



Internet Rechartering

**Internet
Rechartering
Survival
Guide**

Mighty Ottawa District Roundtable

November 14, 2013

Disclaimer

This presentation was based on official sources of information published by the Boy Scouts of America and the Michigan Crossroads Council. It was prepared by Scouting volunteers and not by official paid council employees and as such should not be considered to be the official word of the Boy Scouts of America. Hey, it's just me, and I have a computer and I can type pretty well, and have the willingness to help other volunteers. If you have any questions about the material presented herein, please speak to your commissioner or your unit-serving executive.

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Internet Recharter – Seven Steps

- Be Prepared: Before Rechartering
- Stage 1 – Roster
- Stage 2 – Update
- Stage 3 – Validate
- Stage 4 – Update Fees
- Stage 5 – Submit
- The Paperwork!

Biggest changes

- All charters expire December 31
- Renewals due December 13
- Registration now \$24
- No More ScoutParents
- Top Leader Training Required

Timetable: September

- Check and update unit roster
- Turn in missing applications
- Review Journey to Excellence Numbers
- Arrange Unit Review with Chartered Organization

Timetable: October

- Get renewals & payment from members
- Boys' Life Subscriptions
- Open Internet Recharter

Timeline - November

- Finish Internet Recharter
- Print Charter Application
- Complete Journey to Excellence Worksheet
- Get Signatures
- Turn In With Payment

Timeline - December

- Relax – You're Done!
- All Charters Expire December 31
- Charter Renewals Due Friday, December 13

Recharter – First Steps

- Select Renewal Processor
 - Committee Chair or Committee Member
- Turn In Applications ASAP
- Check Unit Roster against BSA Records
 - my.scouting.org Unit Dashboard (CC & Unit Leader)
- Adult Applications for 18-Year-Olds Renewing
 - 18yo can be Unit College Scouter Reserve or Assistant Scoutmaster – Need Youth Protection Training

Recharter – First Steps

- Contact Every Family
 - Confirm They Are Renewing (Youth & Adult)
 - Confirm Address, Phone, E-Mail
 - Confirm Boys' Life
 - Confirm Amount Owed & When Due
 - If dropping, find out why

Recharter – First Steps

- Review adult leadership
 - **Troops** need SM, CC, 2 MC, CR
 - **Packs** need CM, DL, CC, 2 MC, CR
 - Each Tiger needs an Adult Partner
 - No More ScoutParent – Use 91U (\$)
 - **Crews** need NL, CC, 2 MC, CR
- **All** adults must have YPT *within last 2 years*
 - Get YPT aging report at my.scouting.org

Recharter – First Steps

- Review Youth
 - Need a minimum of five
- Contact Chartered Organization
 - Executive Officer or CO Representative
 - Set a date to meet to obtain signatures
- Find your access code!

Internet Recharter

**NOW
THE
FUN
BEGINS!**

Stage 1 – Sign In & Load Roster

MyCouncil® | Cart (0) | Join | Sign In



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MICHIGAN CROSSROADS COUNCIL

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- President Ford
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- Water and Woods

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- Unit Information
- Camping / Outdoor Pgm
- Facility Rental
- Events & Activities
- Council News
- Leadership Training
- Resources / Forms
- Commissioner Service
- Guide to Safe Scouting
- Community Partnerships

Home

Welcome to the Michigan Crossroads Council

Welcome to the official website of the Michigan Crossroads Council, Boy Scouts of America. We are pleased to offer this site as a resource for all individuals involved in the Scouting program. **We now have over 12,000 registered members through the Michigan Crossroads Council website!**

SEA SCOUTING
MICHIGAN CROSSROADS COUNCIL, BSA
-START YOUR JOURNEY-

Today's Top Michigan Scouting Stories

[MCC Great Lakes Sailing Adventure - Summer 2014](#) **NEW!**
Ahoy! Come set sail aboard Michigan Crossroads Council's newest addition to the Outdoor Adventures Program!

[Michigan Crossroads Council To Offer 4 Camporees/Rendezvous this fall](#)
Michigan Crossroads Council To Offer Four Exciting Events this Fall. Coming this fall to the Scouts and Scouters of Michigan.

[Online Summer Camp 2014](#)
We are excited to announce online registration for the 2014 Camp Season! You may log on to the Michigan Crossroads Council web site and register your unit for a week of summer camp in 2014 all from the convenience of your nearest computer.

[Membership Standards Decision Reached](#)
The Boy Scouts of America's™ National Council approved a resolution to remove the restriction denying membership to youth on the basis of sexual orientation alone.

[2014 Boy Scout Summer Camp Registration Approved](#)

Follow Us



Next 30 Days...

Southern Shores FSC Council Camporee

Unit Resources

- En Espanol
- On-Line Training
- Voice of the Scout
- Internet Advancement
- Internet Rechartering
- Service Hours Report
- Journey to Excellence
- BeAScout.org

BSA Quick Links...

