

Internet Rechartering

Internet Rechartering is a web-based software application designed to make the unit charter renewal process more efficient and accurate.

For a step-by-step explanation, consult the Internet Recharter tutorial. This tutorial is an explanation of how to use the rechartering system. It includes screen captures and examples. We recommend that users take the tutorial before using Internet Rechartering. The tutorial can be found at

<https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>

What are the benefits of Internet Rechartering?

- More accurate member data
 - When the unit does data entry for charter renewal this leads to more accurate member data (because the unit member is entering the information and ensures data integrity).
 - Your unit can select members from your existing roster, promote members from another unit, add new members, and update member information.
- Renewals are validated against BSA membership rules before submission
- Once submission your unit can print a summary of costs associated with the new charter
 - Please remember to **add \$1.25** per person for **insurance** that does not print out on this summary.

What do users need to use Internet Rechartering?

- The users of Internet Rechartering should have basic knowledge of Boy Scouts of America terminology.
- **Internet Explorer 9 and lower is the supported browser for this application.**
 - **If using IE10 or IE11, change browser settings to Compatibility Mode. To do so, go to the tool bar at the top of the page, select "Tools", then choose "Compatibility View Settings" from the list. For IE 10, place a check mark in "Display all websites". Close the window and try again.**
 - **For IE 11, if scouting.org appears in the "Add this website:" window, click the "Add" button. If scouting.org does not appear, type scouting.org in "Add this website:" then click "Add." Scouting.org will appear in the "Websites you've added to Compatibility View:" Click on the Close button and try again.**
- Any address or phone number changes to your current members
- Membership Applications for any new adult or youth members
- A person designated as the unit renewal processor- the person who will get online and process the charter renewal
- Adobe Acrobat Reader to view the final print version of your charter renewal application
- Connection to a printer to print the final report for signatures

What can I NOT do in Internet Rechartering?

- Internet Rechartering is only for charter renewal. New charters cannot be established through Internet Rechartering.
- Internet Rechartering does not permit changing the district, charter organization name, or unit expiration date. These changes may only be made by the council.
- Internet Rechartering uses person records from council data. The record for one person must never be changed to that of another person. Names may be corrected to ensure the proper names are used and to correct misspellings, but for no other reason.
- The council will need to double check and reconcile the submitted Internet Rechartering data before finally posting it to the council in ScoutNET PAS (Program Administration System).

What are the steps in the Internet Rechartering process?

The unit renewal processor, the person who is renewing the unit's charter, follows the process on the secure Internet site to create a charter renewal file. The processor provides the Internet Rechartering with the data necessary to create the file in a series of intuitive steps.

To renew a unit's charter:

1. The unit eligible for Internet Rechartering designated an adult member as the Renewal Processor.
2. The processor gathers all the information needed for a traditional charter renewal (e.g., new applications, fees, data of which adults are holding which paid positions, etc.)
3. With the charter renewal information at hand, the processor navigates to Internet Rechartering at <https://scoutnet.scouting.org/ucrs>. Even if you have worked with Internet Rechartering in past years, you will still be a first time user for this year's rechartering process.
4. In Internet Rechartering, the processor registers/logs in to Internet Rechartering and follows the intuitive process. Fundamentally, the process requires the RP to:
 - a. Login: Enter in your access code. Enter your unit number as a 4 digit number (example: Pack 1 would be 0001), then click continue. Agree to the confidentiality statement and enter in your contact information. Please click register when finished.
 - b. Load Council Information: Use the council's unit information.
 - c. Update Roster: Update charter information, select which current members to renew on next year's roster, promote members, add adult members, add youth members, update member data, and update member positions.
 - d. Check Roster: Validate that the data to be submitted conforms to BSA rules.
 - e. Update Member Fees: update fees (e.g., assign "Multiple" status) and sign up unit members for Boys' Life.
5. After double-checking the information, the processor submits the file to the council and prints the Internet Rechartering Unit Charter Renewal Report Package.
6. Signed applications must be submitted with your recharter paperwork for all **new adults and youth members** added to the charter.
7. After the appropriate signatures are obtained on the recharter and new applications, the processor sends the paperwork and fees to the local council for processing.

PLEASE NOTE THAT THE FEES INCLUDED ON THE INTERNET RECHARTERING PAPERWORK DO NOT INCLUDE INSURANCE. \$1.25 FOR EACH PAID ADULT AND YOUTH MUST BE ADDED TO YOUR TOTAL.

AN ADDITIONAL \$1.25 MUST BE ADDED FOR EVERY NEW YOUTH AND ADULT ADDED TO THE ROSTER.

THIS WILL COVER THE ADDITIONAL MONTH OF REGISTRATION TO ALLOW ALL REGISTRATIONS TO EXPIRE ON DECEMBER 31.

Position Codes

Use the following codes to indicate a change in position. All positions may be male or female.

The minimum age for each is noted in parenthesis beside the position.

CR	Chartered Organization Representative (21)
CC	Committee Chair (21)
MC	Committee Member (21)
SM	Scoutmaster (21)
SA	Assistant Scoutmaster (18)
92U	Unit College Scouter Reserve (18)
VC	Varsity Scout Coach (21)
VA	Assistant Varsity Scout Coach (18)
NL	Crew Advisor (21)
NA	Crew Associate Advisor (21)
SK	Ship Skipper (21)

MT	Mate (21)
CM	Cubmaster (21)
CA	Assistant Cubmaster (18)
TL	Tiger Cub Den Leader (21)
AP	Tiger Cub Adult Partner (18)
TA	Assistant Tiger Cub Den Leader (18)
PK	Pack Trainer (21)
DL	Den Leader (21)
DA	Assistant Den Leader (21)
WL	Webelos Den Leader (21)
WA	Assistant Webelos Den Leader (18)

Required Adult Leadership for Charter Renewal

Packs- must have a CR, CC, two MCs and a CM. Each den must have a den leader (TL, DL, or WL) listed. Each tiger cub must have an adult partner listed

Troops- must have a CR, CC, two MCs, and a SM.

Crews- must have a CR, CC, two MCs, and a NL.

Ships- must have a CR, CC, two MCs, and a SK.