

PLEASE READ BEFORE YOU START

- **Conduct Your Membership Inventory First**

By conducting your unit's membership inventory first, you will have everything you need to process your charter renewal online. Register ALL youth, even if they only occasionally participate.

- **When is a New Adult Application Required?**

When using Internet Rechartering, a new application is not needed for adults changing position within a unit. For example, an application is not needed when a currently registered assistant Scoutmaster is to be registered as the new Scoutmaster.

A new application is required if an adult is to be registered in another unit. For example, a currently registered troop committee chair is to be added as a committee member to the Varsity team. A new adult leader application will need to be included with the team's charter renewal paperwork.

- **Youth Protection Training Requirement**

As of June 1, 2010, all volunteer leaders are required to complete and be current (within 2 years,) the BSA's Youth Protection Training. When the roster is loaded from ScoutNET in Internet Rechartering, it will show the Youth Protection training status of all adult registrants in the unit.

Final Internet Rechartering paperwork for unit renewal processors will include a list of leaders that require that proof of Youth Protection training be submitted to the council with the signed renewal paperwork. For new leaders, a copy of their completion certificate will need to be attached to their *BSA Adult Volunteer Leader Application*. Existing leaders will need to provide a copy of their completion certificate with the *Charter Renewal Report Package*.

Unit renewal processors will not be blocked from entering and submitting leaders who do not have current Youth Protection Training.

- **Print the Report Package after Submitting**

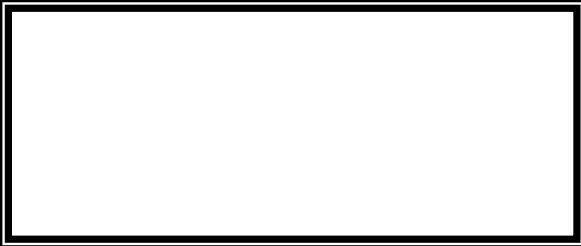
After you have completed the online portion of your charter renewal, please print out the *Charter Renewal Report Package* and secure the appropriate signatures. The package MUST BE turned in, or your units will NOT be registered.

- **RecharTERS are Due in December**

Completed charter renewals are due no later than your December roundtable or earlier scheduled turn-in. Please contact your district executive for dates and locations.

UNIT RECHARTER KIT

**Your unit's *Charter Renewal Report Package*, including this envelope,
is due at your district's December Roundtable or charter turn-in meeting.**



UNIT LABEL w/ACCESS CODE

KEY: C=Cub Scout Pack, S=Boy Scout Troop, V=Varsity Scout Team, P=Venturing Crew

Internet Rechartering is the best way to renew your unit's annual charter. You can do it from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed from the Council's website (www.bsaciec.org). Be sure to attend the training at your district's October roundtable. An online tutorial is also available.

Here's how to get started:

1. Select one adult to be the renewal processor for Internet Rechartering.
2. During the month of October – **BE PREPARED** and conduct a *Membership Inventory* by following the instructions enclosed.
3. Beginning November 1st, the renewal processor can log onto the council website and begin the online renewal.
4. Select *First-Time User* and enter the unit access code (located on the label above) Do not select *Returning User* at this stage since the system has been reset from the previous year and everyone starts as a *First-Time User*.
5. Select the unit type and enter the unit number.
6. Create a password as instructed.
7. 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 going to *Returning User* and reentering your access code and password.
8. To facilitate the use of the *Promote Members* feature, which allows eligible youth to be moved from another unit to your unit, we recommend that those processing more than one charter begin with the earliest program level (for example...Cub Scouts). The *Promote Member* feature works by "pulling" a person from the lower unit into the higher unit. For example, several boys have turned 11-years-old. They are not to be renewed in the pack. While processing the troop recharter, the *Promote Member* feature is used to pull the Scout's information from the pack roster to the troop roster. *Please note – the Promote Member feature is only available when working with the troop, team or crew charter renewal.*
9. To save you money - in the *Update Fee* section, be sure to indicate those adults or youth whose 2011 registration fees were paid for in another unit (multiple registrations) particularly the chartered organization representative.

Here's how to wrap it up:

1. When you've completed all the information to recharter the unit, click the *Submit* button.
2. **THIS IS IMPORTANT** – Print the *Unit Charter Renewal Report Package*, which includes the charter renewal application and lists of youth and adult members. Acquire the appropriate signatures on the charter renewal application, the *Charter Renewal Agreement*, and on any new youth and adult applications. Place the *Unit Charter Renewal Report Package* and new youth and adult applications, along with your fee payment into this envelope. Turn in the envelope at the district turn-in meeting or to your district executive.

If it's paper you want... If you prefer to complete the charter renewal using the paper method, please call the council registrar at (909) 793-2463 ext 114. We'll mail you a paper charter renewal application.

Conducting Your Membership Inventory

Before going online to complete your charter renewal, it is important that you follow Scouting's Motto... Be Prepared. We encourage you to do the following during the month of October so that when it comes time to face your computer monitor in November all the information will be at your fingertips!

PURPOSE

1. The membership inventory provides a "roll call" in which each unit member is contacted to determine the quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year, increasing the tenure of members.

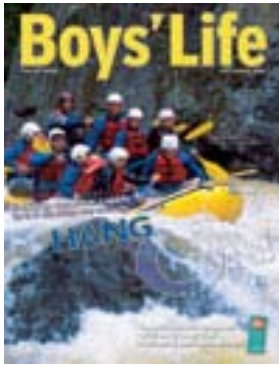
This inventory is a part of the unit's charter renewal and will assist the unit in building strength through a quality program.

INSTRUCTIONS

1. *Select a unit adult to serve as the renewal processor.
2. Invite your commissioner to assist.
3. Make sure applications for all new youth and leaders have been submitted to the council office. **Any new members submitted on your charter renewal will be registered in the month you turn in your recharter, so please include the fees for November or December as applicable.**
4. Using the roster provided, conduct an inventory of youth and adults who are still active. Be sure to identify corrections to names, addresses, phone numbers, and leadership positions.
5. All inactive members are listed and assigned to various persons who will visit or contact them to attempt to reactivate them. Be sure to brief the visitors/callers on what to say when they make their calls.
6. Collect BSA applications, registration fees, and *Boys' Life* subscription fees.
7. Complete the 2010 *Centennial Quality Unit Award Application* and include the form when turning in your charter renewal paperwork.
8. Beginning November 1st, go to www.bsa-ciec.org and click on the Internet Rechartering button to complete your annual charter renewal.

* LDS wards are encouraged to select one person to serve as renewal processor for the pack, troop, team and crew. Pay special attention to ensure youth are properly promoted between the different programs (from pack to troop, team to crew, etc).

BOYS' LIFE



IT'S ABOUT FUN!
Get the most out of Scouting. Get **BOYS' LIFE**

**Now is a great time to subscribe to
BOYS' LIFE Magazine.**

**For only \$12 a year, Boys will receive 12 fun-filled issues
of Scouting adventure!**

**Surveys show that Scouts who take *Boys' Life* stay in
Scouting longer, achieve more rank advancements, and
get more out of Scouting.**

**TO SUBSCRIBE – Collect \$12.00 per Scout and include
with the charter renewal paperwork.**