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Boy Scouts of America, Mid-America Council

**Annual Recharter Guide
Unit Rechartering Made Easy**

http://www.mac-bsa.org/jte_rechartering.aspx

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Getting Started

The internet charter renewal guide is your roadmap to a successful charter renewal. It will guide you through each step and help you to deliver your charter renewal on time. Every unit will use internet re-chartering. Your unit's charter is available 90 days before your unit's charter expiration date. You will be able to login as of October 1st.

Internet re-chartering allows you to perform the following tasks:

- Select members from your existing roster
- Update member information
- Add new members

Items you need to gather before you begin re-chartering:

- Gather current copies of your unit's roster (this can be obtained by using the internet advancement) or you may contact the Scout Service Center (402.431.9272) in Omaha or (712.255.8846) in Sioux City for your unit roster.
- Collect completed applications (Local council copy-Not unit copy) for all new youth and adults.
- Have your unit's re-chartering access code found in your rechartering packet that you will receive in October.
- Collect copies of the Youth Protection Training Certificates for all reregistering adults.
- Crew leadership must take Youth Protection training "Venturing Version."

Identify your Key Charter Renewal Team. This team plans and leads the charter renewal effort.

- Suggested attendees: Unit Commissioner, Unit Leaders, Unit Committee Chairman, and unit "Renewal Processor." The renewal processor is the unit level person who is in charge of processing the charter renewal data. Recommend someone who is comfortable using computers.

Obtain dates for District charter workshop and district turn-in date. Check district calendars or contact your Unit Commissioner to obtain these dates. Charter turn in dates, times and location Information will be enclosed in the charter packet from the council. Submit Applications to the Mid-America Council as soon as possible. This is a year round process. Do not wait to update your unit records during the charter renewal. Youth and adults not properly registered are not part of the unit, not insured, not eligible for youth advancement and generally cannot participate in activities. The Charter renewal process is much easier if your paperwork is current at the council office.

Review this Guide

Attend your District's Recharter Workshop and turn-in events. This is a great time to ask and receive answers to your questions. Generate an accurate unit roster before correcting the roster in the internet re-charter system. If you discover changes after you have printed off the final copy of your re-charter paperwork, indicate any changes in another color (e.g. red) to make official data entry easier. During this time, confirm every member.

- Invite members to return and confirm that they are staying active with your unit.
- Confirm accuracy of birth dates, school grade, addresses, and if they want *Boys' Life* magazine.
- Date of birth and Social Security numbers are required for every registered adult. Social Security numbers are not required for Lion Cub Adult partner or Tiger Cub adult partner.
- Youth protection training is required for every registered adult. Crew members must take youth protection training Venturing version. If an adult is in a Pack, Troop, Team and Crew, they must take both versions of Youth Protection Training.

- Confirm you have applications for all new youth and adults.
- Verify that the applications for all new members are complete (e.g. all required, signatures, social security number for adults, completed BSA Disclosure/ Authorization forms for adults (located on the inside top cover of the adult application). You should not process a registration if you do not have a completed application on hand.

Fees

The \$40 National Unit Liability Insurance fee is a fee that is already on the charter when you start. Youth and adults will remit \$24 for annual registration and \$5.00 for insurance. An additional \$12 will be remitted for payment of *Boy's Life* magazine for youth (optional). Registered Adults receive issues of *Scouting* magazine for being a registered adult in the program.

Lion Cub adult partners (LP) and Tiger Cub adult partners (AP) do not pay a registration fee. If they accept another adult leader position, they must complete an adult application and pay the registrations and insurance fees. There is no charge for the Institutional Head (IH). If the IH accepts another leadership position, then they must complete an adult application and pay the registration and insurance fees.

***Please Note* Transfer Fees:** The transfer function built into Internet Charter Renewal is intended for transfers from other councils into the Mid-America Council, not for transfers between units in Mid-America Council.