- ScoutStuff.org
- Scouting Magazine
- Boys' Life Magazine
- Bryan on Scouting
- ScoutParents.org



Stage 1 – Sign In & Load Roster

MyCouncil98 | Cart (0) | Join | Sign In

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MICHIGAN CROSSROADS COUNCIL

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Home

Internet Rechartering

To start...

Every Unit must have an Access Code to enter the BSA online re-chartering portal. The Access Code will be mailed to all Michigan Scouting units September 23rd, 2013. If you have not received this information by Oct. 14th please contact your Commissioner or BSA professional. We suggest you: 1) print the "Recharter KICKOFF BASICS" (below); 2) print this page ("Print" is in the upper right corner); 3) print the "Recharter Guide" for your Field Service Council (FSC) in Recharter Resources below; and 4) login to the online system (Oct. 1), complete the Load Roster section & print a draft of the current Roster. Now you've got the basics of what you need to confirm and gather information!

[Click here for Recharter KICKOFF BASICS](#)

 To start the [online](#) part of the process, click on the "Internet Recharter Now" image (just to the left of here). In the **RED box** below, login to the BSA recharter application with your access code and Unit # (log in info is saved when you first login - put a "0" or "00" before your Pack, Troop, Team, Post or Crew number if necessary). To help you through the process, use the information included below in Recharter Resources.

To FINISH...

You must PRINT a final copy from the Internet (AFTER you hit "SUBMIT" in Stage 5), get appropriate SIGNATURES, attach completed APPLICATIONS, attach a CHECK (payable to Michigan Crossroads Council or your Field Service Council) and have the entire package checked by a COMMISSIONER or BSA Professional. See the "Checklist" in Recharter Resources below. We also would like to STRONGLY encourage submission of 2013 [Journey to Excellence](#) forms with the Recharter paperwork.

Recharter paperwork will NOT be accepted directly at the Scout Shops or Council Offices - ONLY accepted there if you schedule an appointment with your BSA professional for review. NO "drop-offs".

Youth Protection:



Stage 1 – Sign In & Load Roster



Internet Rechartering

[Frequently Asked Questions](#)

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](#).

Adobe Acrobat Reader

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here -->

[First Time User](#)

To login, please click here -->

[Returning User](#)



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Stage 1 – Sign In & Load Roster

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 :

Unit number :

*** Unit Access Code ***

Unit: Troop
Chartered Organization: Church
Access Code: 10



BOY SCOUTS OF AMERICA
MICHIGAN CROSSROADS COUNCIL

Greetings Unit Leaders and Committee Chairs!

The following information is for the person who will be responsible for completing the "charter renewal process" for your unit. Additional information is available at your Roundtable and on the Michigan Crossroads Council website (www.michiganscouting.org). Internet Rechartering opens October 1st, with the goal of state wide completion by December 13, 2013.

Thank-you from the Michigan Crossroads Council Commissioner Cabinet & Rechartering Committee!

To access Internet Rechartering for:

Cub Scout Packs - Boy Scout Troops - Varsity Teams - Venturing Crews and Ships

Go to: www.michiganscouting.org

Click on: **Internet Rechartering in the right hand column.**

*** You will need the Access Code provided below to begin the process. ***

Required Documents to turn-in:

1. All pages of the Unit Charter Renewal Report Package (no draft copies).
2. BSA Adult Leader or Youth Member applications for anyone listed as "new" on page one of the Charter Renewal Report Package. Adult applications MUST include the Disclosure/Authorization form.
3. One check – made payable to Boy Scouts of America.

NOTES:

- You must have appropriate signatures on all individual adult & youth applications and on the Charter Renewal Application.
- In addition to registration fees, \$1.00 per person MUST be included for insurance. Q: Who do we need to include the \$1.00 for insurance? A: Anyone who is charged a registration fee. The insurance fee will NOT compute in the charter renewal process but MUST be included in the total payment.

Other documents strongly encouraged to be turned-in:

1. Youth Protection Training Certificates
2. Journey to Excellence Form

Other useful forms (Membership Inventory, Unit Budget Plan, New Youth & Adult Applications, etc.) can be found on the Michigan Crossroads Council website (www.michiganscouting.org) to be printed and used to help with completion of the charter renewal process.


Dates & times for District Turn-in events will be announced through your Field Service Council and Community Scouting District. If you cannot attend the Turn-in event, please contact your Commissioner or USE to arrange delivery.


*** Unit Access Code ***

Unit: Troop
Chartered Organization: Church
Access Code: 10

Stage 1 – Sign In & Load Roster

- Agree to confidentiality, then enter contact info



Internet Rechartering 

[Frequently Asked Questions](#)

[Registration: Information and Password](#) [Login](#) [Help](#)

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

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number : - - - (ext)

Stage 1 – Sign In & Load Roster

- Choose roster load method – **Choose carefully!**
- **Once you choose, you can't change**

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/TroopMaster, Rank N' File, Scoutmate, or ScoutSoft.

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.

