life



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“Multiple” registrations

A “multiple” registration is a person (adult or scout) whose primary (i.e., paid) registration is in another unit.

Payment of the \$?? registration fee (and \$30 council program activity fee) is required only once for each registered person

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Fees

Check the fees shown carefully

The system defaults to “Member paid in this unit” even if that wasn’t the case at the last rechartering

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National Capital Area Council Crew 0002

- 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
- 4 Summary
- 5 Submit Roster
 - Approve Roster
 - Payment
 - Submit Roster
 - User Survey
 - Submit Confirmation

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

Select Approver: Roger Smith - Executive Officer

Approver's Initials:

Draw Approver's Signature:

CLEAR SIGNATURE
SIGN DOCUMENT

REGISTRATION


Paid Youth	3	\$99.00
Paid Adults	4	\$132.00
Paid Adult BL	1	\$12.00
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$5	7	\$42.00
Total Fee		\$325.00

NEXT

IH or CR can approve electronically OR select NEXT skip this screen and sign printed report. Do not insert Renewal Processor initials.

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National Capital Area Council - Crew 0052

- 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
- 4 Summary
- 5 Submit Roster
 - Approve Roster
 - Payment**
 - Submit Roster
 - User Survey
 - Submit Confirmation


PAYMENT

Payment Methods




Credit Card

3% Administrative Fee



Cash

No Fee



E-Check

No Fee

Please Select a Payment Method.

REGISTRATION

Paid Youth	3	\$99.00
Paid Adults	3	\$99.00
Paid Adult BL	1	\$12.00
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$6	6	\$36.00
Total Fee		\$286.00

Select payment type. Credit card adds a service fee. Cash if writing a check.

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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:

ROSTER REVIEW

[Review / Print Roster](#)
Renew: 4 Adult, 2 Youth
New: 2 Adult, 1 Youth
Fees = \$286.00

SUBMIT TO COUNCIL

The “Submit to Council” link is on this page –
But Don’t Do It Yet. This is your last chance
to print and review.

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A registration form is required ...

Include a complete paper application for each person shown on page 1, even if a paper or online application was previously submitted but has not been processed

Normally, if you “Update Unit Roster” in Internet Rechartering before clicking “Submit to Council,” the new registration will be listed and removed from page 1. Then, another paper application is not needed

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Problem -

Adults/youth being given a second member ID when they are already registered or were previously registered

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Re-registrations and “multiple” registrations

For any registration, indicate on the registration form that an adult or youth was previously or is currently registered (or is/was a Tiger Cub partner), including (if possible)

- Previous or current member ID
- Previous or other current unit

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Application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program.

wered "Yes," and
ational, and

APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in the BSA.

Date

Signature of Scout executive or designee

Date

If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration

Transfer application

Enter membership number
from unexpired certificate:

Transfer from
council number:

Unit
type:

Pack

Troop

Crew

Ship

Unit No.:

Term:

Months

Registration fee \$

Boys' Life fee \$

LOCAL COUNCIL COPY

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Tiger Cub partners

A Tiger Cub partner is not a registered adult, has not filled out an adult registration form, does not have to take YPT, and has not had a background check

But they are assigned a member ID

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Problem -

If a scouter's YPT isn't shown in their list of training in MyScouting, and the rechartering document shows missing or expired YPT

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The most frequent cause -

The scouter forgets the original User Name or password originally used to create the training account, and creates another

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Avoiding the problem -

The log-in page at MyScouting has a procedure for retrieving the User Name or password

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Print the complete application

Internet Rechartering - National Capital Area Council

National Capital Area Council Pack 1967

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

Approve Roster
Payment
Submit Roster
User Survey
Submit Confirmation

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 certificate 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**

To print the Renewal Report E-Z, click here --> **PRINT RENEWAL REPORT E-Z**

To access the Journey to Excellence unit scorecard, click here --> **JTE UNIT SCORECARD**

To print The Annual Charter Agreement, click here --> **ANNUAL CHARTER AGREEMENT**

ROSTER REVIEW

Renew: 20 Adult, 35 Youth
New: 2 Adult, 0 Youth
Fees = \$2029.00

- Get signatures
- Submit the report to your Commissioner for review
- The District Executive will deliver the charter after Commissioner Review

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Required Signatures

On page 2 of the printout –

-the institution head – not the COR

(The COR can approve an electronic submission)

- the unit leader

On the submittal envelope

-the **Committee Chair** and the Unit Commissioner

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Fees

For each adult/youth paid registration in the unit, \$?? (Lion/Tiger partners do not pay this)

For each registered youth, \$30 Mayflower Council Program Activity Fee.