Important

Rechartering is supported by Microsoft Internet Explorer version 7.0 or higher and no other browser provides full functionality. Rechartering requires a minimum of 56-KB dialup modem connection. Faster connections such as DSL or cable Internet are recommended and result in faster data transmission from the Web site.

Charter renewal software does not automatically include the mandatory insurance. The charter renewal team must manually add the insurance fees. The insurance fee is \$5.00 each for all youth and adults who are registering in the unit.

Adults or youth members who have paid their primary registration fee elsewhere in the Mid-America Council (e.g. another unit, district, or council-level) are considered "multiple" registrations and do not pay registration or insurance fees again. However, if you would like a membership card in the other registered unit positions, then you must pay registration and insurance fees again to receive the card.

All Venturers and Sea Scouts who are 18 but not yet 21 are required to meet and follow the adult leadership standards. They will still be considered youth participants, but are required to fill out the adult application and take the required appropriate youth protection training.

All Social Security Number (SSN) entry fields and references have been removed from Internet Rechartering and replaced with the display of an informational text message as follows:

Social Security Number is required and will be entered by your council from the adult application. Mid-America Council will assume the responsibility for entering SSN's for the new adult leader applicants once the renewal has been submitted through Internet Rechartering, and the required paperwork has been received at the council office. The current Charter Renewal posting process in Mid-America Council does not allow an adult leader registration to be posted without a valid SSN, so this implementation will not compromise or change the current SSN requirement or validation.

Charter Renewal Data Entry Cautions

Your entry overwrites Council Data- Be careful!

DO NOT change a name if the information is incorrect. Please note it on the printout when you submit the final version.

Proper Name entries:

1. Do not put spaces between prefixes (Decarlo not De Carlo)
2. Do not enter apostrophes (Obrian not O'Brian)
3. Please do not type over names to change positions in Unit: Please go through the system to properly change the positions of the leader.
- Do not enter bogus data to bypass a prompt. Contact the Mid-America Council Registrar instead.

-----**Begin the internet charter renewal process**-----

Register and Log In:

1. Visit the Mid-America Council's website here: http://www.mac-bsa.org/jte_rechartering.aspx
2. Click on "LOGIN"
This will take you to a screen where you can select first time user or returning user. "Renewal processors" must register as a first time user each year. Do not click on "returning" to start the process. Processors can begin the process and stop before finishing. When these processors return, they will follow the process for the returning user to log in. You will enter your access code, which you should have enclosed in the recharter packet with "Information you need to know!"
3. Next, select the type of unit whether it is a pack, troop, team, or crew.
4. Enter your unit number in the next box. This will need to be four characters. If your unit number is 53, the box should read 0053.
5. Select "I agree" or "I disagree" to a Confidentiality Statement.

<p>***IMPORTANT: You are going to view and handle information confidential to your unit and the Boy Scouts of America. By working with this private information, you will accept the responsibility of maintaining the privacy and confidentiality of this information. You agree you will share this information only with the individuals in your unit or the Boy Scout of America. This information must never be shared outside of the Boy Scouts of America for privacy reasons. If you cannot accept this responsibility, you must notify your unit Committee Chair and withdraw from seeing or working with these materials. Social Security numbers are a critical part of BSA's youth protection efforts and are not used, shared, printed, or divulged for any reason. If an adult has concerns about revealing their Social Security number, they should contact their District Executive or the Mid-America Council.</p>
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Load Roster: Stage 1

The first step will require you to load a roster either from council information or from Packmaster/Troopmaster. **Please load from the council information.** This will ensure that your information reflects all currently registered members in your unit. In Stage 2, Step 2 (Select members for renewal) additional enrollments are posted by the council after the “renewal processor” has begun the renewal process and you will be able to import them (upper right hand corner) as long as this is done before you select “Submit” in Stage 5.

Update Roster: Stage 2

Step 1 - Update information for the Chartering Organization.