Stage 2 – Update Roster

- Update Chartered Organization Info, then
- Select members for renewal

The screenshot shows the 'Internet Rechartering' web application. At the top, there is a header with a logo of an eagle and the text 'Internet Rechartering'. Below the header, there is a navigation bar with five stages: '1. Load Roster', '2. Update Roster' (highlighted in blue), '3. Check Roster', '4. Summary', and '5. Submit Roster'. To the right of the navigation bar is a link for 'Frequently Asked Questions'. Below the navigation bar, there is a button for 'Review / Print Roster' and a status bar indicating 'Step 2 of 6 : Select Members for Renewal'. On the right side of the status bar are links for 'Home', 'Logout', and 'Help'. Below the status bar, there is a text area showing 'Renew: 0 Adult, 0 Youth' and 'New: 0 Adult, 0 Youth'. A red circle highlights a button labeled 'Update unit roster' with a text box above it that says 'Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.' Below this, there is a note: '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**.' A note below that states: 'Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.' At the bottom, there is a table with the following headers: 'Renew', 'Name', 'Street Address', 'Adult', 'Position', and 'Person ID'.

Internet Rechartering

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Summary 5. Submit Roster

Review / Print Roster

Step 2 of 6 : Select Members for Renewal

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

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

Update unit roster

Below is your current roster.

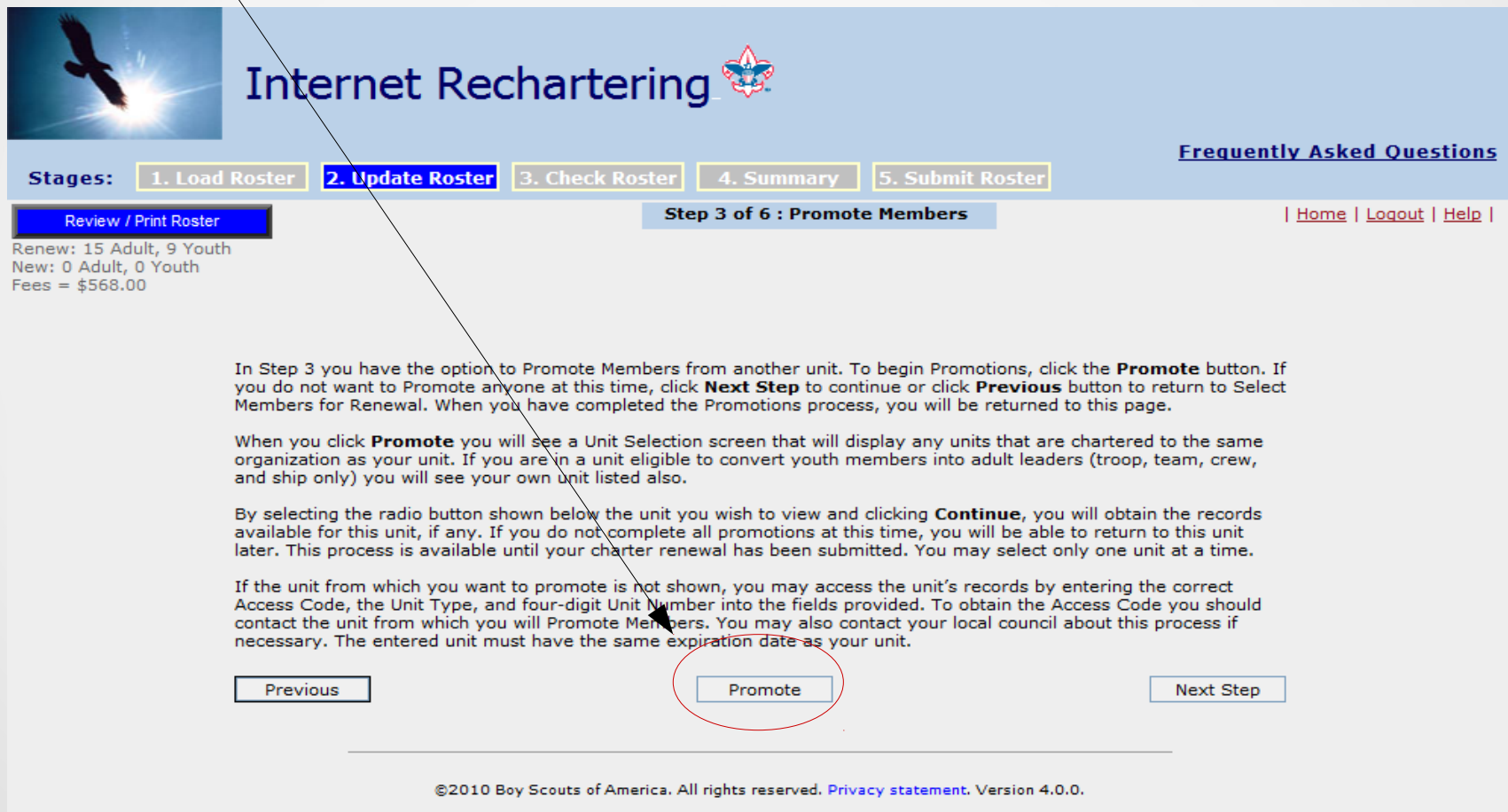
All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

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

Renew	Name	Street Address	Adult	Position	Person ID
-------	------	----------------	-------	----------	-----------

Stage 2 – Update Roster

- Promote youth to adult or “adopt” adults from another unit



Internet Rechartering

Stages: 1. Load Roster **2. Update Roster** 3. Check Roster 4. Summary 5. Submit Roster

[Frequently Asked Questions](#)

[Review / Print Roster](#)

Step 3 of 6 : Promote Members

[Home](#) | [Logout](#) | [Help](#)

Renew: 15 Adult, 9 Youth
New: 0 Adult, 0 Youth
Fees = \$568.00

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.