Boys' Life - \$12 per subscription

\$40 unit charter fee

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Envelope

Use the Charter Renewal Submittal Envelope

Get Committee Chair and Commissioner to review and sign

Charter Renewal Transmittal Envelope

District: Cranberry Harbors Headwaters Metacomet Post Road Sachem

Scouting Unit Type: Pack Troop Crew Ship Post Scouting Unit #: _____

Scouting Unit Town: _____

Unit commissioners submit reviewed packages to the district executive

Charter Renewal Checklist	Verification (Initial when complete)	
	Unit	Unit Commissioner
1. Charter Renewal Application A. Proper Fees Enclosed (see summary below) B. Executive Officer Signature C. Unit Leader Signature (CM, SM, NL, EA or SK)		
2. New applications complete: Date of birth, address, phone, etc. and signed. Adult application with SSN, disclosure, YPT, CORI, ID		
3. Charter Renewal Application: All addresses, telephone numbers correct.		
4. Required positions listed: <input type="checkbox"/> CR <input type="checkbox"/> CC <input type="checkbox"/> MC <input type="checkbox"/> MC Packs: <input type="checkbox"/> DL and/or <input type="checkbox"/> WL, if Lions <input type="checkbox"/> LL, if Tigers <input type="checkbox"/> TL		
5. Unit leader listed (one required) <input type="checkbox"/> CM <input type="checkbox"/> SM <input type="checkbox"/> NL <input type="checkbox"/> SK <input type="checkbox"/> EA		
6. Annual Charter Agreement		
7. 100% <i>Boys' Life</i>		
6. Journey to Excellence Form		

Summary of Enclosed Fees	Qty	Fee
Youth Member Registration	\$33.00 X _____	= \$ _____
Youth Program Activity Fee*	\$30.00 X _____	= \$ _____
Multiple Youth (no fee)	\$0.00 X _____	= \$ <u>0.00</u>
Adult Leader Registration	\$33.00 X _____	= \$ _____
(Not Including Tiger Adult & Lion Adult Partners)		
Multiple Adults (no fee)	\$0.00 X _____	= \$ <u>0.00</u>
Boys' Life Subscriptions	\$12.00 X _____	= \$ _____
Charter Liability Insurance Fee	\$40.00 X <u>1</u>	= \$ <u>40.00</u>
* Does not apply to Lions; 18-21 year old Venturing participants and adult leaders.		Total Fees \$ _____



BOY SCOUTS OF AMERICA

MAYFLOWER COUNCIL
www.mayflowerbsa.org

Unit Account Authorization

I give the Mayflower Council permission to use our unit account to hold all registration fees and then withdraw them to transmit to the National Council, Boy Scouts of America.

Signed: _____
(Committee Chair) (Print Name) (Telephone Number)

Recharter Review Completed

Signed: _____
(Unit Commissioner) (Print Name) (Telephone Number)

Mayflower Council, Boy Scouts of America, 2 Mount Royal Avenue, Suite 100, Marlborough, MA 01752
Supported through your contributions to Investment in Character and Trail's End Popcorn Sales

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Assemble Charter Renewal Package

- Mayflower Council Submittal Envelope**
- First page indicating attached applications**
- Second page with all signatures.
Commissioner or DE signs for Council**
- Last page with Processor information**
- Applications (Youth. Adults: signed app,
disclosure, YPT, CORI and Photo ID)**
- Check: Payable to Mayflower Council**
- Signed Annual Charter Agreement**

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Turn-in

Meet with your Unit Commissioner by the date given by the District to submit your completed rechartering package (with all signatures).

The Unit Commissioner will review the document with you, and submit it to the District for final review and turn-in.

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Your Goals

Increase Membership & Reduce the Rechartering paperwork:

- Identify youth and adults on your roster who are not properly registered
- Submit completed adult & youth applications prior to completing Internet Rechartering
- Complete the new YPT
- Don't get stuck/delay, call your Unit Commissioner
- Identify specific time/place to obtain signatures and a check
- Submit to UC well before designated District turn-in date

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Remember ..

The key to an easy rechartering is completing your membership inventory and getting any registration forms processed before you begin to use Internet Rechartering

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Questions?

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