



2017 Internet Recharter Help Guide

Renewing Your Unit's BSA Membership



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Online Help at <http://www.michiganscouting.org/internetrechartering>

Welcome to renewing your unit charter! We truly appreciate community organizations establishing a charter with the BSA to conduct our programs for their families. It is time to renew your unit's charter and the Michigan Crossroads Council Commissioner staff is here to help you with the process.

Rechartering is the annual renewal of your youth and adult membership in the Boy Scouts of America. Failure to charter on time will result in your youth and leaders being dropped, so please make every effort to complete this process in a timely manner.

If you need help at any point in the rechartering process, please contact your Unit Commissioner, your District Commissioner or your Unit Serving Executive (USE). Help is also available the BSA Member Services on 855-707-2644 or 972-580-2489.

The official Recharter process with Michigan Crossroads is Internet Electronic Rechartering; although, there is significant work required before and after the internet system is used.

The system lets you renew current members, update information for any registrant and add new members, all from your own desktop and on your own time.

The Michigan Crossroads Council (<http://www.michiganscouting.org/>) has a link to the Rechartering page under the "Resources" tab at the top of the page. The Rechartering page offers more instructions and help.

Thank You...

...for the quality time you spend with our youth, bringing them the most effective and engaging people-development program that teaches leadership, teamwork, goal-setting, respect for our environment, and a multitude of practical skills in ways that build character, citizenship, values, service to others and reverence to one's chosen faith.

Timetable

Meet with your key unit leaders (Committee Chair, Unit Leader, Training and Membership) as soon as possible. You should start the off-line process immediately. You will have internet access starting October 1st. If you properly prepare, most units can do the bulk of the on-line process in one evening. However, you should not put it off because there could be stragglers, hard-to-get signatures, or other delays. **"Be Prepared!"** The targeted due date for the signed paperwork with payment is no later than the November Roundtable. This will insure your unit is "Posted" by December 1.

Be Prepared - Things to do BEFORE you begin Rechartering

1. Identify who in your unit will be the Renewal Processor. Their role is primarily data entry. The entire Unit leadership has various roles during Charter Renewal. This person must understand the following Confidential Statement

CONFIDENTIALITY STATEMENT

Important: *You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.*

You agree that this information will not be distributed or shared outside of the Boy Scouts of America.

1. Anyone can practice with the On-Line Recharter Tutorial at any time
 2. Go to www.MichiganScouting.org
 3. Hover over the "Resources" tab. A drop down box will appear.
 4. Click on **Rechartering**.
 5. Click on the **BEGIN YOUR RECHARTER** button.
 6. Click on the word **tutorial** in blue in the center of the screen
2. Submit any youth or adult applications you have now to your Unit Serving Executive ASAP, so that the on-Line Recharter system will be up-to-date.
 3. Conduct a Roster Check. Find discrepancies in membership lists. Use the on-line My.Scouting.org Member Manager tool to see your currently registered membership.
 - You must have 5 paid youth in order to recharter.
 - Any youth member reaching age 18 by the expiration date of the current charter (12/31/17 must complete a new adult leader application.
 4. Contact every family to:
 - Confirm they are staying active with your unit
 - Confirm accuracy of birth dates, grade, phone & email, and that they want *Boys' Life*
 - Confirm exactly how much each family owes, how & when to submit
 - Make sure no member is lost without a reason & an invitation to return.
 5. Review the functions & assignments of the chartered organization, unit committee members and unit leaders
 - Fill leadership vacancies immediately.

- Packs must have:
 - Charter Organization Representative (CR may be dual registered as CC or MC)
 - Committee Chair (CC)
 - Two Committee Members (MC) or one MC and one Pack Trainer (PT) or Parent Coordinator (PC)
 - Cubmaster (CM) and one Den Leader (TL, DL or WL)
 - A minimum total of five adults

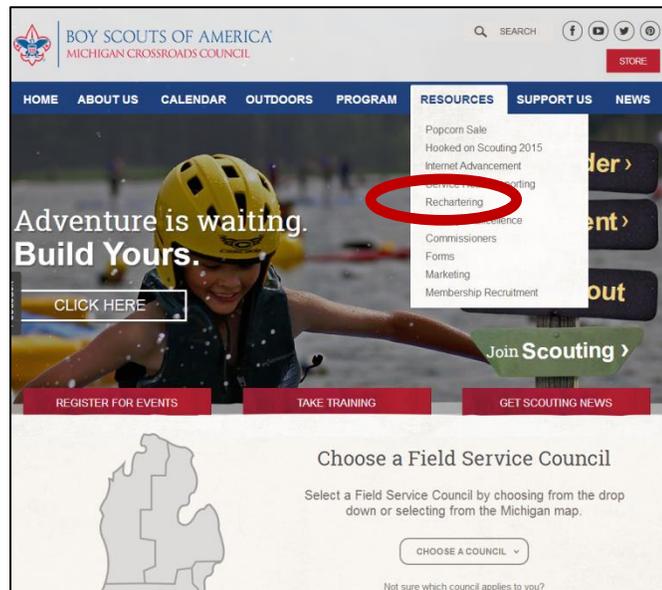
There must be an Adult Partner (AP) registered with each Tiger Cub. This person does not pay an application fee or fill out an application if they are the parent of the Tiger Cub. One of the Adult Partners can also pay an application fee and register as the Tiger Den Leader.
- Troops/Crews/Ships must have
 - Chartered Organization Representative (CR may be dual registered as CC or MC)
 - Committee Chair (CC)
 - Two Committee Members (MC)
 - Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK)
 - A minimum total of four adults

6. Ensure that leaders have taken Youth Protection Training (YPT). YPT is required for all adults within 2 years of the time of recharter submission. **If member in one of the required positions is not YPT trained, the Unit's Charter cannot be processed.** You can check an individual's YPT status at any time by clicking on the YPT Aging Report found on Training Manager on your My.Scouting.org home page.
7. Set a date with your Chartered Organization's Executive Officer, the Institutional Head, to ensure they will be available to sign documents.
8. Your Unit Commissioner or District Commissioner will be happy to help if you need assistance at any point.