[Previous](#) [Promote](#) [Next Step](#)

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Stage 2 – Update Roster

- Update personal information

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

Renew: 1 Adult, 1 Youth
New: 1 Adult, 0 Youth
Fees = \$89.00

[Frequently Asked Questions](#)

[Home](#) | [Logout](#) | [Help](#)

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	Bea Scout 124526176	09/01/1960	PO Box 152079 Irving, TX, 75015 972-580-2000	1.Committee Chairman 2.ScoutParent	N	N	
Update	Remove	Roberto Scouter 17503	10/25/1980	PO Box 152079 Irving, TX, 75015 972-580-2000	1.Committee Member	Y	N	09/01/2008
Update	Remove	Bea Scout 124526175	01/01/1998	PO Box 152079 Irving, TX, 75015 972-580-2000	1.Youth Member	Y	N	

[Previous](#)[Next Step](#)

Stage 2 – Update Roster

- Change adult positions – **EXCEPT CM/SM/NL, CC, CR**

Stages:

1. Load Roster

2. Update Roster

3. Check Roster

4. Summary

5. Submit Roster

Review / Print Roster

Step 6 of 6 : Update Member Position

[Home](#) | [Logout](#) | [Help](#)

Renew: 26 Adult, 24 Youth
New: 1 Adult, 0 Youth
Fees = \$676.00

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	Daniel Jurek	Executive Officer
Update	Dennis Bathon	Chartered Organization Rep.
Update	Michael Glowicki	Committee Chairman
Update	Sheila Antoon	Committee Member
Update	Faye Bathon	Committee Member
Update	Judith Catlin	Committee Member
Update	Gary Ferguson	Committee Member
Update	Lori Granno	Committee Member
Update	Juanita Hedden	Committee Member
Update	Sheila Jolly-Scrivner	Committee Member
Update	Gene Kidd	Committee Member
Update	Sharon Martinek	Committee Member
Update	Kenneth Martinek	Committee Member
Update	Misty Nabors	Committee Member
Update	Traci Reisenberg	Committee Member
Update	Tonia White	Committee Member
Update	John White	Scoutmaster
Update	Timothy Bathon	Assistant Scoutmaster
Update	Russell Dalby	Assistant Scoutmaster
Update	Russell Dalby	Assistant Scoutmaster
Update	Thaddeus Granno	Assistant Scoutmaster
Update	Adam Jolly	Assistant Scoutmaster
Update	Christopher Martinek	Assistant Scoutmaster

Unit Adult Positions :

