

*Rechartering Instructions. **Please Read!***

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This year your unit will be using the online “Internet Recharter” software. Using the internet rechartering option you will enter all information yourself, thus ensuring its accuracy. It’s a secure, easy-to-use application accessed from the Golden Spread Council’s Web site (www.goldenspread.org). **Your recharter is due no later than February 10<sup>th</sup>!**

**Youth Protection Training has been a problem with recharterers. If anyone in your unit has not taken youth protection or it has expired, that person can’t be rechartered. That also means that your units recharter may not get put in.**

**In addition, this year all adult members must have the Adult Background Check Disclosure Form on file. This form was emailed to all members in October 2019. We have received many forms already, but you should check with members to verify they turned the form into our office or not. The form is located on our website in the Rechartering area. Please print it out, complete the information asked for and sign. Emails and faxes cannot be accepted.**

***Here’s how to get started:***

1. You may start your unit recharter on Jan 1<sup>st</sup>.
2. **Log in as a First Time User (REGISTER) at:**  
<https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>
3. Put in your Access Code, Select the Unit Type (i.e. Pack, Troop, Crew, Post) and enter the Unit Number. (Unit Number must be four digits. i.e. Troop **0007**)
4. Create a password as instructed.
  1. There are two methods to update your unit’s information: We suggest using method one. (Download information from ScoutNet)
5. When updating your roster, please use full names and not nicknames.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

***Here’s how to wrap it up:***

7. When you’ve completed all the information to recharter the unit, click the Submit button.

**8. Print the Unit Charter Renewal Report Package, which includes the Annual Charter Agreement and the Charter Renewal Application that lists new members, transfers, multiples\*, and no-fee adults.\*\* Acquire the appropriate signatures on the application and Agreement, and then take the entire packet along with new applications and fee payments to the council service center or to the district turn-in meeting.**

***Need Help?***

Our council’s registration team is ready to assist you through this process. **Please call** your District Executive or the Council Registrar, Stephen Keel at 806-350-6639 - Monday through Friday 8:30 am until 5:30 pm.

The following are things for you to keep in mind when you process your unit's recharter electronically:

- Registration Fees: (1) \$60.00 Unit Liability Insurance Fee (2) \$60.00 Youth Registration Fee (3) \$36.00 Adult Registration Fee (4) \$12.00 Boy's Life Subscription. *Optional but highly suggested.* Adults get the Scouter Magazine free. This year, we are not charging the \$1.00 per person Insurance Fee!
- To add a youth or adult you must complete an application and submit it with the recharter paperwork. **As a reminder, the Youth Application and Adult Application must have "1218" on the bottom right corner of the front page. All others will not be accepted.**
- **Do not** use any punctuation or spaces in fields when entering names, addresses, etc. This will cause problems processing your recharter in ScoutNet. For example: addresses will not certify and mail may not be delivered to your members. (Jones-Smith = JonesSmith etc...)
- Webelos/Arrow of Light transferring at recharter: All Units have the same recharter month; and **will have to pay the \$60.00 registration fee.** *You cannot transfer a Webelos/Arrow of Light to a Scout BSA at recharter, they must be added as a new youth in the Troop. **Don't check the Transfer box, you must add them as new to your unit at this time.***
- **Do not** change names in member records to reflect nicknames. Please leave the names as they are in ScoutNet unless a name is misspelled.
- If your unit needs to reset its information, it has to be done before you submit your recharter. Keep in mind that once it has been reset, you must go in as a first time user again. After it has been submitted it cannot be reset. Any changes after that point will need to be made on their printout.
- Leaders who are rechartering may change positions in the same unit at recharter time without a new application. The Executive Officer (IH) signs off on the recharter approving changes.
- Keep passwords easy to remember using letters and numbers only. The password field is case sensitive.
- If your unit changes the IH, the change will not be reflected on the top first page of the roster. Cross off the old IH and write in the new one with address and date of birth. The new IH will be listed in the adult roster.
- If your unit has a no-fee position adult like Tiger Adult and/or Lion Adult (these are non-paying adults) and they are now registering in a paying position such as an Den Leader, Member of Committee etc., they are now considered to be an adult leader. We must have a new adult application to put them in a new position.
- Adult leaders can only register in one position in each unit. The only exception is the CR who can multiple as a CC or MC.
- **Your re-charter is due no later than by February 10<sup>th</sup> to your District Executive or the Council Service Center.**

\* "Multiples" are youth or adults that are registered in more than one unit. They pay a BSA registration fee in only one unit and are "multiplied" in the other unit(s).

