



2020 INTERNET RECHARTERING INSTRUCTIONS FOR DANIEL WEBSTER COUNCIL, BSA

Internet Rechartering allows a Unit Leader (called the *Recharter Processor*) to enter their members' information directly into the BSA National System. It is a secure, easy-to-use application accessed through the the leader's my.scouting.org account.

Your unit's access code is listed below.

What are the steps to the process?

- Select an adult to be the *Unit's Recharter Processor*. This individual should be familiar with the registration process and guidelines.
- It is helpful if the Processor reviews the updated Internet Rechartering power point tutorial which is available on the Council Website.
- **Before beginning Internet Rechartering, confirm status for the upcoming year for every Scout and Scouter currently registered. Make sure no member is lost without a reason and invite them to return if possible.**
- Review your roster and make changes on paper so you know what changes and additions need to be made on your Charter and which applications to be collected to complete the process. Verify the accuracy of addresses, phone numbers and email addresses and if Boys Life is requested.
- Collect completed youth and adult applications with all appropriate *approval* signatures. Be sure to use the updated adult application (#1218 is on the right corner).
- Internet Explorer 10 and 11, Firefox, and Chrome are compatible browsers. Mac and iPad are not compatible. Disable your "popup blocker" to allow all processes.
- Select First Time User and enter the access code listed above. *If you have used the online system in previous years, you still must log on as a new user.*
- Create a password and follow the prompts as instructed.
- Complete the information requested on each screen. You can stop at anytime, log off the system, and begin again where you left off by reentering your access code and password.

- After you have verified all the information to recharter your unit, click the Submit button.
- There is an option for online approval. **Please skip this step.** Do click the NEXT button to go past this stage without a problem. The charter is being submitted to the Council but will allow the Unit Processor to get the signatures of the Executive Officer and the Unit Leader.
- Print out the **Unit Charter Renewal "Full" Report** package, which includes the charter renewal application and lists of new members, transfers, multiples and no-fee adults. Acquire the appropriate signatures of the Executive Officer and the Unit Leader. Acquire the appropriate signatures on the applications (if you have not already). Take the entire package, including new applications and payment, to your District Charter Day.

To make the recharter process easier:

- **Get organized!** Make sure all new applications are turned into Council before starting the process. This will insure that SCOUTNET information is current.
- **Scoutbook** does not interact with the Internet Rechartering portal.
- The recharter asks for parent's emails and employer. Please make every effort to collect this information.
- When entering new information, please be accurate and do not include any symbols (example: '.-'). It is not necessary to include the titles of Mr., Mrs., or Ms. Do not make up any numbers. This will cause a problem with the background check.
- Do not type over an existing leader's record. Create a new record for new leaders.
- Youth Protection Training will be required for each adult volunteer on the recharter. The Unit Processor will get an error message if training is not current and will not be allowed to process the charter with those adults.
- Unit processors are encouraged to enter the ethnicity background of members when provided on applications. There is a prompt to gather this information.
- Each unit is required to have a minimum of five (5) paid youth members.

For Cub Packs Only:

- Lion and Tiger Adult Partners do not pay a registration fee or need to complete an adult application unless they are going to register as a paid position (ex Den Leader, Committee Member).
- Do not delete 5th Grade AOLs unless they are no longer involved with the pack.

New this year: After your charter has been processed, an email will be sent to the Charter Processor, Unit Leader (CC, SM, NL, SK), Committee Chair, District Commissioner and District Executive notifying them if there were any issues.

Per a directive from the National Office, membership cards and charter certificates will no longer be printed by the Local Council. Units can print these items once your charter has been processed.

Reminders:

- When the recharter process is completed, you must print out the charter immediately after submitting it. You will not be able to return to print later.
- The head of the organization (Executive Officer) must sign on the front page of the Charter Renewal Application.
- The Unit Leader (Cubmaster, Scoutmaster or Crew Advisor) must sign the charter papers also.
- To ensure continuity, only one person should be the *Recharter Processor*.
- Be sure to include the fees for Unit Accident Insurance (\$6* per registered youth and adult volunteer. *Fee price reduced for 2020), as well as the prorated fees for any new registrations. These fees do not require a separate check. A worksheet is included to help you determine the final amount due.
- **Checks should be made payable to "DWC, BSA".**
- If you have questions or need assistance, please contact your Unit Commissioner, District Commissioner, District Executive, or the Council Office at 603-625-6431.

The deadline for turning in all recharter paperwork is December 7, 2019.

Thank you for your cooperation.