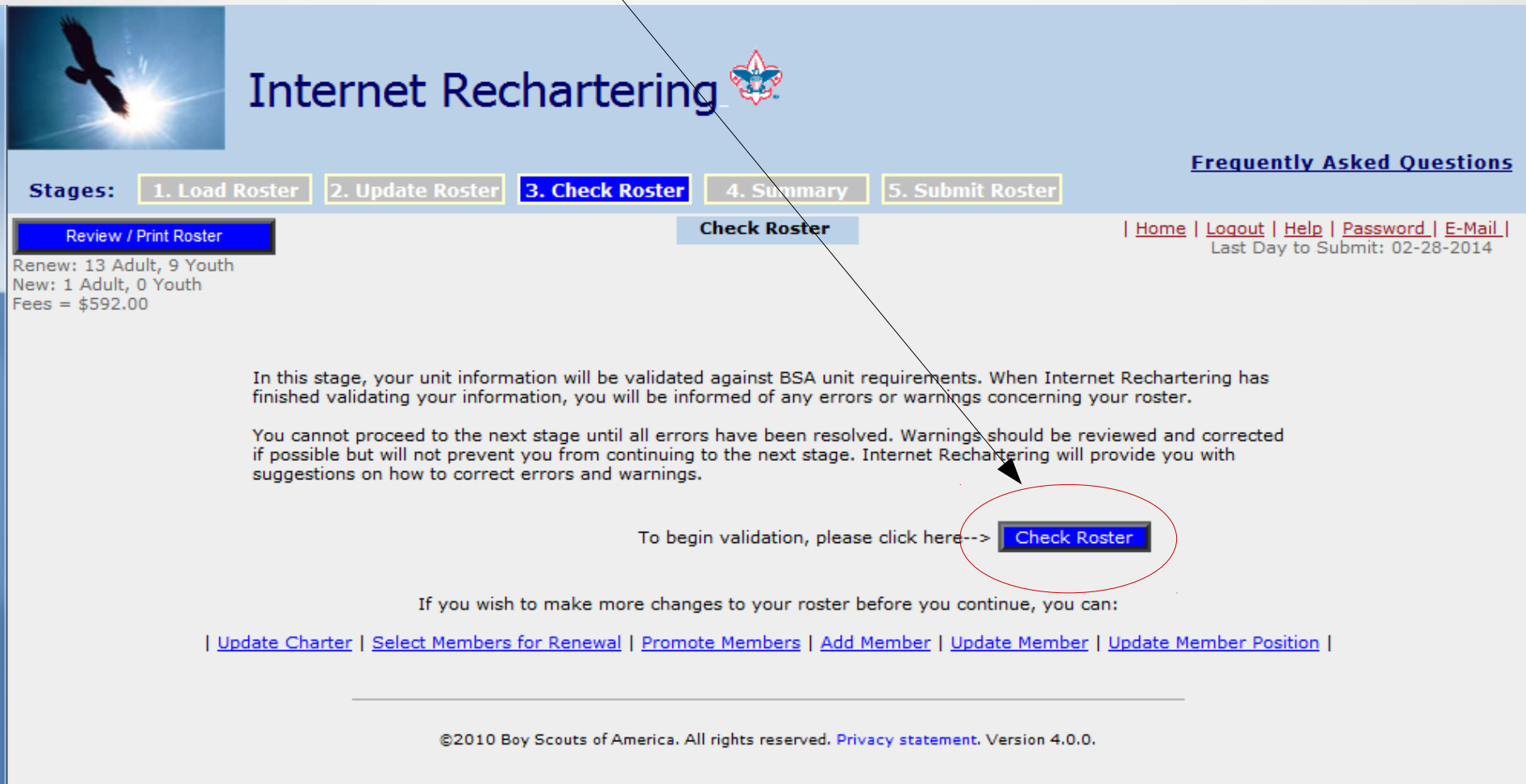
Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	13
Scoutmaster	1	1	1
Assistant Scoutmaster	-	-	10

Previous

Next Stage

Stage 3 – Check Roster

- Click **Check Roster**



The screenshot shows the 'Internet Rechartering' website interface. At the top left is a logo featuring an eagle in flight. The title 'Internet Rechartering' is displayed in a large, dark blue font, accompanied by a small BSA logo. Below the title, a horizontal navigation bar contains five stages: '1. Load Roster', '2. Update Roster', '3. Check Roster' (highlighted in blue), '4. Summary', and '5. Submit Roster'. To the right of these stages is a link for 'Frequently Asked Questions'. On the left side, a blue button labeled 'Review / Print Roster' is visible, followed by summary statistics: 'Renew: 13 Adult, 9 Youth', 'New: 1 Adult, 0 Youth', and 'Fees = \$592.00'. A central blue button labeled 'Check Roster' is also present. In the top right corner, a row of links includes 'Home', 'Logout', 'Help', 'Password', and 'E-Mail', with a note 'Last Day to Submit: 02-28-2014'. The main content area contains two paragraphs of text explaining the validation process. Below this text, a red circle highlights a 'Check Roster' button, with an arrow pointing to it from the 'Click Check Roster' instruction. At the bottom, a row of links offers options to 'Update Charter', 'Select Members for Renewal', 'Promote Members', 'Add Member', 'Update Member', and 'Update Member Position'. The footer contains the copyright notice: '©2010 Boy Scouts of America. All rights reserved. Privacy statement. Version 4.0.0.'

Internet Rechartering

Stages: 1. Load Roster 2. Update Roster **3. Check Roster** 4. Summary 5. Submit Roster

[Review / Print Roster](#)

Renew: 13 Adult, 9 Youth
New: 1 Adult, 0 Youth
Fees = \$592.00

[Check Roster](#)

[Home](#) | [Logout](#) | [Help](#) | [Password](#) | [E-Mail](#)
Last Day to Submit: 02-28-2014

[Frequently Asked Questions](#)

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here--> [Check Roster](#)

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](#)

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Stage 3 – Check Roster

- **ERRORS** must be corrected before continuing
- **WARNINGS** can be fixed later

Stages: [1. Load Roster](#) [2. Update Roster](#) **[3. Check Roster](#)** [4. Summary](#) [5. Submit Roster](#) [Frequently Asked Questions](#)

[Review / Print Roster](#) **Check Roster: Errors and Warnings** [Home](#) | [Logout](#) | [Help](#) |

Renew: 11 Adult, 9 Youth
New: 2 Adult, 0 Youth
Fees = \$616.00

ERROR:

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

ERROR: Jennifer Findley is assigned to a position that does not exist.
Reconcile Error Options:

- [Click here](#) to select a valid position for the registrant from the available positions.
- [Click here](#) to remove the unit registrant from the renewal roster.

Please review the errors and make correction(s). Please click the **Re-Validate** button to check your data after making correction(s).

