

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 prior to opening your Internet Recharter on October 1st, 2018. 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. Registration is \$48 per person (\$33 national registration fee and \$15 Council Insurance Fee per person) and Boy's Life Magazine \$12 per subscription.
- 4. If desired, refer to the Charter Renewal Aid (enclosed) to gather your information.

How to input the information you gathered:

- 5. On October 1, 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.

How to complete and turn in prior to December 1, 2018 (this year's package suspense date):

- 10. When you are finished with all updates (step 5 on internet recharter), submit to council. Once submitted no more changes can be made through internet recharter. 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* 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. If you are printing the renewal report EZ, the new member list will be on page 2.
- 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 Journey to Excellence (JTE) Scorecard and The Annual Charter Agreement Between form. Please return these items to your District Executive (DE). For more information, see the attachment.
- ☺ 17. Take the Unit Charter Renewal Report Package along with the **new applications, disclosure forms, YPT certificates, and fee payments** to your Unit Commissioner, Aloha Council Service Center or your District Executive by December 1st, 2018. If you will be using your unit account, ensure the paying individual is on the Unit Charge Authorization form (found on the scoutinghawaii.org).

All units need to complete their Charter Renewal and turn in correctly completed paperwork by December 1, 2018 so it can be processed prior to the December 31, 2018 Charter expiration date. BSA membership cards will be sent out in March and April to units that submitted prior to the December 1, 2018 deadline.

Note: All units must be processed by December 31st, 2018 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 recharter on line must include a copy of their YPT certificate with the recharter.

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 recharter renewal package: this can be substituted for the online YPT certificate.

NOTE: If YPT is recorded prior to opening the recharter 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 recharter. 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 rechartering. **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 complete 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.