

Welcome

Pre Opening
6:45 – 7:00



BOY SCOUTS OF AMERICA
LAKE ERIE COUNCIL

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



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Introductions

Important Messages



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RECHARTING TIPS AND TRICKS

- **Start Now**

Who is Recharter Coordinator

Get your internal forms handed out

(Who is Rechartering)

Collect your fees

Check your Youth Protection Training



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Resources

NEW SERVICE AREAS

247SCOUTING.COM
TIPS

ADVANCEMENT

CAMPERSHIPS

CAMP HOSTS

CHARTER RENEWAL

COMMISSIONER TOOLS

EAGLE SCOUT

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**



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Internet Rechartering

After Registered

[Frequently Asked Questions](#) | [Login](#) | [Help](#)

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:

Troop



Unit Number:

0141

CONTINUE

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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 ****



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Laurel Highlands Council: Troop 0141

- 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.

Do not Load Roster until you are ready

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



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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**



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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"/>		340 Hulton Rd	Adult	1.Assistant Scoutmaster	
<input checked="" type="checkbox"/>		1731 A Kenneth Avenue	Adult	1.Committee Member	
<input checked="" type="checkbox"/>		2723 Leechburg road	Adult	1.Committee Member	
<input checked="" type="checkbox"/>		2761 Hastings Dr	Adult	1.Committee Member	

PREVIOUS

NEXT

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

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper 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



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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



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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

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



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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

Check the Required Adult Required Positions



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

- [Click here](#) to add/edit the Youth Protection Training for the unit registrant.
- [Click here](#) 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.



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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.

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update		02/01/1951	\$0.00	\$33.00		
Update		08/12/1977	\$0.00	\$33.00		
Update		06/15/1970	\$0.00	\$33.00		
Update		11/26/1968	\$0.00	\$33.00		
Update		06/20/1948	\$0.00	\$33.00		
Update		07/28/1969	\$0.00	\$33.00		

BOYS' LIFE <-- Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

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

After Final Submission you are out of luck

Verify *Boys' Life* results

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	
Michael	
Brandon	
Corey	
Jack	

***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.

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



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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 representative.

Select Approver - Executive Officer ▼

Your Initials

Draw Your Signature

X

CLEAR SIGNATURE
SIGN DOCUMENT

REGISTRATION

Paid Youth	11	\$\$\$\$.\$\$
Paid Youth BL	2	\$\$\$\$.\$\$
Paid Adults	12	\$\$\$\$.\$\$
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2.25	23	\$\$\$\$.\$\$
<hr/>		
Total Fee		\$\$\$\$.\$\$

Also known as the charter fee

Note – this council has elected to collect Accident and Sickness Insurance Fees
 This would not appear if the council did not select this option.

If you choose to sign your charter electronically, you would complete this page and select NEXT.

THIS MUST BE THE EXECUTIVE OFFICER – ONLY

Initials are the Executive Officer Initials

Leave it Blank – Sign the hard copy Executive(Preferred) or COR



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PAYMENT

Payment Methods



Credit Card

3% Administrative Fee



Cash

No Fee



E-Check

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.



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

When Starting November 8th last day December 15th

Where

All Round Tables in November and December (before 15th)

December 5th Garfield Height Public Library

Council Service Center December 3rd through December 7th

December 14th and 15th (Don't wait til then)

Beaumont December 1st

Fireland December 8th (Only – Not accepted during other days)

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

See council website for times and locations



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Unit Service Minute



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On to Breakouts



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