Re-Validate

Stage 4 – Update Fees

- Check roster again

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Summary 5. Submit Roster

Summary

Review / Print Roster

Renew: 10 Adult, 5 Youth
New: 2 Adult, 0 Youth
Fees = \$616.00

Frequently Asked Questions

Home | Logout | Help | Password | E-Mail |
Last Day to Submit: 02-28-2014

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

To review your final roster, please click here--> [Summary](#)

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](#)

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Stage 4 – Update Fees

- Set Multiples to \$0
- Adjust *Boys' Life* fees

Stages: [1. Load Roster](#) [2. Update Roster](#) [3. Check Roster](#) [4. Summary](#) [5. Submit Roster](#)

[Review / Print Roster](#)

Renew: 10 Adult, 13 Youth
New: 4 Adult, 2 Youth
Fees = \$551.00

Frequently Asked Questions

[Home](#) | [Logout](#) | [Help](#)

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.

Charter fee = \$20

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Test4 4test	05/26/1965	\$0.00	\$15.00	\$15.00	Adult
Update	New Adult	04/28/1968	\$0.00	\$15.00	\$15.00	Adult
Update	Old Adult	06/29/1965	\$0.00	\$0.00	\$0.00	Adult
Update	Deborah Barber	07/15/1964	\$0.00	\$15.00	\$15.00	Adult
Update	Robbie Barber	07/23/1964	\$0.00	\$15.00	\$15.00	Adult
Update	Felicia Cates	01/11/1977	\$0.00	\$0.00	\$0.00	Adult
Update	Kathy Fincher	07/22/1979	\$0.00	\$15.00	\$15.00	Adult
Update	Tye Fincher	06/20/1974	\$0.00	\$15.00	\$15.00	Adult
Update	Victoria Marquez	11/22/1975	\$0.00	\$15.00	\$15.00	Adult
Update	Chris Rios	07/21/1973	\$0.00	\$0.00	\$0.00	Adult
Update	Laura Simon	08/16/1961	\$0.00	\$0.00	\$0.00	Adult
Update	Christy Taylor	04/15/1974	\$0.00	\$15.00	\$15.00	Adult
Update	John Taylor	10/16/1975	\$0.00	\$15.00	\$15.00	Adult
Update	Yy Yy	03/26/1965	\$0.00	\$15.00	\$15.00	Adult
Update	Ellis Barber	11/14/1999	\$12.00	\$15.00	\$27.00	Youth
Update	Andrew Cates	09/01/2001	\$12.00	\$15.00	\$27.00	Youth
Update	Caleb Fincher	01/31/2001	\$12.00	\$15.00	\$27.00	Youth
Update	Andy Kanz	07/07/2000	\$12.00	\$15.00	\$27.00	Youth
Update	Nicholas Lambert	01/07/2001	\$12.00	\$15.00	\$27.00	Youth
Update	Daniel Lozano	05/02/2000	\$12.00	\$15.00	\$27.00	Youth