Organization telephone number is required.

Step 2 - Select Members

The current roster for the unit is displayed. Confirm the youth and adult members who are renewing (all members are automatically selected; deselect the members who will not be renewed). Beginning in this stage, you can review/print your roster (upper left hand corner). The next page is a confirmation of who is being renewed and who is not being renewed.

Step 3 - Promote Members

You will have the option to promote members from another unit. When you click “promote” you will see a unit selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert your members into adult leaders (troop, team, and crew only), you will see your own unit listed also. If you are promoting a member from youth to adult or from another unit you, must have an application to register them (consider them new members).

Step 4 - Add New Members

You must have their completed applications before you begin this process. Complete new adults first (review adult applications for age requirements) and then add new youth (review youth applications for age and grade requirements). You must enter an ethnic background (if not provided, select “not provided”). Enter and confirm new registrants’ information to ensure accuracy. **DO NOT** enter a new member if you do not have an application. ******Note: There are no transfers during charter renewal.**

Step 5 - Update Members

Review member data and make necessary changes to member records (i.e. address, phone number, position in unit, etc) **DO NOT** change a name. ***If the information is incorrect, please note it on the printout when you submit the final version.*** Use the “remove” selection to delete a member from the renewal. This screen now shows whether an adult is Youth Protection Trained or not (must be current, which means they have completed training within the last 2 years) and the date it was last taken. If the youth protection training is going to expire shortly after your charter expires, then it should be retaken before the current charter expires.

Step 6 - Update Leader Position

This page displays a list of the required positions for your unit and information on who is filling these positions. The unit adult positions table presents a summary of required positions. The number in the “Current” column must be within the minimum and maximum requirements. To change position(s) for an individual, click the update button to the left of the individual’s name. *Note: Quality Unit Recognition requires an assistant unit leader.*

Check Roster: Stage 3

Step 1- To Begin Validation

Select Check Roster. This allows the “renewal processor” to do a final update on the charter renewal data and to have the unit information validated against BSA unit requirements. If the charter renewal data does NOT conform to the BSA unit requirements, the check roster results page will inform the user. Refer to the appendix for common re-charter problems. Or if you wish to make more changes to your roster before you continue, you can select which stage you wish to go back to by selecting the stage at the bottom of the page.

Step 2 – Check roster Errors and Warnings

When the Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster and give you the opportunity to make corrections. You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible. All adults must have current youth protection training; information will be entered at the council; however, the unit must provide copies of the youth protection training certificates with the charter renewal application.

Summary: Stage 4

In this stage you can review your final roster and fees.

Step 1-Update fees

The fees include member fee and the *Boys' Life* subscription fee, and the total fee per member (these fees do not include the insurance fees, they must be calculated manually). If you want to update the *Boys' Life* subscription or if a member holds multiple positions and pays in another unit, select “update” to the left of their name, select “member paid in another unit” and complete the requested information (the renewal processor should verify with the member which unit is his/her primary registration). Many times, each unit that the member is registering with indicates that the member is a multiple, and as a result, the member is not paid in any unit, which could result in the member having their primary registration changed. All paying adults receive *Scouting* magazine, do not select *Boys' Life* unless he/she wants to receive both magazines. Please click the “*Boys' Life*” button to verify and select the 100% *Boys' Life* recognition for your unit.

Step 2 –Membership Verification

This step is only required if you did not renew some of your members. You must respond to the questions on this page in order to continue. You will be asked if each member not renewing was contacted. You will respond for each youth member not selected for renewal. Example responses include: too old for program, moved away, stopped coming, changed unit, and other reasons.

Submit: Stage 5

Print and review the draft renewal one more time. If changes are still needed, click “home link” to navigate back through the stages.

Submit

Click “Submit” to finish the online renewal. Once the renewal processor submits to council, they cannot go back to make any changes. The process is **NOT COMPLETED** even after you click on submit. The charter renewal **MUST** be **PRINTED** and **SIGNED**.

