## Welcome

**Pre Opening** 

6:45 - 7:00







I will...
Do My Best
To
Be Prepared
To
Lead The Adventure

### Introductions

Important Messages



### RECHARTING TIPS AND TRICKS

Start Now
 Who is Recharter Coordinater
 Get your internal forms handed out
 (Who is Rechartering)
 Collect your fees
 Check your Youth Protection Training



GIVE



#### Resources

**NEW SERVICE AREAS** 247SCOUTING.COM TIPS

ADVANCEMENT CAMPERSHIPS

CAMP HOSTS

#### CHARTER RENEWAL

COMMISSIONER TOOLS

FAMILY SCOUTING

**JOURNEY TO EXCELLENCE** 

LEADER DEVELOPMENT

MERIT BADGE COUNSELOR LISTS

MY.SCOUTING

**ONLINE STORE** 

SCOUTING.ORG

SCOUT'S OWN MAPLE SYRUP

SILVER BEAVER

**UNIT BUDGET &** CALENDAR TOOLS

UNIT FUNDING

YOUTH PROTECTION

#### Charter Renewal

In the Boy Scouts of America, a charter authorizes an organization to operate Scouting units. It certifies the agreement between a chartered organization - an organization that agrees to utilize Scouting as a part of its service to youth- and the Boy Scouts of America, setting expectations for the quality of program to be delivered. Charters are issued annually; hence, chartered organizations must submit an application to the Council annually to renew its charter.

We refer to this annual renewal as "RECHARTERING." It is the goal of the Lake Erie Council to ensure that the charter renewal process is efficient and streamlined for our units. Resources and links to the online charter renewal system will be available in early September of each year.

#### HELPFUL RECHARTER RESOURCES

- Charter Renewal Letter
- Recharter Guidebook
- Internet Recharter Updates
- Appendix/FAQ
- Audit Checklist
- Turn-in Dates/Locations

**ONLINE RECHARTERING SYSTEM** 

**ANNUAL CHARTER AGREEMENT** 

#### OTHER RESOURCES

- Applications
  - BSA Youth http://www.scouting.org/filestore/pdf/524-406A.pdf
  - BSA Adult http://www.scouting.org/filestore/pdf/524-501.pdf

Unit ID numbers will be mailed out soon.

Who will have a copy... Service Area Commissioners Unit Service Executives







| Frequently Asked Questions | Login | Help |

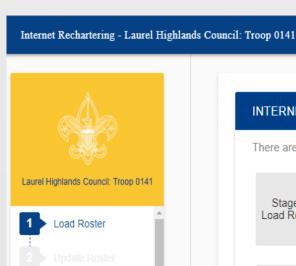
If you do not have the	Access Code, please contact your council.
Access Code:	
Unit Type:	Тгоор
Unit Number:	0141
	CONTINUE

Login Page – Enter the Access
Code provided to you in an
email from BSA Registration to
your Unit Leaders, Committee
Chairs and Chartered
Organization Representatives.
Select the Unit Type from the
Drop Down box. Enter your 4
digit unit number (include
leading zeroes).

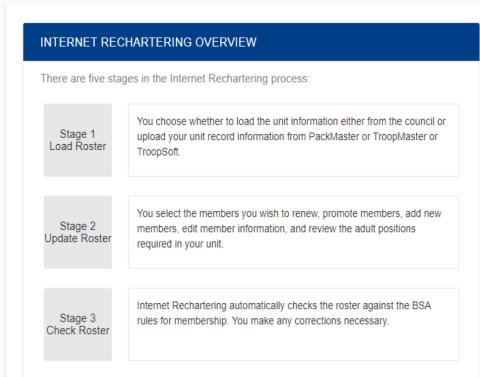
Test your login as soon as you get your ID.

\*\* Write down your Password because we cannot see it \*\*









#### Do not Load Roster until you are ready

- 1. File all new Applications with Council before starting
- 2. Check all Youth Protection Status



#### 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.

## If Uploading from Packmaster / TroopMaster make sure they match ScoutNet Do not upload if using nicknames



#### STEP 2 OF 6: SELECT MEMBERS FOR RENEWAL **ROSTER REVIEW** Below is your current roster. Review / Print Roster Renew: 0 Adult, 0 Youth All members are selected for renewal. Deselect the **Renew** check box for any members not New: 0 Adult, 0 Youth renewing. When finished, click Next. Note: Non-paid members should be automatically selected to renew. Fee status will be determined later. **UPDATE UNIT ROSTER** Street Address Adult **Position** Person ID Renew Name Click Update unit roster to refresh unit member data and Youth 340 Hulton Rd Adult 1.Assistant Scoutmaster Protection status from the council's unit roster information. 1731 A Kenneth Update unit roster Adult 1.Committee Member Avenue 2723 Leechburg road Adult 1.Committee Member It is important to refresh your roster if your unit has accepted a 2761 Hastings Dr Adult 1.Committee Member youth or adult through the online registration system or if your unit has submitted any paper **PREVIOUS NEXT** applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.