Stage 4 – Update Fees

- Explain dropped members

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

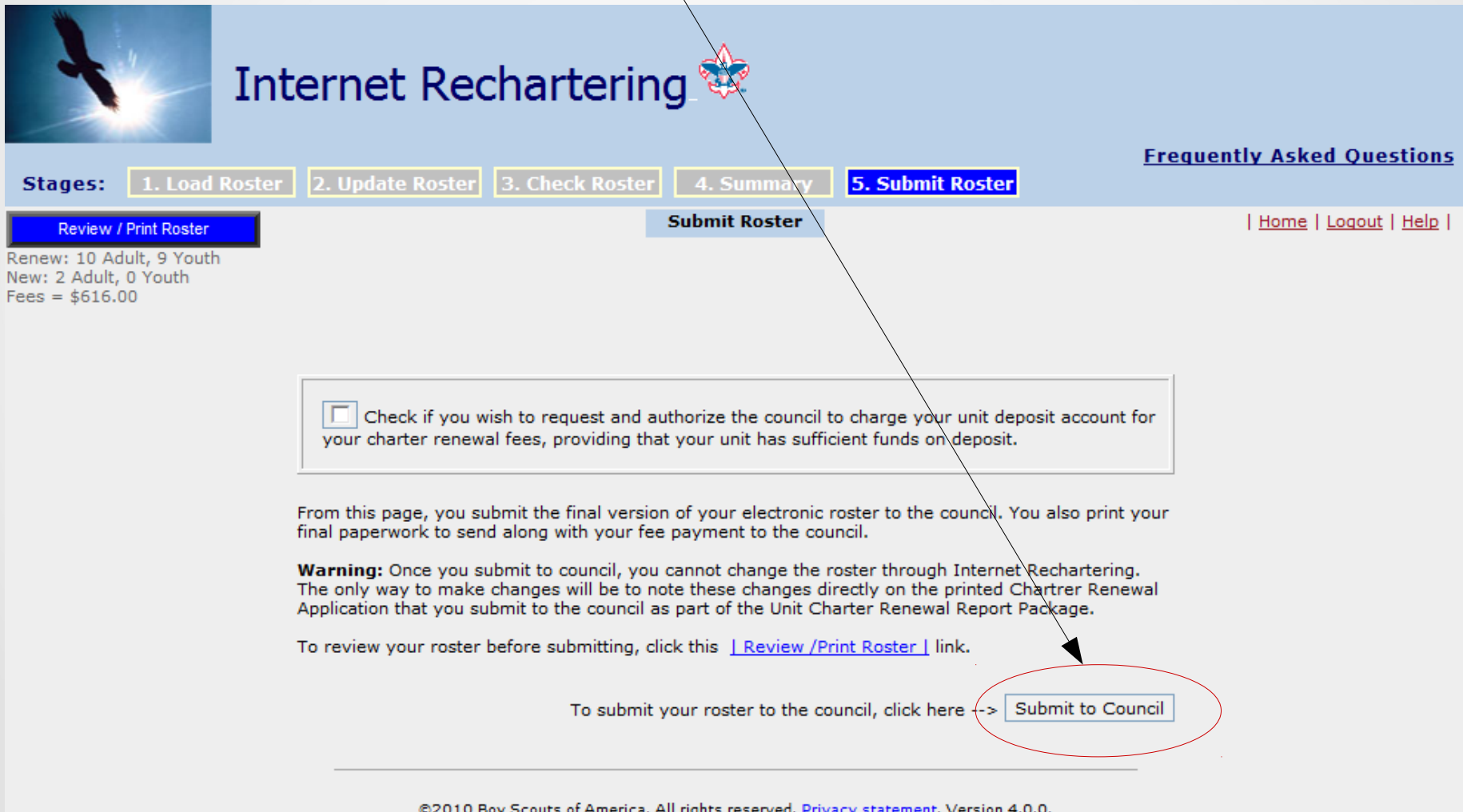
Person ID	Name	Street Address	Select one reason for each youth member
4460457	Blake Aguillon	133 E Main	<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>1 2 3 4 5 6</div>
4461969	Clint Downs	2914 S 515 W	<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>1 2 3 4 5 6</div>
118444298	Scott Summit	220 E 200 N	<div><input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/></div> <div>1 2 3 4 5 6</div>

Save

The reason for non-renewal cannot be blank for Blake Aguillon (Person ID: 4460457)
The reason for non-renewal cannot be blank for Clint Downs (Person ID: 4461969)
The reason for non-renewal cannot be blank for Scott Summit (Person ID: 118444298)

Stage 5 – Submit Roster

- Submit roster to council



The screenshot shows the 'Internet Rechartering' web application. At the top left is a logo featuring an eagle in flight against a sunburst. The title 'Internet Rechartering' is displayed in a large, dark blue font, accompanied by a small Boy Scouts of America logo. Below the title, a horizontal navigation bar contains five stages: '1. Load Roster', '2. Update Roster', '3. Check Roster', '4. Summary', and '5. Submit Roster'. The '5. Submit Roster' stage is highlighted with a blue background. To the right of these stages is a link for 'Frequently Asked Questions'. Below the navigation bar, there are two buttons: 'Review / Print Roster' on the left and 'Submit Roster' in the center. To the right of these buttons are links for 'Home', 'Logout', and 'Help'. Below the buttons, the following information is displayed: 'Renew: 10 Adult, 9 Youth', 'New: 2 Adult, 0 Youth', and 'Fees = \$616.00'. A checkbox is present with the text: '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.' Below this, a paragraph states: '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.' A 'Warning' section follows, stating: '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.' Below the warning, a link is provided: 'To review your roster before submitting, click this [Review /Print Roster](#) link.' At the bottom, a text prompt says: 'To submit your roster to the council, click here -->'. To the right of this prompt is a button labeled 'Submit to Council', which is circled in red. An arrow from the bullet point in the top left points to this 'Submit to Council' button. At the very bottom of the page, the copyright notice reads: '©2010 Boy Scouts of America. All rights reserved. Privacy statement. Version 4.0.0.'

Internet Rechartering

Stages: 1. Load Roster 2. Update Roster 3. Check Roster 4. Summary 5. Submit Roster

[Frequently Asked Questions](#)

[Review / Print Roster](#) [Submit Roster](#) | [Home](#) | [Logout](#) | [Help](#) |

Renew: 10 Adult, 9 Youth
New: 2 Adult, 0 Youth
Fees = \$616.00

☐ 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.

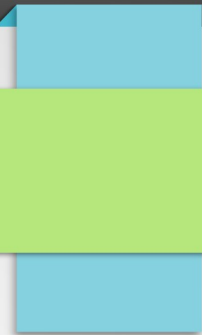
From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

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 here --> [Submit to Council](#)

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Do Your Duty

But.....

You're
Not
Done
Yet!!!!!!