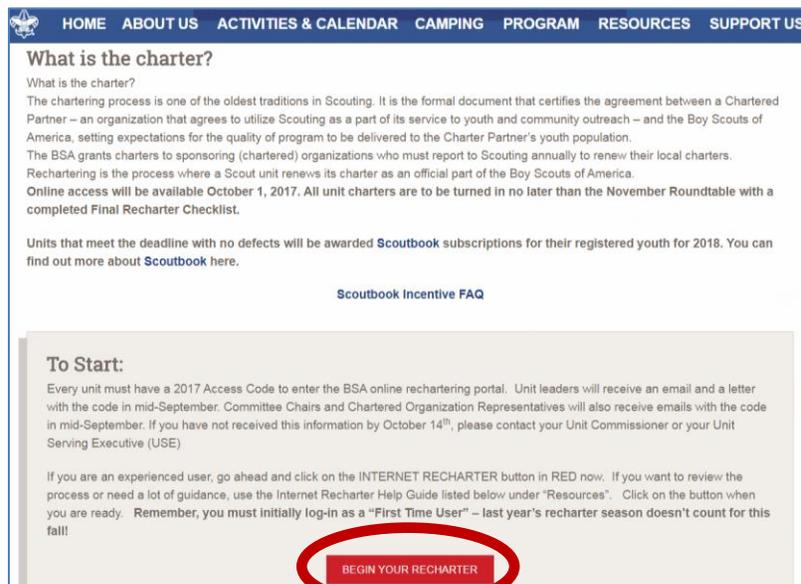
Do Your Best – How to do Internet Rechartering

Internet Rechartering is a Web-based software application designed to make the unit charter renewal process more efficient and accurate. On-Line Rechartering **REQUIRES** Internet Explorer 6.0 – 9.0. (Sorry, IE10, Apple & Chrome users).

1. Go to <http://www.michiganscouting.org> and hover over the “Resources” tab. A drop down box will appear. Click on **Rechartering**.



2. Read through the information on this page and when you are ready, click on the **BEGIN YOUR RECHARTER** button in the middle of the page.



3. Take the Internet Rechartering tutorial before beginning the unit charter application if you have never done an Internet recharter.

Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

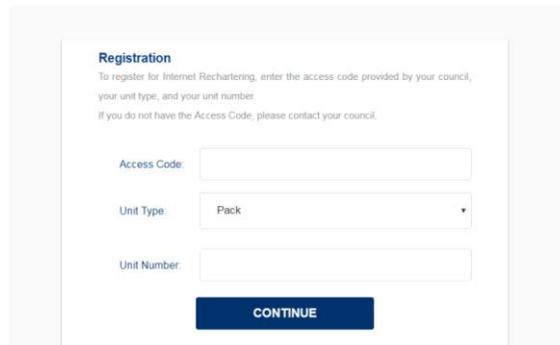
New member applications
For additional adult or youth membership applications: [Membership Applications](#).

REGISTER
First Time User

LOG IN
Returning User

4. When you are ready to go, click **First Time User**. **This applies even if you used the system last year. This resets the password for the current year.**
 - If you stop any time during the process prior to Final Submission, your work is not lost. You will just need to log in again but as a **Returning User**.

5. Enter the 9-digit access code from your Recharter letter, select your unit type and the 4-digit unit number (add zeros before unit # if less than 4 digits).



Registration
To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.
If you do not have the Access Code, please contact your council.

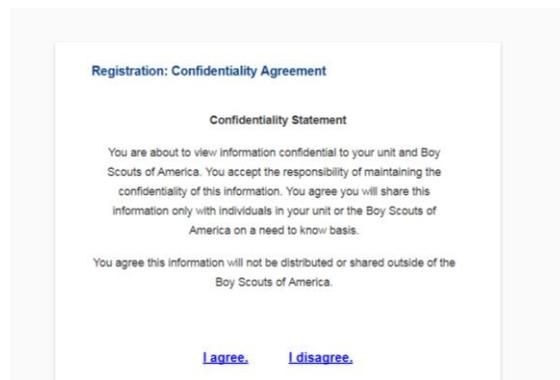
Access Code:

Unit Type:

Unit Number:

CONTINUE

6. Agree to confidentiality.



Registration: Confidentiality Agreement

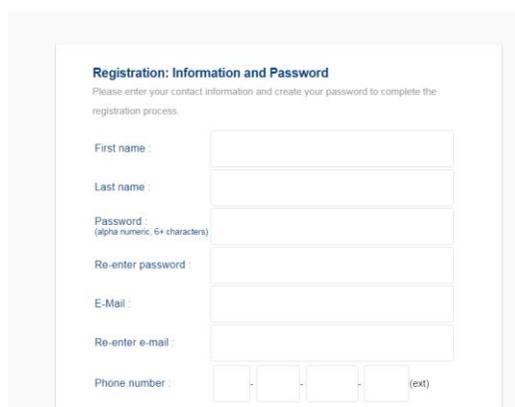
Confidentiality Statement

You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information. You agree you will share this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.

You agree this information will not be distributed or shared outside of the Boy Scouts of America.

[I agree.](#) [I disagree.](#)

7. Enter your contact information and create a password.



Registration: Information and Password
Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password :
(alpha numeric, 6+ characters)

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number : - - - (ext)

8. Read about the 5 Stages of Rechartering and then click Begin.

Unit type & number

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster

INTERNET RECHARTERING OVERVIEW

There are five stages in the Internet Rechartering process:

- Stage 1
Load Roster**
You choose whether to load the unit information either from the council or upload your unit record information from PackMaster or TroopMaster or TroopSoft.
- Stage 2
Update Roster**
You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
- Stage 3
Check Roster**
Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
- Stage 4
Summary**
You complete a final review of the membership roster and fees and make any necessary corrections.
- Stage 5
Submit Roster**
You submit the roster for processing.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

BEGIN

Recharter Stage 1 – Load Your Roster

1. Click the box to **Load Council Information** or to **Upload Recharter File** from *Pack/TroopMaster* or similar software (see below).

