



Three Fires Council Boy Scouts of America

Charter Renewal
DUE 12/1/2018

All Units EXPIRE
12/31/2018

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CHARTER RENEWAL GUIDE

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
	\$ 3.00	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 Scoutbook or Scoutbook Lite. Internet Advancement System will be phasing out.
<https://www.scoutbook.com/>
<https://scoutnet.scouting.org/iadv/UI/home/default.aspx>
9. 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/her 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, 2018, the unit renewal processor can log onto the council website at <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>
2. Select **FIRST TIME USER** (each year you are a first-time user)
3. Select **LOG IN** (if you are a returning 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 (including leading zeroes).
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.

An online tutorial is available at:

https://filestore.scouting.org/filestore/commissioner/pdf/2017_Internet_Charter_Renewal_Tutorial.pdf

HOW TO COMPLETE YOUR CHARTER:

1. When you have completed all the information to recharter the unit click on **CHECK ROSTER, AND CHECK FOR ACCURACY**. Once everything is correct click the **NEXT STAGE** button.
2. **PRINT** all pages of the Unit Charter Renewal Report paperwork.
3. Obtain **SIGNATURE FROM THE** Chartered Organization Representative or Executive Officer This can be done electronically.
4. Payment may be made by two options: Online via credit card, or Cash/Check/Unit Account.
5. All charters are to be completed and submitted no later than December 8.

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, Crew Advisor, Associate Crew Advisor, Skipper, and Mate.
3. **Signatures are missing on 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 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 \$3 fee per youth/adult for sickness & accident insurance.