\*\* "No-fee" adults are the IH and AP

IH = Executive Officer/Chartered Organization Head    CR = Chartered Organization Representative  
CC = Committee Chairman    MC = Committee Member

**STEP ONE: GATHER NECESSARY INFORMATION ON YOUTH AND ADULTS**

Conduct a membership inventory. Make a list of the individuals who will be part of each Unit organization (Pack, Troop, Team, Crew, and Ship) as of January 1. Identify which adults will hold the required leadership positions.

Also identify which adults will need to take or update their YPT training.

1. Using the My.Scouting.org Tools, download two reports for your Unit:

a) A current roster (both adults and youth); and b) A YPT training report for all adults.

Each of the Key 3 position-holders in your Unit has credentials to download these reports. The Key 3 includes the Unit Leader (i.e., Cubmaster, Scoutmaster, Varsity Coach, Crew Advisor, or Skipper), Committee Chair, and Chartered Organization Representative. In addition, your Commissioner can download the reports for you. If you have questions how to do this, please ask your Commissioner for help.

2. Please note that the Chartered Organization Representative (CR) is the only adult allowed to hold two positions in the same Unit, but only as the Committee Chair (CC) or as a committee member (MC). In addition, the CR must be the same person for all Units chartered to the same organization, and the Executive Officer/Institutional Head (IH) must be the same person for all Units chartered to the same organization.

**STEP TWO: GATHER APPLICATIONS AND YPT VERIFICATIONS**

1. **New Adult Applications:** Every **new** adult (who is not on the current roster and/or in a paid position) in your Unit must provide a completed and signed BSA Adult Application (including signed Disclosure / Authorization Form) and a current YPT certificate. An adult registered in one Unit (such as a Troop) and now added to another Unit (such as a Venture Crew) is a new adult to that Unit and must submit a new Adult Application and a current YPT certificate appropriate for that type Unit. If a new leader is added to more than one Unit, each such Unit's Charter Renewal Report Package must include a completed and signed BSA Adult Applications, Disclosure / Authorization Forms, and current YPT certificates.

All information on a completed Adult Application must be completed. Common problems with Adult applications include missing or invalid Social Security Numbers, incomplete names (e.g., Jimmy instead of James—use the full legal name), missing or incomplete Disclosure / Authorization Form, unanswered questions, and missing or incorrect signatures. \*\*\* **Please fill in Adult Application completely.**

2. **Youth Applications:** Every **new** youth in a Unit must provide a completed and signed BSA Youth Application. A youth advancing from one Unit to another, such as from a Cub Scout Pack to a Scouts BSA Troop, is a new youth to the Troop and must meet the new youth application requirements. Carefully check your draft printout to assure that all youth are included for the upcoming year. The most common problem with youth applications is missing signatures.

3. **Youth Protection Training:** Every **new** Adult Application must include a Youth Protection Training (YPT) certificate. Review the YPT Training report printed in Step One. The Report will not show a need for YPT that expires after the initial Unit Log-in so YPT Training that expires sometime between log-in and Council Posting will result in the Unit not Posting.

A problem sometimes arises when an adult has not yet linked his or her my.Scouting.org account training profile with his or her BSA membership ID number. An adult with unlinked accounts may show up on the printout in a section entitled “Adults without Youth Protection Training Report.” You will need to provide a Youth Protection Training certificate for those non-linked adults.

### **STEP THREE: ENTER THE INFORMATION THROUGH THE BSA INTERNET CHARTER RENEWAL WEBSITE**

There are 5 steps or stages to the BSA Charter Renewal:

1. Load Roster (Select the option to download ScoutNet Data)
2. Update Roster (You can make data changes)
3. Check Roster
4. Update Fees (You can make a member a multiple in your unit and Boy’s Life subscriptions)
5. Submit Roster (You can review the data you entered then submit. Then send paperwork and fees to the Council by Feb 10.

As you enter information into the BSA Internet Charter Renewal website, please note the following helpful tips:

**1. New User Each Year:** Each year you are a “new user” to BSA Internet Charter Renewal, even if you have done BSA Internet Charter Renewal in the past. You must access the BSA Internet Charter Renewal website using the access codes provided each year. The access codes from prior years are not valid and will not work. A new access code will be emailed to you in December. Please choose a password that you will easily remember and write it down next to the access code. It is suggested that you create a password you can use with others and not use a personal one.

**2. Youth Considerations:** If you are dropping a youth from a Unit because he (or she) is too old and you are not the person responsible to promote him/her to the new Unit, please verify that the receiving Unit adds the youth to its charter. The youth is not automatically added to the receiving Unit – you must coordinate with the receiving Unit.