The screenshot shows a web interface for rechartering. On the left, a sidebar titled 'Unit type & number' contains a vertical list of steps: 1. Load Roster (highlighted), 2. Update Roster, 3. Check Roster, 4. Summary, and 5. Submit Roster. The main content area is titled 'LOAD ROSTER' and contains the following text: 'To begin Internet Rechartering, choose one of the following options:'. Below this are two buttons: 'LOAD COUNCIL INFORMATION' with a tooltip that says 'Click here if you want to load your roster with council information and do not have a recharter file.' and 'UPLOAD RECHARTER FILE' with a tooltip that says 'Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.'. Below the buttons is a warning box: 'Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.'. To the right of the main content is a 'ROSTER REVIEW' section showing 'Renew: 0 Adult, 0 Youth' and 'New: 0 Adult, 0 Youth'.

- **Once you choose one of these options, you cannot change your mind. Our recommendation is to use the Local Council Information.**
 - The Local Council information matches the My.Scouting Member Manager data that you may have used in preparation, which is currently posted to your unit at that point. The information also matches the data in **Scoutbook**. If additional enrollments are posted after you have begun the renewal process, you can update the roster as described in **Update the Roster – Step 2**.
 - If you upload your own file, you will need to resolve any discrepancies between it and the Council records. **You will also need to remove the codes for any members that have already paid through 2017. This applies to Scouts registered in the Fall and paying through the end of 2017. The system will calculate a higher total recharter fee and this could result in an overpayment.**
 - After you verify and resolve any issues you can proceed
2. Click the **Next Step** button to proceed to **Update Roster**.

Recharter Stage 2 – Update Your Roster

There are several steps involved in updating your roster.

Unit type & number

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

NEXT

1. Update information on the Chartered Organization. You can change names and contact information, but you cannot change your Chartered Organization using this process. Please contact your Unit Serving Executive if you need further help on this.

Water and Woods Council Team 6648

- 1 Load Roster
- 2 Update Roster
- 3 Update Charter Information
- 4 Select Members for Renewal
- 5 Promote Members
- 6 Add a New Member
- 7 Update Member Data
- 8 Update Member Position
- 9 Check Roster
- 10 Summary

STEP 1 OF 6 : UPDATE CHARTER INFORMATION

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.

Country:

Address 1:

Address 2:

City:

ZIP code:

State:

U.S. telephone number:

ROSTER REVIEW

Review / Print Roster
Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

UNIT INFORMATION

Unit type:

Unit number:

Unit expire date: 12/31/2017

District:

Chartered organization:

Unit term (months): 12
Unit new expire date: 12-31-2018

NEXT STEP

2. Select members for renewal. Uncheck anyone not renewing or duplicate records. Click the **Next** box to proceed.

Internet Rechartering - Shenandoah Area Council: Pack 0123

Shenandoah Area Council: Pack 0123

Rechartering

- 1 Load Roster
- 2 Update Roster**
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	A A		Adult	1.Unit College Scouter Reserve	
<input checked="" type="checkbox"/>	Juliet	Grand View Rd	Adult	1.Committee Member	12281
<input checked="" type="checkbox"/>	Michael	Grand View Rd	Adult	1.Committee Chairman	11919
<input checked="" type="checkbox"/>	Herschel	PO Box	Adult	1.Executive Officer	13359

PREVIOUS **NEXT**

By clicking the **Update unit roster**, you will update to the latest Council information. If you do this before you click **Next**, you will undo your updates.

- Note that you can view or print your roster at any time by clicking on the blue box in the top right hand corner. This is NOT a copy for submission, but it will help you keep track of your changes.

3. You will now have an option to “Promote” adult members from another unit into your unit. This includes “promoting” youth who have turned 18 to adult status. You must still obtain completed Adult Membership Application forms. You must also coordinate with the other unit. This step just saves you the hassle of entering all of their personal information.

Internet Rechartering - Shenandoah Area Council: Pack 0123



Shenandoah Area Council: Pack 0123

Rechartering

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster

STEP 3 OF 6 : PROMOTE MEMBERS

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

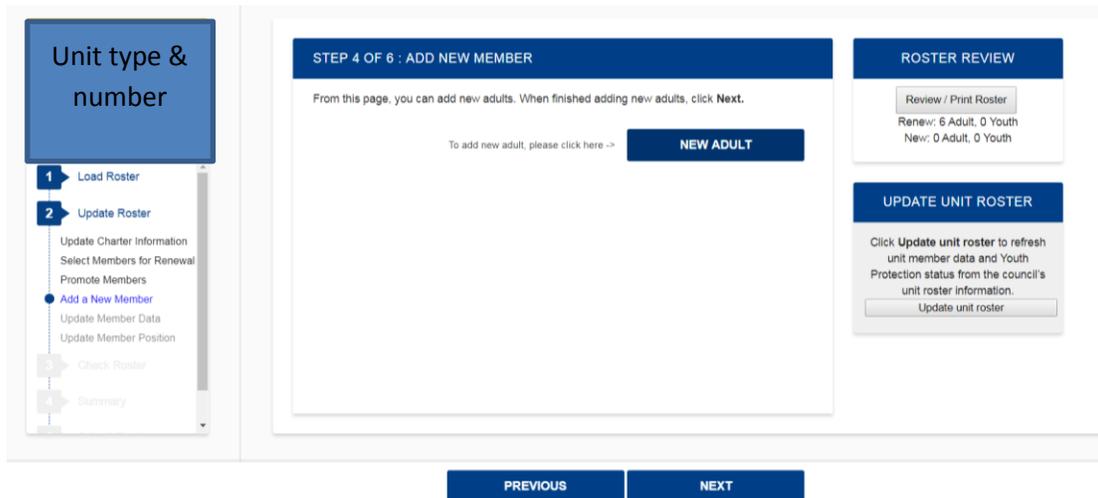
When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

PREVIOUS **PROMOTE** **NEXT STEP**

4. Add new members. Get the information from their Application forms. You can minimize your work here if you make sure their applications are submitted in time to update the council records before rechartering starts.



