

## Internet Charter Renewal Action Form

Welcome to the Internet Charter Renewal Package! This package saves time, is simple and helps to ensure all your information is correct. During the Internet Charter Renewal process, units can indicate returning members, add new members, and update information for all individuals or the chartered organization itself. We recommend using Google Chrome as your internet browser, however you may use the latest version of Mozilla Firefox, Safari and Internet Explorer (V11).

### ***How to get started:***

- 1. Select an adult to be the renewal processor for the Internet Charter Renewal.
- 2. You can use the Unit Roster provided to review members' information and confirm Adult Leaders' youth protection training (YPT) dates. Annotate changes on the roster or use the enclosed Charter Renewal Aid. Encourage anyone whose YPT is expiring to take it online or do a group training and have the Committee Chair or Scoutmaster input the dates in [www.my.scouting.org](http://www.my.scouting.org) prior to opening your Internet Charter Renewal on October 1st, 2019. If the YPT is not entered collect all the certificates and training attendance forms and submit them with the charter.
- 3. Collect annual registration fees. 2020 Registration Fee will be disclosed late October 2019.
- 4. If desired, refer to the Charter Renewal Aid (enclosed) to gather your information.

### ***How to input the information you gathered:***

- 5. On October 1st, or soon thereafter, the processor should log on to <https://scoutnet.scouting.org/ucrs>
- 6. Select First-Time User and enter the unit access code that was emailed to the Unit Key 3.
- 7. Select the unit type and enter the unit number found above (be sure to use all four digits).
- 8. Create a password as instructed. Make sure it's one you can remember in case you don't finish the process in one sitting.
- 9. Complete the information requested on each screen using the information you gathered on the roster or aid sheet. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password. Remember to log out between sessions or you will be locked out.

### ***Important Update:***

- Online Charter Renewal System will be available for unit renewal in enhanced version releases, Version 9 & Version 10, during the next two months
  - October 1<sup>st</sup>: Version 9 will allow units to fully revise their Unit Roster BUT will NOT have the 2020 National Membership Fees and will NOT allow units to complete charter renewal.
  - November 1<sup>st</sup>: Version 10 will allow units that started charter renewal in Version 9 to continue or have units that have not yet registered to start renewal. Version 10 will have the 2020 National Membership Fees posted.
    - Units that used Version 9 will begin as Returning Users; Units that do not begin charter renewal until Version 10 is released will register as First Time Users.

***How to complete and turn in prior to December 1, 2019 (this year's package suspense date):***

○ 10. When you are finished with all updates on Version 10 (step 5 on internet charter renewal), submit to Aloha Council. Once submitted no more changes can be made through internet charter renewal. Any changes must be written on the hard copy and turned in to Aloha Council.

**IMPORTANT NOTE: online submission DOES NOT complete the process!**

- 11. Print a hard copy of the Unit Charter Renewal Report Package, which includes: the Charter Renewal Application, a list of new members, transfers, multiples, and no-fee adults. (Please note - If the copy says "draft", you must go back and submit and print the actual charter. **DO NOT** turn in a *Draft Copy OR Summary Report EZ* of charter!)
- 12. Check to ensure everyone's information is correct. It is okay to make changes on the hard copy if needed.
- 13. A **complete** adult application (with appropriate signatures), a disclosure/authorization form (within the application) and YPT certificate is needed for each adult listed on the front page of the Unit Charter Renewal Report Package. A completed youth application with appropriate signatures is needed for each youth member on the front page.
- 14. Acquire the appropriate signatures on both the charter renewal application page and the Annual Charter Agreement. Both these forms print out with your hard copy and require the Charter Organization signatures. The District Executive will sign *after* the completed package is turned in to Aloha Council.
- 15. Fill out Point of Contact information on the last page with who should be contacted by Council if questions arise.
- 16. Fill out the The Annual Charter Agreement Form, Journey to Excellence (JTE) Scorecard, JTE Award Order Form, and Unit Account Authorization Form. Please return these items with your Charter Renewal Report Package.
- ☺ 17. Take the Unit Charter Renewal Report Package along with the **new applications, disclosure forms, YPT certificates, documents listed above (#16), and fee payments** to Aloha Council Service Center by December 1st, 2019. If you will be using your unit account, ensure the paying individual is on the Unit Charge Authorization form.

