



HOOSIER TRAILS COUNCIL

BOY SCOUTS OF AMERICA®

Charter Renewal Instructions

Completed Annual Recharter Paperwork is to be submitted by November 30, 2018.

Rechartering is the process used to register youth and adult members in the Boy Scouts of America. It's an annual process completed via the internet through the on-line rechartering system.

Suggestions to ease your rechartering process:

1. Select someone in your unit to take responsibility for the completing the recharter process.
2. It might be helpful to obtain a current roster for your unit. Unit Leaders, Committee Chairs, and Chartered Organization Representatives have access to the unit roster through their account on My.Scouting.org. These individuals can also assign permission for additional people to access this information. Units will want to print a current roster and work through who is active/inactive before they log onto the recharter system.

To Access the unit roster:

- A. Log into My.Scouting.org
- B. Click the Home button on the top left.
- C. Select the unit from the drop-down menu.
- D. Then select Member Manager.
- E. Under roster details, the choices are Adult, Youth, or All.
- F. Click on the green checkmark on the top right-hand side for select all.
- G. Click the blue downward pointing arrow, also on the top right-hand side, to export roster into Excel.
- H. Select your export type and click on submit. We suggest either Mailing List or Calling List. Both contain e-mail address if entered into My.Scouting.
- I. Click "I Agree" on text that comes up.
- J. Your roster will load, and a notification will appear on the bottom left-hand side of your screen with the name and Excel logo. Click on this to open the roster in Excel for viewing.

This process can be used anytime during the year to obtain a current roster for your unit and to print duplicate membership cards when needed.

3. Review the training status of unit's leadership to confirm that adults are up-to-date on Youth Protection Training and the specific leader training pertaining to each position. It is suggested to appoint a unit committee member to serve as the unit training coordinator to take a proactive approach to this task. Youth Protection Training is required for all leaders at the time of registration. You will not be able to include adults who do not have current YPT when you submit your recharter roster. BSA introduced a new youth protection training program on February 1, 2018. All adults must have the new YPT to be renewed for 2019 charters. Anyone with a YPT date PRIOR to February 1, 2018 will need to update their YPT training regardless of when it was last taken.

It will be helpful to obtain a training report from My.Scouting.org. Training reports are available to the Unit Leader, Committee Chairs, and Chartered Organization Representatives. These individuals can also assign permission for additional people to access training report via the Member Manager function on their My.Scouting.org account. For more information on the Training Reports, please see the link on the recharter page for "Accessing Youth Protection Training Reports."

4. Verify the correct addresses and phone numbers for your unit's members. Recharter time is an excellent time to update your unit's ScoutBook records.
5. Verify Boys' Life status with your membership. Remember, Webelos who crossed-over and were receiving Boys' Life under their pack memberships will appear as a "N" Boys Life recipient on the Troop roster. If the Scout wishes to continue to receive Boys' Life, that should be changed back to an "I" (for individual subscription.)
6. Remember to use the New Member Coordinator Position to replace the position of Parent Coordinator. The New Member Coordinator Position does fulfill one of the required two Committee Member positions. Some good information and videos on how this position can help your unit recruit and retain new members and get your new families off to a great start in Scouting can be found at the NMC Website:

<http://scoutingwire.org/marketing-and-membership-hub/councils/new-member-coordinator/>

7. Recharter access codes were sent via e-mail to the unit Chartered organization representative, Committee Chairman, and the unit leader via e-mail in mid- September 2018. If you do not hold one of these unit "key 3" positions, please contact your unit leadership to obtain your unit's unique 2018 access code. You may also contact the Council office for assistance. *Each year you must log in as a "First-time User" when you begin the process even if you have previously completed rechartering for your unit.*
8. Upon obtaining your access code, sign onto your account at My.Scouting.org from a Windows based computer. (Internet Recharter will not function correctly with an Apple/Mac/Safari computer.) Click on "MENU" and from the drop down list, select, "LEGACY WEB TOOLS." Scroll down if needed to "Internet Rechartering." Once you open **Internet Rechartering**, you can go through the "Tutorial" or you may go directly to "Recharter Now".

If you are having technical problems logging on to My.Scouting.org or accessing Internet Rechartering, please call the BSA Help Desk for assistance: 972-580-2489. They are available from 8 a.m. to 8 p.m. Monday through Friday, (closes earlier the day before a major holiday.)

9. The Internet recharter process consists of 5 steps:
 1. **Load Roster** – in this stage you will load you unit's most current roster. The roster will include all adults, their positions, and youth members.
 2. **Update Roster** – in this stage, you will be able to update your charter information, select members for renewal, add any new adults or youth, (Don't forget to obtain and include adult or youth applications for new members. These must be turned in with the recharter paperwork for the new member to officially be added to your roster by BSA. You will also need the information from the application to add the new members.) Update your member data, and lastly, change adult positions. This is the only time of the year where you can change adult positions without submitting a new adult application.

3. **Check Roster** – resolve and warnings or errors the system finds, and double-check your roster changes.
 4. **Summary** – in this stage you can indicate which members should be multiple registrations and verify your Boys’ Life subscriptions for each member, making changes if necessary. The system will also ask you to select a reason for non-renewal for those youth members that you have dropped.
 5. **Submit Roster** - when you are satisfied that your roster is correct, the last stage is to submit.
10. Once the on-line process is complete, print a one-sided hard copy of the completed charter, NOT the 2-page EZ Summary! Please see the **2019 CHARTER CHECKLIST**, available on this website, for a detailed description of the items that must be submitted to the Council office to complete your recharter process. PAPERWORK MUST BE SUBMITTED TO THE COUNCIL OFFICE FOR YOUR RECHARTER TO BE CONSIDERED SUBMITTED!!! Completing only the online portion of the process does not submit your recharter! All paperwork and registration fees should be delivered to the Hoosier Trails Council, BSA, 5625 East State Road 46, Bloomington, IN 47401. Use **2019 CHARTER CHECKLIST** as your cover sheet to be sure that all required documents are included.
11. The BSA Membership fee is \$33 for all registered youth and adult leaders. Applications that are obtained after the recharter paperwork has been submitted should be delivered to the Council office as normal with the balance of the 2018 AND FULL 2019 registration fees. The Council will add the new member(s) to the 2019 charter.

2018 Registration Fees;

October Registrations	\$8.25 + \$33.00 for 2019 = \$41.25
November Registrations	\$5.50 + \$33.00 for 2019 = \$38.50
December Registrations	\$2.75 + \$33.00 for 2019 = \$35.75

Boys’ Life amounts remain the same as in the past. \$3.00 for October registrations and \$2 for November registrations. Boys’ Life Subscriptions are not available in December. The annual subscription price is \$12.