Unit type & number

- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click Next.

To add new adult, please click here --> **NEW ADULT**

ROSTER REVIEW

Review / Print Roster
Renew: 6 Adult, 0 Youth
New: 0 Adult, 0 Youth

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS **NEXT**

- On the last page you can update the new adult member's YPT training date.

Business state :

Business ZIP :

Boys' Life :

Business e-mail :

Home e-mail :

Website address :

Course :

YPT Date :

CANCEL **RESET** **<< BACK** **SAVE**

If you update this, you will need to provide a copy of the training certificate with the Recharter package.

- If an application was turned into the Council, but the member is not listed in the computer, try the **Update unit roster** button. You can do this at any time before final submission.

5. You can now add Youth members.

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click **Next Step**.

NEW YOUTH ← To add new youth, please click here.

ROSTER REVIEW

Review / Print Roster
 Renew: 6 Adult, 0 Youth
 New: 2 Adult, 0 Youth

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS **NEXT STEP**

6. Update existing member data, such as address and phone numbers.

- Note that Adult Leader Youth Protection Training (YPT) status is indicated. If YPT status has changed in ScoutNet, it is also updated when the **Update unit roster** button is used.
- You cannot change or update a Scout's rank in the re-charter process

7. Update the adult's leadership positions within the unit. If you do this at rechartering, you do not need to submit a new application. After all updates, the system will validate your roster for correct positions. Follow the instructions to make any necessary adjustments

8. Click **Next Steps** to proceed.

Recharter Stage 3 – Check Your Roster

The software will validate your unit information against BSA unit requirements as well as alert you to inconsistencies in your data. If the charter renewal data does NOT conform to the BSA business rules, the check roster results page will inform you and will dynamically create links that will help you fix these violations.

1. Click the **Check Roster** button.

CHECK ROSTER

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

If you wish to make more changes to your roster before you continue, you can:

[| Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) |
[| Update Member](#) | [Update Member Position](#) |

ROSTER REVIEW

[Review / Print Roster](#)
Renew: 6 Adult, 0 Youth
New: 2 Adult, 0 Youth

CHECK ROSTER

- If you get this message, you have corrections to make.

CHECK ROSTER: ERRORS AND WARNINGS

ERROR:

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

ERROR: Mike Two does not have Youth Protection Training or Youth Protection Training is not current as of unit's new effective date.
Reconcile Error Options:

- [Click here](#) to add/edit the Youth Protection Training for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

ROSTER REVIEW

[Review / Print Roster](#)
Renew: 6 Adult, 0 Youth
New: 2 Adult, 2 Youth

RE-VALIDATE

“ERRORS” will STOP the process until the entry is correct

2. If you get Congratulations for completing the validation, just click **Next Stage** and proceed.

Recharter Stage 4 – Update Fees

1. Check your roster by clicking the **Summary** box.

The screenshot shows two main panels. The left panel, titled 'SUMMARY', contains the following text: 'Your unit roster has been completed and validated. You can now review the final roster and fees.' Below this, it says 'If you wish to make more changes to your roster before you continue, you can:' followed by a list of links: '| Update Charter | Select Members for Renewal | Promote Members | Add Member | Update Member | Update Member Position |'. The right panel, titled 'ROSTER REVIEW', has a 'Review / Print Roster' button and displays 'Renew: 5 Adult, 0 Youth' and 'New: 1 Adult, 2 Youth'. Below these panels is a blue 'SUMMARY' button.

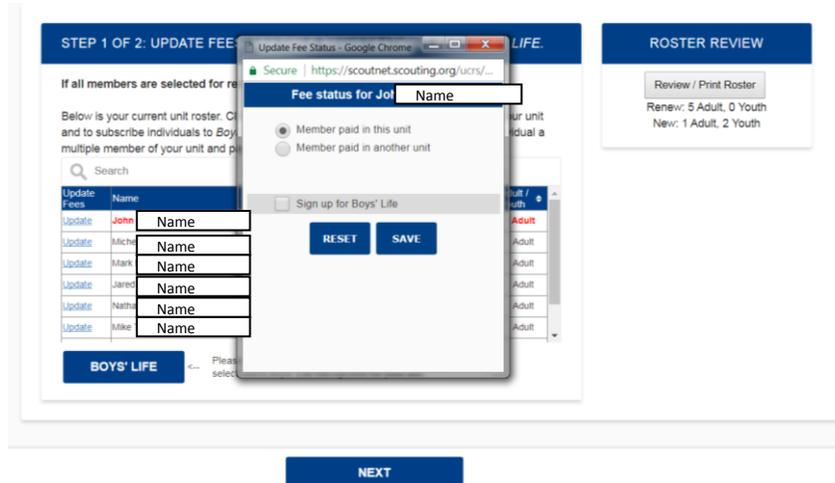
2. Click **Update** buttons for each member.

