Updated Internet Rechartering

October 2020 – Version 12 of Internet Rechartering

NOTE: This presentation is for units expiring December31, 2020, and thereafter.

SCOUT ME IN

BOY SCOUTS OF AMERICA®

Internet Rechartering

After going to Internet Rechartering this brings you to the Welcome page. You must select REGISTER as First Time User to begin.

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 Submit the renewal to your Council. The final renewal report may be printed for physical signature, if required.

If you are a new or returning user, please consult the October 2020 presentation for instructions on using Internet Rechartering, Version 12, for Units that will expire on December 31, 2020, and thereafter.

Internet Rechartering is provided for the renewal of registrants in Packs, Troops, Crews, Ships, and Posts. You may also review the Frequently Asked Questions and after Login, Tutorial and Help links are available.

New member applications
For additional adult or youth membership applications: Membership Applications.

REGISTER	**LOG IN**
First Time User: This Year	Returning User: This Year

Adobe Acrobat Reader: You will need Adobe Reader to view the final version of the charter renewal application and other forms. You can download Adobe Reader by clicking on the image.

GET
Adobe Acrobat Reader

Rechartering Frequently Asked Questions

Version 12 – Units expiring on December 31, 2020, and thereafter.

What needs to be done to support Criminal Background Checks that BSA will be conducting 2020 and 2021?

How does Internet Rechartering work in my browser?

Why doesn't Internet Rechartering remember me?

Why can't I click the Back button on my browser?

How can I print the roster before the final steps?

How do I resolve a processing error if it occurs at Check Roster?

Can an adult hold two positions in the same unit?

What is a "transfer" member?

After Load Roster is done, why might an adult not have a leader position?

What is the Update Unit Roster function and when should it be used?

How does Promote Members function for youth registrants?

What is the process for resolving an error with Youth Protection Training?

How does the optional electronic approval work for the unit renewal?

What if electronic approval is not used?

How does the optional online payment work for the unit renewal?

What if online payment is not used?

If there is Council Fee, can this be paid with the charter renewal?

When should an Adult Application be completed and submitted to the Council?

Before you Register you may view the October 2020 presentation and you may consult the FAQ. After you have completed registration of your account there is also Help and a brief, interactive Tutorial that will take you through the renewal process.

Internet Rechartering

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:

CONTINUE

Login Page – Enter the Access Code provided by Council to your Unit Leader, Committee Chair and Chartered Organization Representative. Select the Unit Type from the Drop-Down box. Enter your 4-digit unit number (include leading zeroes). Usage is monitored and your Council is aware of each Unit Renewal registered for online access.

Registration: Confidentiality Agreement

Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

I agree.   I disagree.

In order to continue, you must agree to the confidentiality statement.

Registration: Information and Password

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)

REGISTER

The Unit Processor enters their information and sets a password. (Sensitive information has been redacted)

The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.

Council: Troop 0141

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster

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.

ROSTER REVIEW

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

Load Roster – here you have the option of loading the roster from what is on record with your council, or you may load the roster information from another tool your unit may be using, such as PackMaster or TroopMaster.

Council: Troop 0141

1 ▶ Load Roster

2 ▶ Update Roster

3 ▶ Check Roster

4 ▶ Summary

5 ▶ Submit Roster

WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

ROSTER REVIEW

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

NEXT

Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select Next when you are ready to begin.

If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have saved will be available when you Log In.

STEP 1 OF 6 : UPDATE CHARTER INFORMATION

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.

Country: US

Address 1:

Address 2:

City:

ZIP code:

State:

ROSTER REVIEW

Review / Print Roster

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

UNIT INFORMATION

Unit type: Troop
Unit number: 0141
Unit expire date: 09/30/2017
District: Japeechen
Chartered organization:
Puckety Presbyterian Church

Unit term (months): 12
Unit new expire date: 09-30-2018

Load Roster

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

NEXT STEP

Enter the information relevant to the Charter Organization. (Sensitive information has been covered in this example.)

When finished select Next Step.

Notice the Review / Print Roster button.

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
☑			Adult	1.Assistant Scoutmaster	
☑			Adult	1.Committee Member	
☑			Adult	1.Committee Member	
☑			Adult	1.Committee Member	

Sidebar navigation

1 Load Roster
2 Update Roster
- Update Charter Information
- Select Members for Renewal
- Promote Members
- Add a New Member
- Update Member Data
- Update Member Position
3 Check Roster
4 Summary

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

PREVIOUS   **NEXT**

Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted)

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.