**3. Adult Considerations:** The information you enter for a new leader needs to match exactly and with the information contained on the Adult Application. This is why you need to gather the applications and other paperwork before starting any of the work online. The Institutional Head and Chartered Organization Representative must be the same person for all Units chartered by a single sponsoring organization. If an existing adult will change positions next year, please do NOT drop the leader and add them as a new adult because the system will then mistakenly require a new adult application for this leader. Rather, at the appropriate screen, please indicate that this leader will “renew” for next year, and a later screen will provide you with an opportunity to update their position.

The BSA Internet Charter Renewal website won’t allow you to complete a charter renewal if there are errors in the minimum number of adult positions required. However, problems may arise if you make changes from what is on the printout after you submit online. Please be aware of the minimum number of positions when making post-printout changes. Follow the “Post-Printout” section if you need to make changes.

**4. Registrations in Multiple Units:** It is often necessary to register adults and youth in multiple Units. Generally, an adult may not register in more than one position within the same Unit. Exceptions include when the Chartered Organization Representative serves as a Committee Chair or a Committee Member. Note that an individual cannot serve as both the Committee Chair and a Committee Member in the same Unit.

Youth may be registered in multiple Units, with some important limitations. A Scout or Venturer may be registered in another Crew or Troop, as long as he or she meets the minimum age requirement by the end of March. Adult and youth who are registered in multiple Units need only pay a registration fee once. Please pay attention to the steps in Stage 4 of the BSA Internet Charter Renewal website in designating multiple registrations. Do not correct for any multiple Unit status until Stage 4. For an adult or youth registered in more than one Unit, it is helpful to indicate on the non-paying Unit printout the Unit number where the fees are assessed.

**5. Venturing Youth Participants Over the age of 18:**

All Venture Crew members that will turn 18 before January 1 will need to complete an Adult Application and complete Youth Protection Training. They will be counted as an Adult Participant, but can continue to earn all advancements. If you have any questions, please discuss with your Unit/District Commissioner.

**6. Review a Draft Printout:** Before you click the “Submit to Council” button, take time to print out a draft by clicking on the “Review/Print Roster” link. Errors are much easier to identify on the draft printout.

*NOTE: YOU CAN NOT MAKE CHANGES AFTER YOU CLICK ON THE “SUBMIT TO COUNCIL” BUTTON!!*

You will also be able to see on the printout where you need to gather Adult Applications and YPT verifications that you may have overlooked. Carefully check the printout to be certain that all youth are listed, especially youth who may have changed Units since you first signed into the BSA Internet Charter Renewal website. Also check that the leaders are correct, especially for leaders new to their positions. You also may want to ask your Committee Chair or Unit Leader to review this draft roster before submitting it to Council.

**7. Review by IH/CR for Approval:**

Before you click the “Submit to Council” for final submission, the Executive Officer or Charter Representative will need to review and electronically approve the Recharter of the current youth and adult member.

**8. Payment for Recharter:**

Once the Executive Officer or Charter Representative completes the approval process you will have the opportunity to pay via Credit Card through the online system (or pay with a check to the Council) to cover all fees, including membership, Unit Liability Fee and Boys Life Magazines.

**NOTE: IT IS IMPORTANT TO IDENTIFY THOSE REGISTERED IN MULTIPLE UNITS SO THE UNIT DOES NOT OVERPAY.**

Unit Recharter Fee is \$60.00 per year paid at recharter  
Youth registration fees are \$60.00 per year/per person  
Adult registration fees are \$36.00 per year/per person  
The subscription fee for Boy's Life is \$12.00 per year  
Unit Liability Fee is \$60.00 per year/per unit

Paying for recharter this year has a few options:

- a. Pay online (please note there is a convenience fee)
- b. Cash/Check at the front desk
- d. Unit Custodial Account at the Golden Spread Council Scout Service Center

**NOTE: YOUTH AND ADULT APPLICATIONS SHOULD ALWAYS BE TURNED INTO OUR COUNCIL WITH PRORATED FEES AND ADULT YPT VALIDATIONS AS SOON AS POSSIBLE AFTER RECEIVED**

#### **STEP FOUR: SUBMIT THE CHARTER PRINTOUT AND DOCUMENTS**

**1. Review with Your Unit Commissioner:** Your Unit and District Commissioner want you to have the easiest time completing the Recharter process. If you have any questions along the Recharter trail do not hesitate to reach out and get any clarification that you need. Each Unit must submit its Charter Renewal by February 10.

**2. Changes Post Turn-in:** If you need to add a youth or a leader after you turn in your Charter Renewal Report Package, submit the appropriate and necessary applications and fees to our Council office. The application will be processed outside of the charter renewal process.

#### **STEP FIVE: AFTER RECHARTER IS PROCESSED BY THE COUNCIL**

**1. Membership Card, Charter Certificate, and Unit Roster:** These are now processed by the Unit. The Council no longer prints and mails these to unit leaders. You can do this [my.scouting.org](http://my.scouting.org)