The screenshot shows a 'STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND BOYS' LIFE' section. It includes a 'Roster Review' panel on the right with a 'Review / Print Roster' button and 'Renew: 5 Adult, 0 Youth' and 'New: 1 Adult, 2 Youth' statistics. The main area contains instructions: 'If all members are selected for renewal, Step 2 will not be required.' and 'Below is your current unit roster. Click Update to update fee status for the individuals in your unit and to subscribe individuals to Boys' Life. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.' Below the instructions is a search bar and a table with the following data:

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Name	02/03/1973	\$0.00	\$0.00	\$0.00	Adult
Update	Name	02/20/1961	\$0.00	\$0.00	\$0.00	Adult
Update	Name	03/31/1978	\$0.00	\$0.00	\$0.00	Adult
Update	Name	05/11/1976	\$0.00	\$0.00	\$0.00	Adult
Update	Name	11/22/1978	\$0.00	\$0.00	\$0.00	Adult
Update	Name	01/18/1965	\$0.00	\$0.00	\$0.00	Adult

Below the table is a 'BOYS' LIFE' button and a note: 'Please click the Boys' Life button to verify and select 100% Boys' Life Recognition for your unit.' Below the entire section is a blue 'NEXT' button.

3. A dialogue box will ask for fee status. You can identify a “multiple” at this time. “Multiples” that are members paid by another unit. You will need to identify the other unit when a drop down box appears. You do not need to wait for the fee to be paid by the other unit in order to submit your charter. Just be sure you have coordinated which unit is paying.



- Registration in multiple units is allowable. For example, an adult can register, as a MC in both a Pack & a Troop, or a youth can be a member of a Troop, Crew and Ship.
4. This is where you include the Fee for Boy's Life, if appropriate.
- 100% Boys' Life is strongly encouraged for all Scouts
 - One (1) subscription per family counts toward 100%, even if the Scouts are in different units

5. After you click **Next**, you are asked to confirm that non-renewed youth and their parents have been contacted. You need to provide a reason for non-renewal. This is where BSA collects data on why youth have dropped out. This step is easy if you do a youth inventory in August or September.

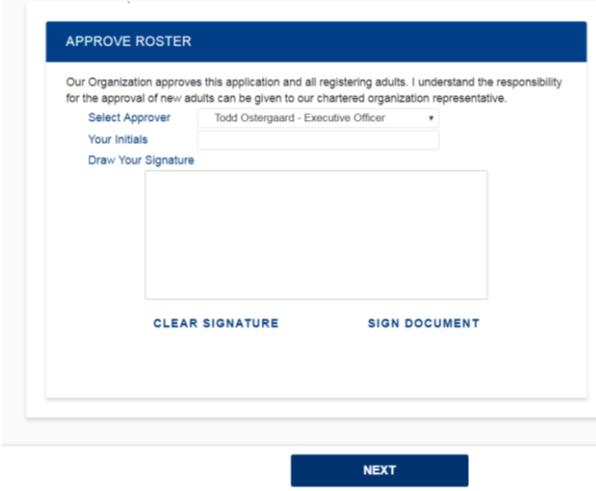
- You will not be able to proceed until you have entered a reason for each youth that is not returning.

6. Take one last opportunity to print and review your roster and fees. Make sure that the members identified as “Multiples” are correct.

7. Click the **Save** button and then the **Next** button proceed to **Submit Roster**

Recharter Stage 5 – Submit Your Roster

You are ready to submit your Charter. First, you are given the option of an electronic approval by the Executive officer or the Chartered organization representative.



The screenshot shows a web form titled "APPROVE ROSTER". The form contains the following elements:

- A blue header bar with the text "APPROVE ROSTER".
- A paragraph of text: "Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative."
- A "Select Approver" dropdown menu with "Todd Ostergaard - Executive Officer" selected.
- A "Your Initials" text input field.
- A "Draw Your Signature" text input field with a large rectangular drawing area below it.
- Two buttons at the bottom: "CLEAR SIGNATURE" and "SIGN DOCUMENT".
- A blue "NEXT" button centered below the form.

For approval to occur the renewal processor gives account access to the chartered organization representative or to the executive officer. (Assuming this person is not the processor.) The approver reviews the roster and, if satisfied, selects their name from a pick list, enters their initials, and provides their electronic signature. When this is saved, approval has been given. If back navigation is done to make others changes, approval is reset and must be done again.

Internet Rechartering - Council Name ⚙️



Unit Number and Name

Rechartering

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

SIGNATURE

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Full Name

Initials

Draw your Signature



CLEAR SIGNATURE

REGISTRATION

Paid Youth	\$432.00
Multiple Youth	\$0.00
Paid Youth BL	\$0.00
Paid Adults	\$192.00
Multiple Adults	\$0.00
No Fee Adults	\$0.00
Paid Adult BL	\$0.00
Fee	\$40.00
<hr/>	
TOTAL	\$664.00

[NEXT](#)

A confirming email is sent to the Executive Officer, the Chartered Organization Representative, the Committee Chair and the Unit leader.

Next you can determine your payment method.