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step.**

NOTE: You will be able to add members and change member information later in the process.
Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.			Adult
2.			Adult
3.			Adult
4.			Adult

ROSTER REVIEW

Review / Print Roster

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

PREVIOUS   NEXT STEP

After deselecting members from the previous screen, only the members in your unit will show here. You may correct any incorrect information. Select Previous and check records to be retained.

Pressing the Review / Print Roster Button will give you a preview of the Charter Renewal Application, which appears in the DRAFT format.
Please note: The Fees shown are for illustration only and may not apply.

CHARTER RENEWAL
APPLICATION

Unit: Troop
Code:
District
Unit Status: R

County:
Term: 12 months

Expire Date: 10/31/2021

Charter Org:

Executive Officer:

Boys' Life: 4
  Term: 12 months
  Begins: 11/2020
  Ends: 10/2021

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

Registration:	Qty:	Fee:
Paid Youth	13	$858.00
Paid Join Fee	0	$0.00
Pre Paid Youth	0	$0.00
Multiple Youth	0	$0.00
Paid Youth BL	1	$12.00
Pre Paid Youth BL	0	$0.00
Paid Adults	9	$378.00
Pre Paid Adult	0	$0.00
Multiple Adults	1	$0.00
No Fee Adults	1	$0.00
Paid Adult BL	3	$36.00
Pre Paid Adult BL	0	$0.00
Charter Fee		$75.00
Subtotal		$1359.00
Council Fee	22	$858.00
Total Amount		$2217.00

Council: Troop 0141

1   Load Roster

2   Update Roster

    Update Charter Information
    Select Members for Renewal
    ● Promote Members
    Add a New Member
    Update Member Data
    Update Member Position

3   Check Roster

4   Summary

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.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

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

PREVIOUS   **PROMOTE**   **NEXT STEP**

Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.** Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.

STEP 3 OF 6 : PROMOTE MEMBERS

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

Pack 0057 ○
Troop 0057 ○

If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code: [   ]

Type: [Pack ∨]

Number: [   ]

ROSTER REVIEW

[Review / Print Roster]

Renew: 12 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = $676.00

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

[Update unit roster]

Follow the instructions for promoting members into your unit from another unit. **Note you will need the access codes for units in which you are not a member.**

1 Load Roster
2 Update Roster
   Update Charter Information
   Select Members for Renewal
   Promote Members
   Add a New Member
   Update Member Data
   Update Member Position
3 Check Roster
4 Summary
5 Submit Roster

[PREVIOUS]   [NEXT]

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

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**

ROSTER REVIEW

Review / Print Roster
Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = :

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

PREVIOUS   **NEXT**

Here you may add a new adult.

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
● Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Add Adult

Transfer into this Unit : ☐

First name :

Middle name :

Last name :

Suffix :

Primary position in unit : ▾

Position 2 : ▾

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees =

CANCEL   RESET   NEXT

Complete the information for a new adult.

Council: Troop 0141

1   Load Roster

2   Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
● Update Member Data
Update Member Position

3   Check Roster

4   Summary

STEP 4 OF 6 : ADD NEW MEMBER

Page 2 : Add Personal Data for Sam Spade
** Social Security number is required and will be entered by your council from the adult application.

Field	Value
Country :	US
Address type :	Home
Address 1 :	1325 W Walnut Hill Ln
Address 2 :	
City :	Irving
State :	tx

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees =

CANCEL   RESET   NEXT

Note the warning about the social security number. You will <u>not</u> be asked to enter a social security number.

Here you will enter the youth protection completion date for the adult, if necessary. With renewal, you will need to submit the signed, completed adult application, YPT certificate, and any other supplemental documents the council requires.

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
● Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

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.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees =

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

PREVIOUS   NEXT STEP

Here you may add a new youth member.

Enter new youth member information.

REMINDER: Each volunteer is asked to sign a document titled "Additional Disclosures & Background Check Authorization." The signed forms should promptly be gathered by unit leaders and delivered to the local council service center or sent directly to the council. This process should be completed during the unit renewal period. Please also refer to the FAQ.

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.

🔍 Search

Make Update	Remove from Roster	Name ↕	Birth Date ↕	Address / Phone ↕	Position ↕	*Boys' Life* ↕	YPT Trained ↕	YPT Date ↕	CBC Auth On File ↕
Update	Remove	David		----- ---	1.Committee Chairman	Y	Y	09/03/2020	Y
Update	Remove	Thomas 127			1.Executive Officer	Y	N	09/08/2018	N

Course : [Youth Protection Training - Y01 ⌄]

YPT Date : [9 ⌄] [3 ⌄] [2020]

CBC Auth on File : [3/27/2020] ☑

Here you have the opportunity to update information on your members. Shown inset left is Youth Protection data and the new entry for read-only CBC Authorization data.