**All units need to complete their Charter Renewal and turn in correctly completed paperwork by December 1, 2019 so it can be processed prior to the December 31, 2019 Charter expiration date.**

*Note: All units must be processed by December 31st, 2019 or unit will be considered a dropped unit with no liability or accident insurance coverage. Youth advancements can only be processed in a unit that has a current charter.*

## Aloha Council Charter Renewal Aid

**Step 1** Review the council membership roster (found on internet advancement or my.scouting.org).

**Step 2** Acquire a unit-maintained roster that your leaders maintain, i.e. Scoutbook, Troopmaster, etc.

**Step 3** Examine the council membership roster and identify any adults who have not taken the new Youth Protection Training (YPT). Write the name of all adults affected below.


**Step 4** Notify all adults listed above that they must renew their YPT. We suggest giving them one week to complete and turn in their YPT training certificate to ensure this step doesn't slow down your renewal. Training can be completed through the My.Scouting.org website. Anyone who does not complete training prior to opening up the charter renewal on line must include a copy of their YPT certificate with the charter renewal.

You can also request group YPT training by contacting your district executive or district training chair. Upon completion, fill out the training attendance roster and submit with your charter renewal package this can be substituted for the online YPT certificate.

**NOTE:** If YPT is recorded prior to opening the charter renewal online, the YPT will update within the individual's records and you will not be required to turn in a hard copy. Your unit key 3 also has the ability to update YPT from the training attendance roster.

**Step 5** Make sure you have the minimum number of adults to charter renewal. Use the chart below as a guide. If you have all the positions filled for your unit type – **then you can skip to step 7!** If you would like to verify use the chart below in step 6.

Cub Scout Pack	Boy Scout Troop	Venturing Crew	Sea Scout Ship
1 Institutional Head/Exec Officer	1 Institutional Head/Exec Officer	1 Institutional Head/Exec Officer	1 Institutional Head/Exec Officer
1 Charter Organizational Representative	1 Charter Organizational Representative	1 Charter Organizational Representative	1 Charter Organizational Representative
1 Committee Chairman	1 Committee Chairman	1 Committee Chairman	1 Committee Chairman
2 Committee Members	2 Committee Members	2 Committee Members	2 Committee Members
1 Cubmaster	1 Scoutmaster	1 Crew Advisor	1 Skipper
1 Den Leader			
COR can be multiple registered as committee chair <u>or</u> member.			
IH can be multiple registered in 1 position, fees and YPT are required.			

## Step 6

1. Name _____	Position _____
2. Name _____	Position _____
3. Name _____	Position _____
4. Name _____	Position _____
5. Name _____	Position _____
6. Name _____	Position _____

**NOTES:**

- 1.) For each **new** adult listed in step 6, submit an adult application, disclosure/authorization form and a copy of their YPT certificate.
- 2.) **Original signatures are required on the adult applications; fax/emails cannot be accepted.**

**IMPORTANT**

Make sure that every applicable field has been filled out on all adult applications. Even one omission on a single adult application will delay your entire renewal charter. The most common mistakes include:

- The Disclosure/Authorization Form for background check authorization not signed and included.
- The background check questions along the right side of the application not answered.
- Signatures not supplied.
- The social security number is missing.
- The initials on the bottom middle section are missing.

# Remember!

Charter Renewal is the perfect opportunity to clean up your roster by deleting those who have moved on. While the goal is to have every adult working in the program registered, this is a year-round process and you should not let this stop your unit from charter renewal. **Make sure you have the minimum adults. If you have at least those positions filled on your roster, you should process the charter.** You can *always* add adults as training and applications are completed.

**Step 7** Every unit needs a minimum of 5 youth registered. The youth application must be completed or the youth will not be registered.

