



# Three Fires Council Boy Scouts of America

Charter Renewal  
DUE 12/2/2017

All Units EXPIRE  
12/31/2017

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## CHARTER RENEWAL GUIDE

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All new youth recruited in August and September **MUST** be registered with the council **BEFORE** beginning the online recharter process.

### FEES

Youth and Adults (each)	\$ 33.00	National Membership Fee
	\$ 1.00	Sickness & Accident Insurance
	\$12.00	Boys' Life
Charter Fee:	\$ 40.00	per unit

(Packs: Do not collect Registration fees for Lion Adult Partner or Tiger Adult Partners)

## BEFORE YOU BEGIN

1. Review your roster and make changes on paper so you know what changes and additions need to be made on your charter and which applications to collect to complete the online rechartering. Please verify the accuracy of addresses and phone numbers and collect email addresses for all members.
2. Collect completed \*Youth Applications for new Scouts, signed by the parent and unit leader and completed \*Adult Leader Applications for adults being added to your unit. The leader application must be signed by the applicant, the committee chair, and the chartered organization representative. The leader application must be submitted with the signed Disclosure/Authorization page and their current Youth Protection Training certificate.

\*Some youth and leader applications have been provided with this packet. If you need additional forms, you can print them from the national website at <http://www.scouting.org/scoutsource/Media/forms.aspx>

## RECHARTERING TIPS FOR ALL UNITS

1. For best results **USE INTERNET EXPLORER**. Firefox, Safari, and Chrome are compatible but you may come up with warnings. NOT compatible with Mac!
2. **LOG ON AS A FIRST TIME USER WITH YOUR NEW ACCESS CODE** even if you did the charter last year. New Internet Recharter access codes are issued every year. Use the one provided with this packet.
3. Disable your "popup blocker" to allow all processes.
4. **Leave all grade levels as shown**. Exception: If a Scout is currently listed in the wrong grade, change only that Scout. The National office automatically advances all grade levels on June 1.
5. Please ensure you update or add adult leader and family email addresses for all members.
6. **Do not type over an existing leader's record**. Create a new record for new leaders. Attach a completed application for any new member. The current Adult Leader Application must be used as it contains two pages that must be signed by the adult.
7. A chartering organization that registers more than one unit **MUST** register the same Executive Officer and Chartered Organization Representative [COR] on all units. The COR only pays once.
8. Ranks can only be updated through the Internet Advancement system at <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
9. Before the submit button is clicked, go to stage 2 and click the UPDATE UNIT ROSTER button. This will import adult and youth members added to the unit roster by the council. It will also refresh the state of the Youth Protection Training completion.
10. Once submitted online, print all pages, obtain required signatures, attach completed applications for anyone listed on Page 1, and hand in at your District Turn-in Center or the Scout office with payment.

11. Submit one check payable to **THREE FIRES COUNCIL, BSA**. Please use the Fee Calculator on the Charter Renewal Packet. If there is an overage, the excess will be deposited into your unit account. If there is a shortage, your unit account will be used to pay the difference.
12. **If you have ANY questions about the online rechartering process please contact the Registration Department. We're here to help you. Call 630.584.9250.**

FOR PACKS ONLY:

- Keep all Lion and Tiger Adult Partners. Exception: If you delete a Lion/Tiger, delete his adult partner.
- If a Lion/Tiger Adult Partner wishes to register in a paid membership position such as Den Leader, they must submit a completed adult leader application, Disclosure/Authorization form, and Youth Protection Training certificate with the charter paperwork.
- DO NOT delete the 5th Grade Webelos. Webelos transitioning to a troop will need to complete a youth application to join that troop and submit it to the Scoutmaster of the receiving troop.

### HOW TO GET STARTED

1. **Use Internet Explorer Only** (Firefox, Safari, and Chrome are compatible but may come up with warnings. Mac is not compatible). After October 1, 2017, the unit renewal processor can log onto the council website at <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>
2. Select **CLICK HERE TO BEGIN**
3. Select **FIRST TIME USER** (each year you are a first-time user)
4. On the next screen enter the unit access code found on your Charter Renewal Packet, select the unit type and enter the four-digit unit number.
5. Create a password as instructed (keep it easy and write it down) and click on **REGISTER**.
6. 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 logging on as a returning user and reentering your access code and password.
7. Help and Tutorial screens are available throughout the process that should answer most questions. More helpful tips can be found on page three.
8. Review the Top Rechartering Errors listed on the next page to ensure your unit's recharter is correct.