Council: Troop 0141

1 ▶ Load Roster

2 ▶ Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
● Update Member Position

3 ▶ Check Roster

4 ▶ Summary

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

PREVIOUS STAGE   **NEXT STAGE**

Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted.)

Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.

Council: Troop 0141

1. Load Roster
2. Update Roster
   - Update Charter Information
   - Select Members for Renewal
   - Promote Members
   - Add a New Member
   - Update Member Data
   - Update Member Position
3. Check Roster
4. Summary

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:

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

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees =

RE-VALIDATE

If there are any errors they are indicated on this page. (Sensitive information has been redacted.) Warnings are not the same as errors (as explained on the screen). Errors **must** be resolved; Warnings are informational.

After selecting the member in error, you will be able to make changes to correct the error. The unit processor will be able to modify YPT dates, but this must not be done without proper documentation.

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
● Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

ADD/UPDATE MEMBER

Page 2 : Update Personal Data for Glenn Matovcik
** Social Security number is required and will be entered by your council from the adult application.

Country :   US   🔍

Address type :   Home   ▼

Address 1 :

Address 2 :

City :

State :   PA   ○

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees =

RESET   NEXT

Still updating the member from Check Roster link. (Sensitive information has been redacted.)

CHECK ROSTER: ROSTER IS VALID

Congratulations!

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

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult. 0 Youth
Fees =

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

NEXT STAGE

All Errors have now been resolved.

Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

SUMMARY

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

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 |

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees =

SUMMARY

Summary Page.

Council: Troop 0141

1 Load Roster

2 Update Ro...

Update Charter...
Select Member...
Promote Memb...
Add a New Me...
Update Membe...
Update Membe...

3 Check Ros...

4 Summary

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.

🔍 Search

🔍 Search

Sign-up *Boys' Life* (Youth Only) ☐	Enter Multiple Registration ☐	Update Fees
☑	☐	Update
☑	☐	Update
☑	☐	Update
☐	☑	Update
☐	☐	Update
☐	☐	Update
☐	☐	Update

	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
					Adult
					Adult
					Adult
					Adult
					Adult
					Adult

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees =

Inset left is where you make changes to fees.

For an Adult or Youth to be Multiple they must have a Paid registration fee in another unit or non-unit position. This new feature will allow multi-select for Boys' Life and multi-select for Enter Multiple Registration. You may still use the single Update link if more convenient. Note the added new Search by Name feature on this and other pages.
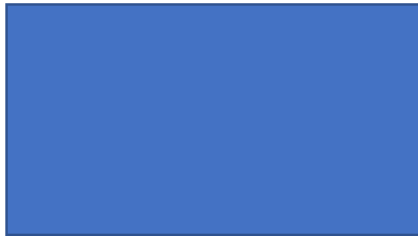
Council: Troop 0141

1 — Load Roster

2 — Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 — Check Roster

4 — Summary

VERIFY *BOYS' LIFE*

Verify *Boys' Life* results for your unit:

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*:

***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.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees =

OK

By clicking the Boys' Life button on the previous page you will see what you need to qualify to be a 100% Boys' Life unit.

Troop 0038

1 **Load Roster**

2 **Update Roster**

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 **Check Roster**

4 **Summary**

5 **Submit Roster**

Approve Roster
Payment
Submit Roster
User Survey
Submit Confirmation

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, Charte ▼]

I (we) verify that the name selected as approving this unit Charter Renewal has consented to this approval. I (we) understand that the unit key adults will receive e-mail notification of this approval.

☐ I (WE) AGREE   ☐ I (WE) DO NOT AGREE

REGISTRATION

Paid Youth	2	$$$
Paid Youth BL	1	$$$
Paid Adults	6	$$$

To sign your charter electronically, select the approver, then "I (We) Agree" and select NEXT.

If not signing electronically select "I (We) Do Not Agree" and select NEXT.

NOTES:

The CHARTER FEE is paid at the time of Unit Renewal (or when New Unit is Chartered).

If the Council has elected to collect a Council Fee for paid registrants, this calculation will be displayed with other Fees as appropriate.