**IMPORTANT**

Make sure that every applicable field has been filled out on all youth applications. The most common mistakes include:

- The youth's birthdate is not filled-in or is incorrect.
- Signatures are not supplied.
- The tiger or lion parents' birthday is not supplied.

# Note

Once these steps are complete return to the Internet Charter Renewal Action Form.

## ALOHA COUNCIL

### Charter Renewal: Frequently Asked Questions (FAQ)

#### Abbreviations used in the following FAQ:

- RP: Recharter Processor. One who does the recharting for your unit and enters in information via the internet charter renewal system.
- PAS: BSA Scoutnet Membership database.
- YPT: Youth Protection Training
- CO: Chartered Organization
- COR: Chartered Organization Representative
- Standard unit position abbreviations may be used to indicate regular unit positions, (i.e. CM: Cubmaster, SM: Scoutmaster, CC: Committee Chair, MC: Committee Member, etc...)

#### Overview of the Internet Charter Renewal Steps (5 stages):

The internet charter renewal system takes you through 5 stages to complete the process. The five stages and what you can do in each is summarized below as a quick reference. Please review the Internet charter renewal *presentation* that is available on the first sign in screen:

- Stage 1: *Load Roster* – Download your roster from the BSA Scoutnet database.
- Stage 2: *Update Roster* – Select members you wish to renew, promote members (if applicable, mostly used by LDS BSA units,) add new members, edit member information, and review and update the adult positions required for your unit.
- Stage 3: *Check Roster* – Internet charter renewal automatically checks the roster against the BSA rules for membership. You make any corrections necessary for missing information.
- Stage 4: *Summary* – Check and make changes to your members' Boys' Life subscriptions, indicate multiple memberships, and make any final changes. The system will also ask you to indicate why dropped members are not renewing.
- Stage 5: *Submit Roster* - Submit the final roster and print your Charter Renewal to obtain the required signatures.

#### Internet Charter Renewal Frequently Asked Questions:

##### **Q: What kind of computer and experience do I need to use internet charter renewal system?**

A: The RP should have a basic knowledge of computers, BSA terminology and web access. Internet Charter Renewal contains an optional tutorial that will walk users through each step. The main menu screen will give detailed information (in red) regarding necessary browsers. The Boy Scout of America Member Care Contact Center (BSA Member Care) is available to assist you from 7 a.m. – 7 p.m. central time, Monday through Friday (times may differ the day before a holiday). The BSA Member Care toll free number is: 972-580-2489.

##### **Q: I can't remember my My.Scouting ID or password. What do I do?**

A: Aloha Council does not have the ability to retrieve that information. Please call BSA Member Care at 972-580-2489. They are open from 7 a.m. – 7 p.m. Central time. They can look up your My.Scouting ID, reset your password, assist with any Internet Charter Renewal issues and answer any system questions you may have. You will need your member number when you call. Your member number can be obtained from your membership card or a current roster on [my.scouting.org](http://my.scouting.org)

##### **Q: I lost my access code. What can I do?**

A: Email or call the registrar or your District Executive. We can look it up for you.

##### **Q: I was the RP for my unit last year. Can I use the same access code as last year? Should I choose First-Time User or Returning User?**

A: No, internet charter renewal access codes change annually for security purposes. The first time every year the RP must select the “First Time User” option.

**Q: I am the RP for another unit. Should I choose First-Time User or Returning User?**

A: The RP will have to choose the First-Time User process for every unit they process.

**Q: I got into internet charter renewal but I can't download my roster, or my system freezes up and won't let me go any further.**

A: You most likely are experiencing a browser or compatibility issue. We recommend using Google Chrome for your internet browser. If problems continue contact BSA Member Care at 972-580-2489 and they can talk you through the settings, you may need to change on your computer. They are open from 7 a.m. – 7 p.m. Central time.

**Q: Why are we asked to use Internet Charter Renewal?**

A: There are many benefits from using Internet Charter Renewal. Moving data entry for charter renewal from the council to the unit leads to more accurate member data (unit members know the information better). The internet charter renewal system will immediately inform you of additional requirements needed: new applications, YPT, and charter renewal fees. The charter renewal system will automatically calculate charter renewal fees due and they will be reflected on the signature page.

