



# Three Fires Council Boy Scouts of America

Charter Renewal  
DUE 10/2/2021

All Units EXPIRE  
10/31/2021

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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 (each)	\$ 72.00 National Membership Fee +\$ 60.00 Local Council Fee =\$132.00
Adult * (each)	\$ 45.00 National Membership Fee +\$ 24.00 Local Council Fee =\$ 69.00
New Youth <u>Only</u>	\$ 25.00 New Youth Joining Fee <i>(Does not apply to Adults or youth previously registered with the BSA)</i>
Scout Life Magazine	\$12.00 <u>Optional</u> 1-year subscription
Charter Fee:	\$ 75.00 per unit

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

## BEFORE YOU BEGIN

1. Review your current unit roster. Remove members no longer participating. New members will need to be added and new applications will need to be collected for members not listed in the Internet Rechartering Portal. This is a good time to verify the accuracy of addresses, phone numbers, and email addresses.
2. Collect completed:
  - Youth Applications for new Scouts, signed by the parent and unit leader.
  - Adult Leader Applications for adults being added to your unit. The leader application must be signed by the applicant and the chartered organization representative.
  - **Current** Additional Disclosure & Background Check Authorization page for all new adult applications collected.  
The Additional Disclosure & Background Check Authorization form is included in the adult applications in this packet. **Do not use any old applications.**
  - Current Youth Protection Training certificate for all new adult applications.  
**Adults will not be registered without these forms.**
3. Check your Unit's Training Record. Ask any adult leader who has expired Youth Protection Training or training that will expire by the end of the year to renew their training prior to the October 2<sup>nd</sup> deadline.

\*Some youth and leader applications have been provided with this packet. Only use these applications. 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 on the front of 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 Internet Advancement 2.0

<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.

10. 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 listed on the roster. Exception: If you delete a Lion/Tiger youth, 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, **Current** Additional Disclosure & Background Check Authorization page, 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 transfer to 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 August 1, 2020, 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)

- Select **LOG IN** (to return to your recharter after first time log in)

3. 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).

4. Create a password as instructed (keep it easy and write it down) and click on **REGISTER**.

5. 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.

6. Help and Tutorial screens are available throughout the process that should answer most questions. More helpful tips can be found on page four.

7. 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](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, not the E-Z Report.
3. Obtain **SIGNATURE FROM THE** Chartered Organization Representative or Executive Officer and Unit Leader. This can be done electronically. **If done electronically, it must be the initials of the COR only.**
4. Payment may be made by two options: Online via credit card, or Cash/Check/Unit Account. A 3% handling fee will be charged for credit card and debit payments.
5. All charters are to be completed and submitted no later than October 2.

## 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. An adult application must be submitted for any adult previously registered as Lion or Tiger Cub Adult Partner only, but now registering in a leadership role. Any currently registered 18-yr old youth who is promoted to Assistant Scoutmaster or College Scouter Reserve must also submit an adult application.
2. **Training is required for all direct contact leaders.**
3. **Signatures are missing on the charter.** The Charter Organization Representative and Unit Leader as listed on the charter roster must sign the recharter if it was not approved electronically.
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. **CURRENT Additional Background Check Disclosure Page and Youth Protection Training Certificate are not attached with the adult leader application. Adults will not be registered without these forms.**
7. **The right-hand column of information is not filled in on the adult leader application (Questions 1-6) and initials certifying the 2 statements to the left of the applicant's signature.**
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.** 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**. Include all fees on page 1 of this guide.
12. **The charter paperwork printed says "Draft Version" in red letters.** Preparer must log back on to the Internet Rechartering Portal to stage 5 and click "Submit to Council." Now the paper charter is ready to print.