This will not appear if the Council does not select this option or uses another method to collect a Council Fee. **Check with Council on Fee related questions.
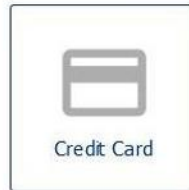
NEXT

Troop 0038

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

PAYMENT

Payment Methods

Credit Card	Pay Direct To Council	E-Check
3% Administrative Fee	No Fee	No Fee

I (we) hereby authorize a payment debit entry to my (our) Credit/Debit/Share Draft account. I (we) understand that if the payment under this authorization is returned or otherwise dishonored, I (we) will promptly remit the payment due plus any fees due under my (our) account.
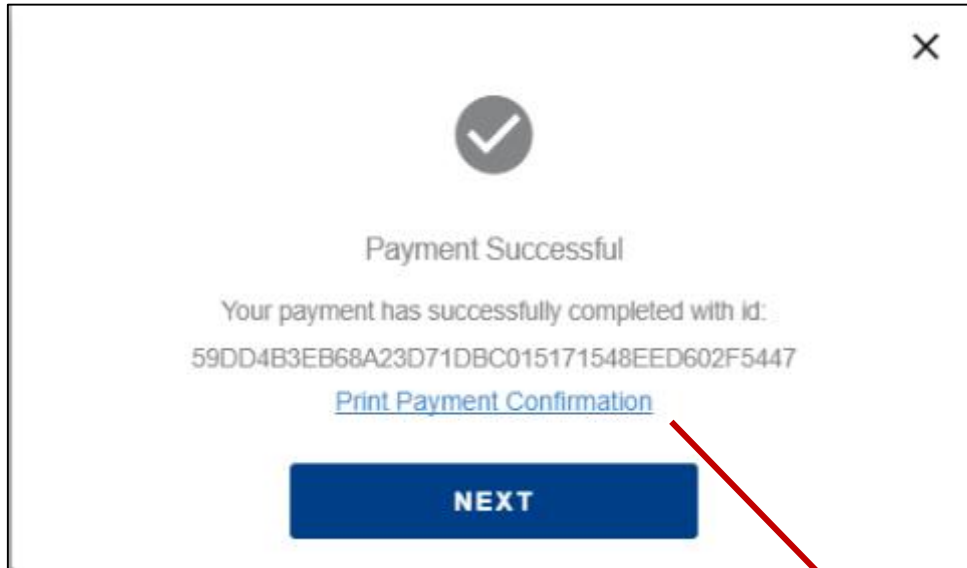
Name on Account   Account Type

If paying by credit card you enter all of the credit card information.

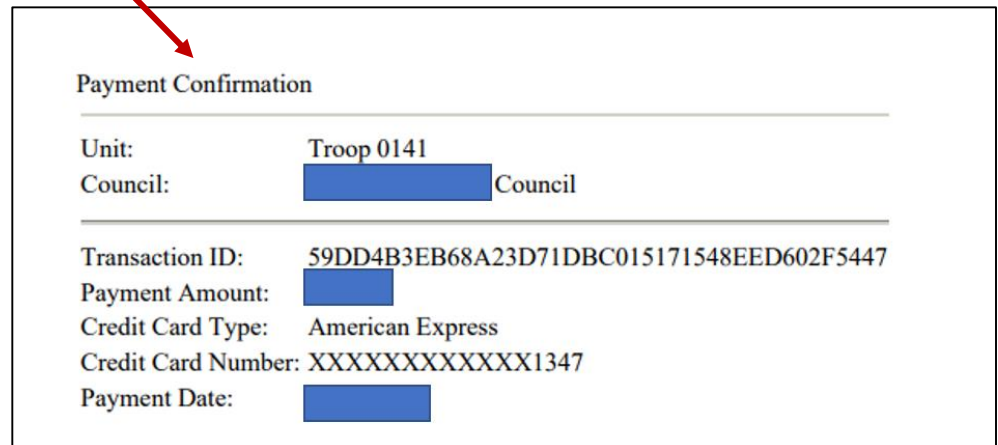Note: There is a **3%** administrative fee for using the credit card.

If paying cash or through a council unit account, you will need to remit the funds to your council before your recharter will be processed.

If paying by e-check you will enter the name on the account, account type, routing number, and account number associated with the account.

If you selected payment by Credit Card

Payment Successful

Your payment has successfully completed with id:

59DD4B3EB68A23D71DBC015171548EED602F5447

Print Payment Confirmation

NEXT

This is the confirmation you should receive if your payment is successful.