**Q: What happens if our unit's charter is not turned in by December 1, 2019?**

A: DEs and Commissioners will follow up with units whose charters have not been received by December 1, 2019. If the charter is not turned in on time, there may not be enough time to post the unit's charter by December 31, 2019. If the unit's charter is not posted by January 1, 2020, the unit can suffer a number of problems. First, the unit is no longer covered by BSA insurance coverage meaning your leaders could be liable in the event of an accident. Second, youth advancements cannot be recorded through the BSA national office. Third, Boy's Life and Scouting magazine subscriptions will lapse (it takes a full two months for these periodicals to resume their circulation). Fourth, the unit will not be eligible for the JTE Award - an important distinction and an indication that you are bringing the best possible program to your unit's youth. Finally, it will delay the unit membership cards from being sent to your unit in a timely manner.

**Q: Where can I learn about Internet Charter Renewal?**

A: There is a self-guided Internet Charter Renewal presentation. The option to view the presentation comes up on the very first screen where you select going on as a first-time or returning user. The presentation explains the complete process. Internet Charter Renewal has a full set of Help Screens available should questions arise while completing the unit's charter renewal. The Help Contents also includes a list of frequently asked questions. If a screen won't take information you feel you are entering correctly, please contact BSA Member Care for assistance at 972-580-2489.

**Q: When do I use the transfer option?**

A: Do not use the transfer button in the charter renewal process. All Aloha Council charters expire December 31<sup>st</sup> of the current year.

**Q: We turned in an application for a member but I don't see them on my roster. Why aren't they showing up on our roster?**

A: If you know you have submitted an application for a member who is not appearing on your roster, please contact your unit CC to see if the application is being held because it is defective. Applications can be “defective” for several reasons;

- CBC (Criminal Background Check) authorization form is outstanding.
- Verification of YPT was not submitted with the application.
- Key information is missing from the application.
- Required signatures are missing from the application.
- There was not enough money in the unit account to process the membership.
- The application was turned in after internet charter renewal was opened.

**Q: When do we have to pay?**

A: All monies need to be turned in with the signed charter renewal paperwork to Aloha Council by December 1st, 2019. The unit may pay by check, credit card or using the unit account. If using the unit account, ensure there are enough funds and

the individual paying has permission to use the account. Permission is given by the Committee Chair filling out a Unit Charge Authorization Form. The Unit Charge Authorization form is enclosed.

**Q: Do we need to collect money for Tiger/Lion Cub Adult partners?**

A: No, Tiger/Lion Cub Adult partners do not pay the registration fees unless they hold another scouting position in the pack.

**Q: I have members who are registered in multiple units. Where do they pay their fee?**

A: Members pay one annual registration fee, and the unit they are registered with is called their primary. Ensure each of the units they are registered with is aware of which unit is their primary. Once a membership has been processed or “posted” with a primary unit, it can’t be changed until the next charter renewal cycle without paying an additional membership fee. Primary membership can’t be “transferred” so we ask that units check with those holding multiple memberships to confirm what unit will be their primary unit. If a member is turned in with only multiple memberships indicated and no paid membership, the member risks being deleted from the roster.

**Q: How do I indicate a member should be a multiple and will be paying their fee in another unit?**

A: Accomplished at end of process in the *Summary* stage where you can *Update Multiple Registrations and Boys’ Life*. Before you indicate someone as a multiple, make sure they are going to have a paid registration with another unit/District/Council.

**Q: When should I use “promote?”**

A: The ‘Promote’ option on internet charter renewal is used to promote youth members from a different unit such as from a pack to a troop. The promoted youth is required to fill out a new youth application. If you have a youth aging out, you can promote him, however a new adult app, CBC authorization, and YPT will be needed. More information below.

**Q: I have a youth who is now 18 but we wish to keep him on our roster as an adult member. What should I do?**

A: If you have a youth aging out, we suggest you promote him so his BSA ID # will stay the same. A new adult app, CBC authorization, and YPT will be needed. If he is going away to college, we recommend the member be registered as a Unit College Scouter Reserve. The only training required for a Unit College Scouter Reserve to be considered a fully trained leader for your unit is YPT, this is important for fulfilling JTE trained leader requirements.