The Paperwork

- Print the roster & charter agreement
- Complete Final Checklist
- Gather Applications & YPT
- Finish JTE Scorecard
- Get a check
- Get signatures
- Time to **PARTY!!!** (Charter turn-in party)
- Dec. 5, TBA
- Dec. 11, Meadowbrook Church, Novi

RECHARTER FINAL CHECKLIST

PLEASE ATTACH THIS FORM TO YOUR CHARTER PAPERWORK WHEN TURNING IT IN TO THE COUNCIL SERVICE CENTER. As your unit prepares its annual Charter Renewal Application, please use this checklist to insure that the Application is complete.

- ☐ 1. I have attached a printed copy of the Charter Renewal Application.
- ☐ 2. Our Unit Leader (required) has signed on the appropriate line on the first page of the Renewal Application.
- ☐ 3. Our Executive Officer (required) has signed on the appropriate line of the first page of the Renewal Application.
- ☐ 4. I have attached _____ Youth Membership Applications for the new youth added to the roster on-line.
- ☐ 5. Youth Applications are signed by the Unit Leader (Cub/Scoutmaster, Advisor or Skipper).
- ☐ 6. I have attached _____ Adult applications for the new adult leaders added to the roster on-line.
- ☐ 7. Adult Applications are signed in two places by the applicant (Disclosure page & Application page).
- ☐ 8. Adult Applications are signed by the Committee Chair & Chartered Org. Executive Officer.
- ☐ 9. Youth Protection Training certificates are attached for all adults requiring them.
- ☐ 10. We have completed and attached the 2013 Journey To Excellence Scorecard.
- ☐ 11. I am the unit representative completing the charter paperwork and available to answer any questions about it.

(Please print name and phone #)

Journey to Excellence Scorecard
Our Unit has qualified at the following level:
(Circle appropriate level)
NA Bronze Silver Gold

On-Time Renewal
This unit has submitted their Renewal Application before their Charter expiration.
No YES

COUNCIL SIGNATURE

(Council or District person reviewing the charter)

Pack Troop Crew Ship # _____

FEES

Registration
Paid Youth _____ @ \$24.00 = \$ _____
Multiple Youth _____ @ \$0.00 = \$ 0.00
Youth Boy's Life _____ @ \$12.00 = \$ _____
Paid Adults* _____ @ \$24.00 = \$ _____
Multiple Adults* _____ @ \$0.00 = \$ 0.00
Adult Boy's Life _____ @ \$24.00 = \$ _____
Charter Fee _____ = \$ 40.00

Total Registration \$ _____
(Should match Renewal Application)

* The Executive Officer and Tiger Cub Adult Partners are not paid or multiple adults.

Insurance

_____ Paid Youth
_____ Paid Adults
Total Members @ \$1.00 = \$ _____

Total Due \$ _____
(Registration & Insurance)

Received by _____

Date Received _____

Received from _____

Receipt # _____

Method of Payment

\$ _____ Cash/Check

\$ _____ Unit Account

Top Ten Rechartering Mistakes

10. Not having your access code
9. Not selecting FIRST TIME USER
8. Not proofreading
7. Missing Youth Protection Training
6. Not having the required signatures

Top Ten Rechartering Mistakes

5. Not having new applications
4. Not having SSNs
3. Multiple registrations
2. Not adding \$1.00 insurance fee
1. KNOWING WHEN YOU ARE DONE

2014 Journey to Excellence Changes

For Cub Scout Packs

- **#3 Building Cub Scouting:** Have a membership growth plan
- **#9 Webelos-Scout Transition:** Gold – Have at least one active Den Chief
- **#11 Pack and Den Meetings:** “Ask for parental involvement” (was: one pack meeting reviewing program)
- **#13 Annual Charter Renewal Process:** Gold – Invite a commissioner & your COR to at least one meeting

2014 Journey to Excellence Changes

For Boy Scout Troops

- **#3 Building Boy Scouting:** Have a membership growth plan that includes a recruiting night
- **#4 Trained Leadership:** Gold – One person has attended Wood Badge at some point in their Scouting tenure
- **#9 Webelos-Scout Transition:** Gold – Provide at least one Den Chief to a pack
- **#13 Annual Charter Renewal Process:** Gold – Invite a commissioner & your COR to at least one meeting

Lots of help available

<http://michiganscouting.org/internetrechartering>

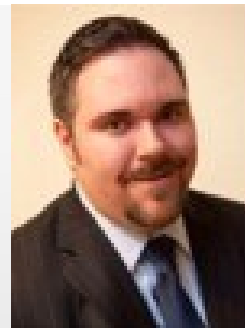
- Recharter guide for each field-service council
- Journey to Excellence forms, spreadsheets, FAQs
- Forms: Youth & Adult Applications, Charter Agreement
- Recharter Checklist
- Youth & Adult Application Checklist & Sample Forms
- Step-by-Step Guide
- What Makes a *Trained* Leader

Lots of help available

- Your Unit Commissioner
- Your District Unit-Serving Professionals
 - Ottawa: Mandy Spearly & Dan Centers
- GLFSC Service Center 313-897-1965



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Unit Serving Executive
Ottawa District
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mandy.spearly@scouting.org



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