## HOW TO COMPLETE YOUR CHARTER:

1. When you have completed all the information to recharter the unit click on **ROSTER REVIEW, AND CHECK FOR ACCURACY**. Once everything is correct click the **SUBMIT** button.
2. **PRINT** all pages of the Unit Charter Renewal Report paperwork.
3. Obtain **SIGNATURE FROM THE** Chartered Organization Representative and Unit Leader on the charter renewal application.
4. Completed charter renewals will be processed at your District Turn-in site (Date, time and location is listed on your Charter Renewal Packet. All charters are to be processed no later than December 14.

## TOP RECHARTERING ERRORS

1. **Applications are not attached for youth or leaders listed as NEW on page one of the charter. APPLICATIONS MUST BE ATTACHED TO REGISTER THE NEW MEMBER.** Applications are required for any new youth or leader listed on page one, for any adult previously registered as Lion or Tiger Cub Adult Partner only and now registering in a leadership role, and for any currently registered 18-yr old youth who is promoted to Assistant Scoutmaster or College Scouter Reserve.
2. **Training is required for all direct contact leaders.** Effective 2016, to renew membership, the following positions must be fully trained: Committee Chair, Cubmaster, Assistant Cubmaster, Tiger Den Leader, Den Leader, Assistant Den Leader, Webelos Den Leader, Assistant Webelos Den Leader, Scoutmaster, and Assistant Scoutmaster.
3. **Signature is missing on page two of the charter.** The Charter Organization Representative as listed on the charter roster must sign the recharter.
4. **Signatures are missing from the applications that have been attached.** Unit leaders and parents must sign the youth applications. The Applicant, Committee Chair, and Chartered Organization Representative must sign the adult leader applications.
5. **Page one is missing.** Attach ALL pages of the printed charter.
6. **The Disclosure/Authorization form, Youth Protection Training Certificate is not attached with the NEW adult leader application.**
7. **The right-hand column of information is not filled in on the adult leader application.** (Questions 1-6)
8. **The Chartered Organization is the same on the pack, troop, and crew, but the Chartered Organization Representative (COR) is different from one unit to another.** All units chartered to the same organization MUST list the same person(s) as the Executive Officer and Chartered Organization Representative on all units. The COR only pays with one unit.
9. **More than one position has been assigned to an adult leader, such as Committee Member and Parent Coordinator.** The Chartered Organization Representative is the only position that can multiple either as a Committee Member or as the Committee Chair.
10. **There are less than five primary youth.** All units require at least five **paid** youth to register.
11. **Money is not attached.** Units should submit one check payable to: **Three Fires Council, BSA**. Don't forget the \$1 fee per youth/adult for sickness & accident insurance.



## Recharter Fees 2018 Frequently Asked Questions

How much are the national membership fees for 2018? **\$33 for youth and adults.**

Does the national membership fee of \$33 include sickness and accident insurance for youth and adults? **No, sickness and accident insurance is an additional \$1 expense and will be charged at the time a unit recharter. This excludes units chartered to The Church of Jesus Christ of Latter-day Saints.**

How much is a Boys' Life magazine subscription when my unit recharter? **\$12 annually. There is no change in subscription fee.**

If a youth joined during Blast into Scouting how much does the unit owe? **For all youth that registered between August 1, 2017 and December 31, 2017 the unit (Pack, Troop, Crew, Ship) will pay \$24 each for the 2018 charter. The Three Fires Council Executive Committee has approved a \$9 subsidy to cover the increase in national membership fees for these youths only. For all youth that joined prior to August 1 or after December 31, units will pay ~~the new \$33~~ the new \$33 national membership fee. All adults will pay \$33 each.**

How is the difference between the increased national membership fee and what they paid at Blast into Scouting being handled? **When units submitted payment of \$32 for each youth that joined during Blast into Scouting, \$8 paid the pro-rated national membership fee for September through December 2017. The remaining balance of \$24 was deposited into the unit's custodial account and remains there to cover fees associated with the unit recharter.**

Three Fires Council will provide a district specific report, detailed by unit, of the number of new youth that registered between August 1 and the end of the year. This report will be distributed to district commissioners and district executives. The first report will be produced on November 30 when the month closes to determine the amount of credit to apply for the unit recharter.

How will youth and adults registered in fall 2017 (August – December) be calculated on the online recharter system? **The online registration will not adjust national membership fees. The online recharter system will calculate both youth and adults with the new \$33 national membership fee. The \$9 subsidy for youth that registered between August 1 and December 31 will be manually adjusted when payment is made directly to the Three Fires Council. Adult fees will not be adjusted.**

Are the multipliers, totals, etc. shown on the charter packet envelope front correct? **They are correct. Youth and Adults national membership fee is \$33. Boys' Life subscription is \$12. Sickness & Accident Insurance is \$1. Charter Fee is \$40. Units may apply funds in their unit custodial account to cover registration fees.**