Internet Rechartering - Council Name ⚙️



Unit Number and Name

Rechartering

- 1 Load Roster
- 2 Update Roster
- 3 Check Roster
- 4 Summary
- 5 Submit Roster

PAYMENT

Select Payment Method



Credit Card



Cash



E-Check

Cardholder's Name

Card Number

Expiry Date

CVV

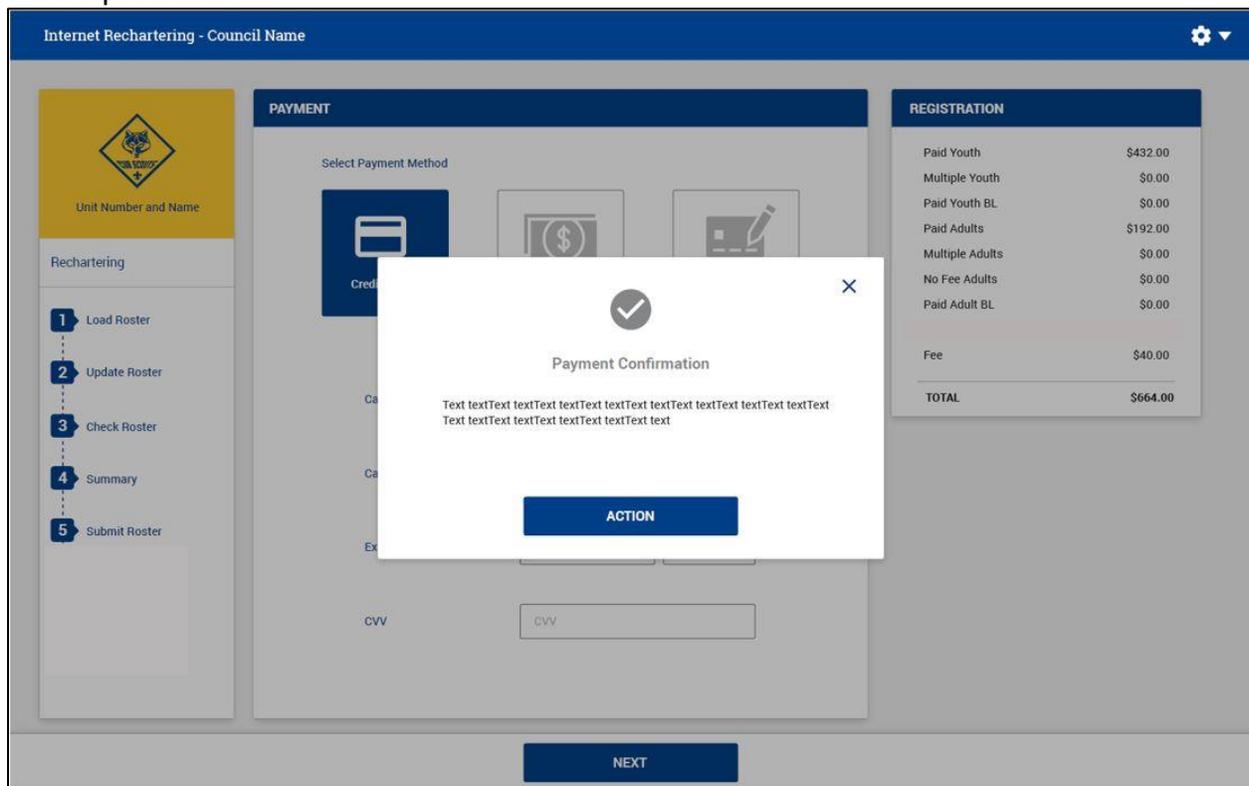
REGISTRATION

Paid Youth	\$432.00
Multiple Youth	\$0.00
Paid Youth BL	\$0.00
Paid Adults	\$192.00
Multiple Adults	\$0.00
No Fee Adults	\$0.00
Paid Adult BL	\$0.00
Fee	\$40.00
<hr/>	
TOTAL	\$664.00

[NEXT](#)

The credit card entry form is open by default and will display the calculated registration fees. If there is applicable fee for Accident Insurance this will display. A 3% Convenience Fee will be added to the fee subtotal to arrive at the Total Fee due. The convenience fee offsets the cost of credit card processing. If the unit processor continues then the valid credit card information is entered and saved. Upon acceptance, the Credit Card Payment Confirmation will display. This will also appear on the unit renewal application following Submittal. No further changes can be made to the unit roster once payment is made.

If you chose credit card and provided the necessary information a confirmation receipt will be provided.



What if online payment is not used?

The unit renewal processor will click the Cash Payment button if credit card payment is not selected. The total fees due will then be remitted to the council by check, unit deposit account charge, if authorized, or in cash or another accepted form of tender.

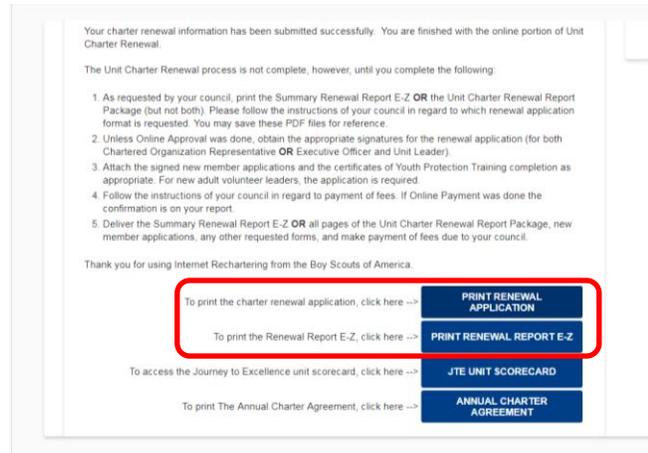
You have one last chance to make changes before final submission.

SUBMIT ROSTER	ROSTER REVIEW
<p><input type="checkbox"/></p> <p>Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.</p> <p>From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.</p> <p>Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.</p> <p>To review your roster before submitting, click this Review/Print Roster link.</p> <p>To submit your roster to the council, click below.</p>	<p>Renew: 5 Adult, 0 Youth New: 1 Adult, 2 Youth</p>
<p>SUBMIT TO COUNCIL</p>	

Then you will be asked for any comments about the online process.

INTERNET RECHARTERING SURVEY	ROSTER REVIEW
<p>Please provide your comments on the use of Internet Rechartering and how it may be improved. Click Save with or without comments to continue with your report submittal. Reset will clear any text you entered before you continue.</p> <div data-bbox="462 1037 938 1199" style="border: 1px solid #ccc; height: 77px;"></div> <p style="text-align: right;">Total number of characters 0/1000</p>	<p>Renew: 5 Adult, 0 Youth New: 1 Adult, 2 Youth</p>
<p>RESET SAVE</p>	

8. Congrats! You are done with the on-line part. However, now only the paperwork remains...



9. You have a choice of which version to print. Both versions print the same cover page information with blanks for required signatures. The Renewal Report E-Z version lists only changes and exceptions. The Renewal Application version also includes a full roster. Either version is acceptable. If you made a lot of changes, we recommend the Renewal Application version. You can actually save and print both versions. Just don't mix up the pages.