**Q: How do we enter Unit College Scouter Reserves via the Internet Charter renewal system?**

A: Select this position from the drop-down boxes on the “Add Adults” screen in the *Update Roster* portion.

**Q: How do I make changes to Boys Life?**

A: This is done near the end of process under the *Summary* stage where you can *Update Multiple Registrations and Boys’ Life*. You can add a new Boys’ Life subscription or remove subscriptions for each member.

**Q: How do I change a Scout’s grade level?**

A: This change needs to be made by the Council. Please annotate the change in red on the hard copy.

**Q: Webelos will cross over in the spring so they won’t be with the Pack for a whole year. Do I need to include them on the Pack’s charter?**

A: Yes, all Webelos should be entered onto the Pack’s charter unless they will be crossing over to a Troop prior to December 31<sup>st</sup>. If they are not registered with the Pack, they will not be able to earn their Arrow of Light Rank. Registration fees should be paid to the Pack. In spring, when they are transferred to the Troop they are not charged and the Scout retains his full year of paid membership upon transfer to the Troop. If they have crossed over to the Troop prior to internet charter renewal they should then be entered onto the Troop’s charter.

**Q: Do I need a new application for new members or do I just need to enter their information?**

A: They need to be added but new members, youth/adult, who are not currently registered on the roster require a new application. Adults also need the CBC authorization, and YPT.

**Q: Can a Committee Member also be a Scoutmaster/Cubmaster, Assistant or Den Leader?**

A: No, the Committee is responsible for conducting the business of the troop, setting policy, and helping the Scoutmaster/Cubmaster and Scouts with the outdoor program and other planned activities. The Scoutmaster/Cubmaster and Assistant Scoutmasters/Den leaders are advisers to the committee.

**Q: I have registered members on my roster that are changing positions. How do I indicate this? Do I need to obtain a new adult application?**

A: Charter renewal time is the ONLY time during the charter year when adult positions can be changed without obtaining a new application. As long as the adult is already on the charter and their YPT is current, you may change the position code in the charter renewal system. The Institutional Head signs the charter renewal application to indicate approval for the charter's members in the indicated positions.

**Q: What happens if an adult volunteer has not completed or updated their YPT?**

A: If an adult volunteer has not completed or updated their YPT, they will be dropped from the unit's roster. It will be up to the unit to re-add them when the youth protection is updated. Aloha Council is not responsible to follow-up on this. Adults who are dropped from the roster will need to complete a new signed application to be added back to the roster.

**Q: What does "fully trained" mean and do adult volunteers need to be fully trained to be included on the charter renewal?**

A: "Fully trained" indicates that leader has completed all the position-specific training for their unit role. For example, to be considered "fully trained," a Cubmaster needs to have completed: This is Scouting, Cubmaster Position Specific Training, and YPT. A fully trained Scoutmaster would have: This is Scouting, Scoutmaster Specific Leader Training, Introduction to Outdoor Leader Skills, and Troop Committee Challenge. Contact your District Executive for more information. Note, in order to be included on the roster for charter renewal, an adult volunteer is ONLY required to have valid YPT.

**Q: What happens if one of our key people does not have current YPT?**

A: If the charter renewal paperwork is turned in without current YPT for your key people (Chartered Organization Rep., Unit Leader, Committee Chair, or any leaders needed to meet the minimum number of required leaders for the unit,) the unit's charter cannot be posted. If the unit's charter is not posted by January 1, 2019, the unit will lapse.

**Q: We need to change our Chartered Organization. How do we do that?**

A: We encourage unit leaders to contact their DE as soon as they are aware that a Chartered Org. change may be necessary. Chartered Org. changes received by the Council office WILL NOT be processed until the unit DE has approved the change.