Payment Confirmation

Unit:	Troop 0141
Council:	▮▮▮▮▮ Council

Transaction ID:	59DD4B3EB68A23D71DBC015171548EED602F5447
Payment Amount:	▮▮▮
Credit Card Type:	American Express
Credit Card Number:	XXXXXXXXXXXX1347
Payment Date:	▮▮▮

If you selected to Pay Direct to the Council

Internet Rechartering -   **Council: Troop 0057**

Council: Troop 0057

1   Load Roster

2   Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3   Check Roster

Payment Methods

Credit Card	Pay Direct To Council	E-Check
3% Administrative Fee	No Fee	No Fee

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

NEXT

You will get this payment message with Pay Direct to Council.

If you selected payment by E-Check

I (we) hereby authorize a payment debit entry to my (our) Credit/Debit/Share Draft account. I (we) understand that if the payment under this authorization is returned or otherwise dishonored, I (we) will promptly remit the payment due plus any fees due under my (our) account.

Name on Account

Account Type

Checking

Routing Number

Account Number

(9 digits) ?

(3-17 digits) ?

Bank Name

Account Holder Address

Suite / Apartment

City

Province   Alabama

Postal Code

Country   United States

COMPLETE

By clicking 'Submit' you are authorizing Boy Scouts of America and your financial institution to charge your account.

This is the information you will fill out if paying electronically from a checking or savings account. Please note: The Unit is responsible to promptly pay any amount that could not be collected by the E-Check processing.

SUBMIT ROSTER

☐

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 below.

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees

Council: Troop 0141

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster
   Approve Roster
   Payment
   ● Submit Roster
   User Survey

SUBMIT TO COUNCIL

If you are paying by unit account you have the option of checking this box, before submitting you roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the Warning.

scoutnet.scouting.org says: ✕

Your renewal has been completed and no additional changes can be made.

Do you wish to submit your renewal now? Click OK to continue.

[OK] [Cancel]

Council: Troop 0141

1 Load Roster

2 Update Roster

3 Check Roster

4 Summary

5 Submit Roster

Approve Roster
Payment
● Submit Roster
User Survey

SUBMIT R...

☐

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 below.

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees :

SUBMIT TO COUNCIL

This is the second confirmation that you are submitting your roster.

An opportunity to take the survey on using the Internet Rechartering tool.

Council: Troop 0141

1 ▸ Load Roster
2 ▸ Update Roster
3 ▸ Check Roster
4 ▸ Summary
5 ▸ Submit Roster
    Approve Roster
    Payment
    Submit Roster
    User Survey

SUBMIT ROSTER: PRINT CHARTER RENEWAL APPLICATION

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. As requested by your council, print the Summary Renewal Report E-Z OR the Unit Charter Renewal Report Package (but not both). Please follow the instructions of your council in regard to which renewal application format is requested. You may save these PDF files for reference.
2. Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Chartered Organization Representative OR Executive Officer and Unit Leader).
3. Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders, the application is required.
4. Follow the instructions of your council in regard to payment of fees. If Online Payment was done the confirmation is on your report.
5. Deliver the Summary Renewal Report E-Z OR all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and make payment of fees due to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here -->   **PRINT RENEWAL APPLICATION**

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees =

Confirmation of a successful submission.
If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation and/or to save PDF files needed.

Here is the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the button shown on the previous slide.

Please note: The Fees shown are for illustration only and may not apply.

CHARTER RENEWAL APPLICATION

Unit: Troop 0077
Code: BT
District:
Unit Status: R

County: ..
Term: 12 months

Expire Date: 07/31/2021

Charter Org:

Executive Officer:

Boys' Life: 37
   Term: 12 months
   Begins: 08/2020
   Ends: 07/2021

Approver Name:

Approver Position: Executive Officer, Chartered Organization Rep.

Approval Date:

Transaction ID: 59DD4B3EB68A23D71DBC015171548EED602F5447

Payment Amount:
(Total includes Administrative Fee)

Credit Card Type:

Credit Card Number:

Payment Date:

Registration:	Qty:	Fee:
Paid Youth	31	$1866.00
Paid Join Fee	1	$25.00
Pre Paid Youth	6	$0
Multiple Youth	0	$0
Paid Youth BL	37	$444.00
Pre Paid Youth BL	6	$0
Paid Adults	16	$582.00
Multiple Adults	0	$0
No Fee Adults	1	$0
Paid Adult BL	0	$0.00
Charter Fee		$75.00
Subtotal		$2992.00
Council Fee	47	$1760.00
Total Amount		$4752.00

909 Months Completed Tenure   100% Boys' Life Y