Unless Online Approval was done, the printed version to be signed by

- The Chartered Organization's Executive Officer or the Chartered Organization representative
- The Cubmaster, Scoutmaster, Crew Advisor, or Ship Skipper

Do Your Duty – Finish the Paperwork

1. Grab your copy of the Renewal Application off the printer.
2. A Unit Committee meeting is a good time to complete the following steps.
3. Fill out the Final Checklist (shown below).
4. Gather all youth and adult applications.
 - Applications are required for **all** members added to the Roster in Stage 2 of Rechartering, including adults “promoted” to your unit.
5. Gather Youth Protection Training certificates from those needing it.
6. Get the completed copy of the 2017 Journey to Excellence Scorecard from the Cubmaster/Scoutmaster/Advisor/Skipper or Committee Chair
7. Get the Unit Treasurer to write a check for the amount due.
 - **Note that there is an Accident Insurance Fee of \$1.00 per paid member (youth & adult). This is in addition to the Registration Fees and does not appear on the Renewal Application.**
8. Get the Renewal Application and Youth Membership Applications signed by the Unit Leader (Cub/Scoutmaster, Advisor or Skipper).
9. Get the Renewal Application and Adult Membership Applications signed by the Chartered Organization’s Executive Officer.
10. Get the 2017 JTE form signed by the Unit Leader (Cub/Scoutmaster, Advisor or Skipper) and the Committee Chair.
11. Submit everything to your Commissioner or Unit Serving Executive by the November Roundtable. If you invited your Commissioner to the Unit Committee meeting, they can also sign it and turn it in for you.



BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

Final Recharter Checklist

Pack/Troop/Team/Crew/Ship/Post # _____

Contact your Unit or District Commissioner for assistance with rechartering before contacting the Council Office.

PLEASE ATTACH THIS FORM TO YOUR CHARTER RENEWAL PAPERWORK WHEN SUBMITTING IT TO YOUR COMMISSIONER or UNIT SERVING EXECUTIVE. CHARTER RENEWAL APPLICATIONS DROPPED OFF OR MAILED TO THE SCOUT OFFICE WILL NOT BE ACCEPTED.

Use this checklist to insure your unit's Annual Charter Renewal Application is complete before submission.

- 1. I have attached a printed copy of the Charter Renewal Application. The Application is _____ pages.
- 2. The Chartered Organization Representative has signed their line on Page 2 of the Renewal Application.
- 3. I have attached _____ Youth Membership Applications for new youth added to the roster on-line.
- 4. All new Youth Applications are signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor or Skipper).
- 5. I have attached _____ Adult Membership Applications for new adult leaders added to the roster on-line.
- 6. New Adult Applications are signed in two (2) places by the applicant (Disclosure & Application pages).
- 7. New Adult Applications are signed by the Committee Chair & Chartered Organization Executive Officer.
- 8. All new Adult Applications have Youth Protection Training Certificates attached.
- 9. The Unit has completed and attached a Journey to Excellence Unit Scorecard.
- 10. I am the unit representative completing the charter paperwork and available to answer questions about it.

Print Name

Phone Number

Next Year Fees (2018 Rate)

Full Year Registration			
Paid Youth	_____ @ \$33.00	= \$	_____
Multiple Youth ¹	_____ @ \$ 0.00	= \$	0.00
Youth Boy's Life	_____ @ \$12.00	= \$	_____
Paid Adults ²	_____ @ \$33.00	= \$	_____
Multiple Adults ¹	_____ @ \$ 0.00	= \$	0.00
Adult Boy's Life	_____ @ \$12.00	= \$	_____
Unit Liability Insurance Fee		= \$	40.00
Full Year Insurance			
_____ Total Members	@ \$ 1.00	= \$	_____
Total Full Year Registration Fee		= \$	_____

Journey to Excellence Performance

Our Unit has qualified at the following JtE level:
 N/A Bronze Silver Gold

On-Time Renewal

This unit has submitted their Renewal Application before their charter expiration.
 Yes No

Signature of Council or District person reviewing the Charter

Charter Acceptance

Received by: _____
 Date Received: _____
 Received from: _____

Method of Payment

2018 Registration
 \$ _____ Cash/Check Check # _____
 Receipt number: _____

2017 Prorated Registration
 \$ _____ Cash/Check Check # _____
 Receipt number: _____

Checks should be made out to:
Boy Scouts of America

Credit/Debit Cards are not accepted for payment at this time

Prorated, Current Year Fees (2017 Rate)

Prorated Registration (Current Year)			
New Youth ¹	_____ @ \$2.00/mo	= \$	_____
New Adults ²	_____ @ \$2.00/mo	= \$	_____
Prorated Insurance (Current Year)			
New Members	_____ @ \$1.00	= \$	_____
Total Prorated Registration Fee		= \$	_____ ³

¹Individuals registered and paid for another position in the BSA are not required to pay registration fees an additional time.

²The Unit Executive Officer, Tiger Cub Adult Partners and multiple registered adults are exempt from registration fees.

³Prorated fees must be processed on a separate check/transaction.

Total Fees Due
(Full Year Total + Prorated Total) = \$ _____

Top 10 Rechartering Mistakes

#1 - Adult leaders do not have Youth Protection Training. PLEASE check this early in the process and get your Leaders to refresh their YPT. You can check now by clicking on **YPT Aging Report** under **Training Manager** on your My.Scouting.org home page. After they have completed the training, you can update the charter by using the **Update unit roster** button or attach their training certificate.

#2 – not having your 9-digit UNIT ACCESS CODE for the internet on-line process. You must have this to begin the process. You cannot use last year's code. Get the new one from your 2017 Recharter letter, or call your Unit Serving Executive or Commissioner.