**Q: We are changing our Chartered Organization Representative. How do we do that?**

A: The requirements to change a Chartered Org. Rep. are the same as any volunteer. An application is signed by the NEW Chartered Org Rep and the Committee Chair, proof of current YPT is required. The Chartered Org. Rep. MUST be the same person for all units chartered by a single Chartered Organization! A new application is required for each unit UNLESS the Committee Chair also happens to be the same for each unit as well. In that case, the same application may be used. The Chartered Org. Rep. may hold more than one position in the unit.

**Q: We are changing our Executive Officer/Institution Head. How do we do that?**

A: It is easier to turn in a new unit application to change the Executive Officer. You can turn in an adult application but it must be turned in completely filled out.

**Q: Can I make changes to our charter once I submit the final document online?**

A: Once you click the "Submit to Council" button in Stage 5, you cannot make any further changes online. If you need to make a correction after this point, make the change manually on the updated charter renewal roster that you printed from Internet Charter Renewal. We suggest using a ballpoint pen in a different color to draw a single line through information to be changed and, very neatly, write in the change. Please make the information legible because registration personnel must be able to read what is being changed. If you are adding new members, completed and properly signed applications must be attached along with the additional registration and Boys' Life fees.

**Q: What happens if we add a new member after our internet charter renewal has been initiated or the process is complete?**

A: Submit new applications and registration fees for the remainder of the current year and the next charter year to the Council office. Let the front desk know you have started the internet charter renewal process so they can make a copy of the application to put with the new charter to help ensure no one gets dropped off your 2019 membership.



Note: The Internet Charter Renewal, Internet Advancement and the Service Hours Report can all be accessed through your [www.my.scouting.org](http://www.my.scouting.org) account under the Legacy Web Tools.

## Internet Advancements

Internet advancements is a great tool for a unit to update their youth members' ranks, merit badges, belt loops and awards in Scoutnet. It is also helpful to track what an Eagle Candidate still needs to accomplish or to get the dates for their application. Scoutnet can also track unit members. If you never used internet advancements: go to <https://scoutnet.scouting.org/iadv/UI/home/default.aspx>, sign-in as a first time user using the access information below. If problems occur and you are unable to sign-in, please email Aloha Council: [Leah.Miner@scouting.org](mailto:Leah.Miner@scouting.org) or call 808-380-5430. Remember to log out when not using Scoutnet or the system will lock up and not load the new roster. When selecting the unit type and number be sure to use all 4 digits.

**Unit ID «ACCESS\_CODE»**

**«UNIT\_TYPE» «ACCESS\_CODE»**

## Service Hours

The Service Hours program in Scoutnet is a very helpful tool when tracking the hours your unit has provided to the community. In our Scout Law, we emphasis service to God, Country and Self. When Aloha Council is aware of your hard work through your reports, we can help the public recognize the amount of community service our Boy Scouts give to other organizations. Additionally, the unit Service Hour program also effects unit JTE scores (covered in the next section). If this is the first time recording your service hours: go to <https://servicehours.scouting.org/UI/Security/Login.aspx> and sign up as a "new user" using the unit information below. When selecting the unit type and number be sure to use all 4 digits.

**Unit ID «ACCESS\_CODE»**

**«UNIT\_TYPE» «ACCESS\_CODE»**

## Journey to Excellence (JTE)

Scouting's Journey to Excellence is the BSA's performance recognition program designed to encourage and reward success while measuring the performance of our units, districts, and councils. It is meant to inspire excellence in providing a quality Scout program throughout all levels of the BSA. There is an excellent resource available to help units track and record their process throughout the Scouting year: go to <http://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx> and click on the "Tracking Workbooks" on the top left side of the page. Next, select appropriate unit level and the unit JTE spreadsheet will be opened in Microsoft Excel. Input your unit data in the first two tabs located in lower left of the spreadsheet. The spreadsheet will automatically score your status based on your unit activity. Tab three (your unit's "scorecard") will calculate unit scoring of requirements for each objective and level, the scorecard is the spreadsheet that you need to print and bring to Council. You can earn the Bronze, Gold or Silver Award with or without Boys' Life magazine. The JTE award emblem can be purchased and worn on your uniform after the paper is turned in to Aloha Council.