#### **Double Check the Members to Renew**



#### 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.

**PREVIOUS** 

PROMOTE

**NEXT STEP** 

#### Do this ahead of time!! Before Recharter



#### 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** 

#### 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.

# Do this ahead of time!! Your going to pay extra anyway



#### 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
<u>Update</u>		Executive Officer
<u>Update</u>		Chartered Organization Rep.
<u>Update</u>		Committee Chairman
Undate		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

#### **Check the Required Adult Required Positions**



#### CHECK ROSTER: ERRORS AND WARNINGS

#### 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:** does not have Youth Protection Training or Youth Protection Training is not current as of unit's new effective date. Reconcile Error Options:

- <u>Click here</u> to add/edit the Youth Protection Training for the unit registrant.
- <u>Click here</u> to remove the unit registrant from the renewal roster.

#### CHECK ROSTER: ROSTER IS VALID

#### Congratulations!

The validation was completed without errors. Please click the **Next Stage** button to continue.



#### 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.



You will have an option to Adjust Fees and Boys Life Subscriptions

# Multi-registered Unit Leaders!!!! TALK TO OTHER UNITS TODAY not when you get to this point.

After Final Submission you are out of luck

For your unit to qualify as a 100% Boys' Life Unit, it's required that all unduplicated youth addresses receive Boys' Life. Click **Update Fees** by each person to subscribe to Boys' Life.

The following youth with unduplicated addresses in this unit\*\*\* are not signed up for *Boys' Life*:

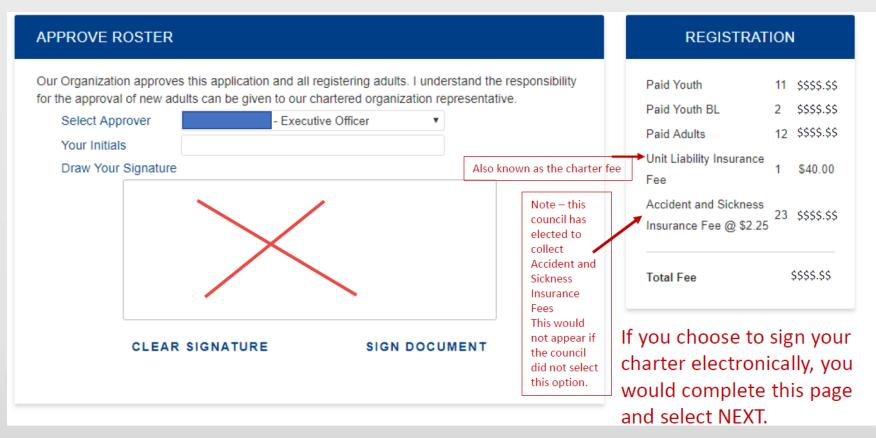
Dylan	
Justin	
Nemy	
Blaise	
David	
Michae	el
Brando	on
Corey	
Jack	

**VERIFY BOYS' LI** 

Verify Boys' Life resul

\*\*\*If Boys' Life goes into each youth's home through another subscriber, your unit does qualify as a 100% unit. If you order a subscription for each remaining youth member or you know that each youth receives Boys' Life at home, please check the recognition box. If your unit will not qualify, you should not check the box.



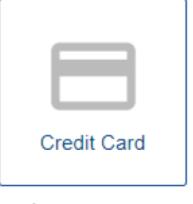


# THIS MUST BE THE EXECUTIVE OFFICER — ONLY Initials are the Executive Officer Initials Leave it Blank — Sign the hard copy Executive(Preferred) or COR



#### **PAYMENT**

Payment Methods







3% Administrative Fee

No Fee

No Fee

Please submit remittance to your local council for any payment due. Thank you.

#### Show me the Money Can use Check at turn in.



### There will be detail on-line training coming soon at council web site

When Starting November 8<sup>th</sup> last day December 15th Where

All Round Tables in November and December (before 15<sup>th</sup>)

December 5<sup>th</sup> Garfield Height Public Library

Council Service Center December 3<sup>rd</sup> through December 7<sup>th</sup>

December 14<sup>th</sup> and 15<sup>th</sup> (Don't wait til then)

**Beaumont December 1st** 

Fireland December 8<sup>th</sup> (Only – Not accepted during other days)

\*\*\* Special Appointment with Area or Unit Commissioner \*\*\*

See council website for times and locations



# Unit Service Minute

### On to Breakouts