#3 - not selecting "FIRST TIME USER" the first time you log in this year, even if you have done On-Line Recharter in years past.

#4 – not PROOFREADING... **BEFORE** you hit Submit, print a Review copy and check it over (see page 16). If you find a typing error or other mistake after Submitting, note it on the application so the Council can fix the mistake!

#5 – not having all the REQUIRED SIGNATURES on the Charter Renewal Application; three are required:

Unit Leader (Cubmaster, Scoutmaster, Crew Advisor or Ship Skipper),

Chartered Organization's Executive Officer (aka Institutional Head),

Council Representative (Commissioner or Unit Serving Executive).

#6 – not having NEW APPLICATIONS for new youth & adults added to your charter (if turned-in previously, but their name does not show on the charter, give us a copy of the original Application with charter renewal).

#7 – not having Social Security Numbers on new Adult Membership Applications. For security, you will not see the SS# for current members on-line, and will NOT be able to enter a new person's SS# on-line.

#8 – MULTIPLE REGISTRATIONS....if someone is registered in more than one unit, make sure the person only pays ONCE and is shown as a MULTIPLE in all other positions. Note: only the CR can be multiple in the same unit, and even then only as Chartered Organization Representative and either Committee Chair or Member of the Committee.

#9 – not adding \$1.00 INSURANCE FEE for each paid member when turning in your Renewal Application.

#10– KNOWING WHEN YOU ARE DONE...you are NOT done until you print-off the Charter Renewal Application, obtain required signatures, and turn-in the paperwork and money. Use the Recharter Final Checklist to be sure!

BSA Adult Application Instructions

Michigan Crossroads Council

Southern Shores #783, Great Lakes #784, Water & Woods #782, President Ford #781

Required information is in bold and underlined

ADULT APPLICATION (EN 91) This form is used by training. Please print the numbers and letters as shown. (UNIT ABRETS: P=Patrol Leader)

The information submitted on this form will be used to:

- 1. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 2. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 3. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 4. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 5. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 6. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 7. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 8. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 9. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 10. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 11. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 12. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 13. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 14. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 15. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 16. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 17. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 18. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 19. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 20. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 21. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 22. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 23. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.
- 24. Determine if you are eligible to be a Scoutmaster, Scoutmaster Assistant, or other adult position.

2. Fill in Council Number and District Name. For a District or Council position, skip step 1.

12. List last 3 Scouting positions, if any.
13. List other experience with youth, if any.

14. List previous address if you moved in the last 5 years.

15. List memberships, if any.

16. List 3 References.

17. Enter driver's license number, if you have one.

18. Answer all 6 questions by marking the applicable circle. Add an explanation, if "Yes"

19. Enter Occupation, Employer and Business Address, if employed.

20. Eagle record, if any

21. Mark to subscribe to Boy's Life, if desired. All Leaders get Scouting Magazine monthly.

22. Committee Chair signs and dates.

24. Charter Org. Head or Charter Rep signs & dates. The Charter Org is responsible for verifying the character of applicant.

1. To join an individual unit, mark the Type of Unit & Unit Number.

3. Enter the Unit or Council's Charter Expiration Date (formally all are 12/31) and renews monthly, (including current month).

4. Mark New or Former (use Former if you were ever in Scouts, or are currently

5. Identify last unit you were registered in. Mark if current.

6. Enter name, address, at least one phone number, and date of birth.

7. Please enter ethnicity, some donor organizations ask for the ethnic make-up of the BSA.

8. Enter Gender and Social Security Number.

9. Enter Position Code and Position Description. The Codes can be found on page 2 of the application form.

10. Enter e-mail address, if any.

11. Initial & Sign the form.

23. Calculate fees and collect amount due. Part year includes current month. Include \$1.25 for insurance during Charter renewal only.

- Notes:
- **Applicant MUST sign the Disclosure/Authorization Form** on the page before this one.
 - **Applicant MUST submit the certificate for completing Youth Protection Training** on www.MyScouting.org within 30 days. It is highly recommended that the training be completed and the certificate attached to this application when it is submitted.
 - Applications for new Committee Chair, Cub/Scoutmaster, Crew Advisor, must include an application for moving the former leader to a new position, or note "Current (position code) retiring from Scouting" in white space above the Position Description.
 - Unit should turn in ONLY the "Local Council Copy" and Disclosure Form to the Scout Shop with payment.
 - To hold two Scouting positions at once, write "Dual Register, (position code) as primary registration" in white space above Position Description. If one position is a Commissioner, that must be the primary. If one is a Venture youth membership, that must be primary.

Adult Position Codes:

Use the following codes to fill out 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 is not a registered position and **no fee** is charged. This person must fill out an adult application to hold any registered position.
- CR**-Chartered Organization Representative—Registration fee and application required to register for this position only one per unit **(21)**
- CC**-Committee Chairperson--only one per unit **(21)**
- MC**-Member of Committee--need at least two per unit **(21)**
- CM**-Cubmaster--only one per unit **(21)**
- CA**-Assistant Cubmaster **(18)**
- DL**-Den Leader **(21)**
- DA**-Assistant Den Leader **(18)**
- WL**-Webelos Den Leader **(21)**
- WA**-Assistant Webelos Den Leader **(18)**
- TL**-Tiger Cub Den Leader **(21)**
- AP**-Tiger Adult Partner--This is not an official registered position. This person must fill out an adult application to hold a registered position.
- PT**--Pack Trainer **(21)**
- SM**-Scoutmaster--only one per unit **(21)**
- SA**-Assistant Scoutmaster **(18)**
- NL**-Venture Crew Advisor--only one per unit **(21)**
- NA**-Venture Crew Associate Advisor **(18)**
- SK**-Skipper--only one per unit **(21)**
- MT**-Mate **(21)**