Print

Click print on the renewal application. This opens a PDF. It prints with the signature lines for the Executive Officer, Council Representative and the Unit Leader. The unit leader signature must be the Cubmaster, Scoutmaster, Varsity Scout Coach, Crew Advisor (no designees). Obtain approval signatures and attach forms requested by BSA. The printed renewal application must be signed before submitting to the council. The charter renewal must be signed by the Executive Officer (cannot be signed by the chartered organization representative unless he/she is also the Executive Officer). The renewal processor should complete the last page of unit contact information.

DON'T FORGET YOUR COMPLETED JOURNEY TO EXCELLENCE FORM!

PLEASE NOTE:

**THE ON-LINE CHARTER RENEWAL SYSTEM DOES NOT
INCLUDE THE INSURANCE FEES.**

Please use the recharter worksheet to determine the total fees!

The following must be included in your charter packet when dropping off:

- All completed new adult and youth applications.
- The adult applications should include the BSA disclosure/authorization form.
- Signed charter renewal application (all pages) must be signed by the Executive Officer (cannot be signed by the chartered organization representative) and must be signed by the Unit Leader (cannot be signed by the committee chairman, a committee member or any other unit leader).
- Signed annual charter agreement.
- Council representative signature – can be obtained at turn in.
- Monies due (**don't forget to add in insurance**)
- Copies of Youth Protection Training Certificates for all registering adults.

Remember the charter renewal paperwork is a contract and the correct procedures must be followed. The completed signatures are required to demonstrate that the organization agrees to continue its charter and that all the adults are approved to serve in the positions listed on the charter.

(Keep a copy of all forms for your units' records)

Adult Position Codes:

Use the following codes to complete an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

- IH: Institutional Head or Executive Officer of Chartering Organization-- This position is not a Registered position and no fee. This person must fill out an adult application to hold any registered position-(21)
- CR: Chartered Organization Representative--Registration fee and application is required to register for this Position-(21)
- CC: Committee Chairperson-(21)
- MC: Member of Committee- (Required--Minimum -- two per unit)- (21)
- CM: Cubmaster-(21)
- CA: Assistant Cubmaster-(18)
- PT: Pack Trainer-(21)
- PC: Parent Coordinator-(21)
- LL: Lion Guide- Lion Leader-(21)
- TL: Tiger Cub Den Leader-(21)
- DL: Den Leader-(21)
- DA: Assistant Den Leader-(18)
- WL: Webelos Den Leader-(21)
- WA: Assistant Webelos Den Leader-(18)
- LP: Lion Adult Partner- This is not an official registered position. This person must complete an adult application to hold a registered position. (18)
- AP: Tiger Adult Partner-This is not an official registered position. This person must complete an adult application to hold a registered position. (18)
- SM: Scoutmaster-(21)
- SA: Assistant Scoutmaster-(18)
- NL: Venture Crew Advisor-(21)
- NA: Venture Crew Associate Advisor-(18)
- SK: Sea Scout Ship Skipper-(21)
- MT: Sea Scout Ship Mate-(21)
- VC: Varsity Scout Coach-(21)
- VA: Assistant Varsity Scout Coach-(18)
- 92U: Unit College Scouter Reserve-(18)
- 91U: Unit Scouter Reserve-(21)
- 92V: Venturing College Scouter Reserve-(21)

NON-UNIT POSITION:

Code 42: Merit Badge Counselor (18) this is a district position requiring district approval by the Advancement Committee. No fee is required. Adult application and the information sheet is required and turned in however is not part of your unit charter. Please turn in this application separate from your unit registrations.

Code 52: Supernova Mentor (21) –Adult application form is required along with the Supernova Awards Mentor Information application.

Code 58: Nova Counselor (21)- Adult application form is required.

LC: Lion Coordinator-(21) -District-Council Position.