

UNIT RECHARTERING MADE EASY

STEP #1: Preparation

- A) Select an adult who is a registered member of the unit's committee to be the Renewal Processor (RP) for Internet Rechartering. The RP should log onto the Council's Website (www.CNJCScouting.org) and review the recharter materials including the Unit Renewal Application Instructions.
- B) Schedule a Membership Inventory meeting for the unit with its Unit Commissioner.
- C) Schedule a Charter Review Meeting with the head of your chartering organization (IH). Beginning 11/01/11, but prior to this meeting, the RP should log onto the Internet Rechartering system through the council web site (www.CNJCScouting.org) and make the necessary changes to the roster using the Unit Renewal Application Instructions. Follow this instruction sheet line by line to insure complete and accurate rechartering. Bring the hardcopy of the completed Charter Renewal Application to the Charter Review meeting for signatures.

Your **Unit Charter Renewal System (Internet Rechartering) Unit ID** is found on the label attached to the front of your Charter Renewal envelope. This Unit ID changes each year, so processors will have to log in as a "new user" the first time they log onto the system for the new year and as a "returning user" each time thereafter.

- **When using the Internet Rechartering system DO NOT USE THE NAME CHANGE FEATURE FOR ANY OTHER PURPOSE THAN THE CORRECTION OF A MIS-SPELLED NAME!** Do not change the name in ScoutNET to an initial, a nickname, or any other name than that which was submitted on the person's original application.
- The name change feature may not be used to change a person's position including that of the Institutional Head.
- To change your IH, simply cross out the old IH's name and address on the finished Charter Renewal Application and write the new person's information beside it. The new person's date of birth is required. An adult application is not required for a person who is ONLY an IH. Keep in mind that all units chartered by a chartering organization MUST have the same IH and CR. Please co-ordinate with the RP for your brother unit(s) to avoid confusion. The IH will be changed when the charter is edited by the council staff prior to posting.
- **Transfers may not be included in the rechartering process.** Although the Internet Rechartering system will allow transfers to be included at unit level, the system will force the registrar to remove transfers from the process prior to posting the charter.

STEP #2 Signatures and Fees

At the charter review meeting, make certain to get appropriate signatures and monies. Remember to collect fees for registration, *Boys' Life*, the Charter Fee and for insurance. To expedite charter turn-in, one check for the entire amount is appreciated. Please do not include any other monies in the charter renewal check.

STEP #3 Charter Submission

Units using the UCRS system must submit their Charter Renewal Application at the council office within 2 weeks of on-line submission. Failure to comply may invalidate the entire process. All charters must be submitted at the Council office no later than the day specified on the Charter Packet envelope.

A complete charter renewal application should include:

___ Unit Charter Renewal Application (printed after submission of the on-line charter or provided by the registrar for those not using UCRS) - Including IH and Unit Leader original signatures. Final copies are required. **Draft copies are not acceptable** according to National Council policy and will be returned to the unit unprocessed.

___ Youth and/or Adult Applications for anyone who is new to the unit. This includes those who may already be registered in another unit. Those who are listed on page 1 of the Internet Rechartering Unit Renewal Application but for whom no application is included will be dropped from the charter. Adult applications should be included for Boy Scouts who will be turning 18 within 90 days of charter submission. These applications will be processed on an individual basis only after the youth has reached the age of 18. They will be included in the charter as adults only if they have turned 18 prior to the posting of the charter. All adult applications MUST INCLUDE the Disclosure/Authorization form even if the adult has already been submitted for a criminal background check, and a copy of the applicant's Youth Protection Training certificate. Any adult application submitted without either of these documents is incomplete and cannot be processed. The applicant will be dropped from the charter according to National Council policy.

___ A check for the expected fees as stated on page 2 of the Internet Rechartering Unit Renewal Application **plus the \$5.00 insurance fee for each registered adult, youth and Tiger Cub Adult Partner.** This check will be deposited into the Unit Deposit Account and only the amount required to cover the charter and insurance fees after editing will be deducted from the account once the charter is posted. Any excess monies will remain in the UDA for unit use. If the monies submitted are not sufficient to cover all of the fees, the charter fees will be deducted from the account and the insurance fees will be invoiced.

___ Annual Charter Agreement – Including the IH signature.

___ Required Information for CNJC - Fill in the names and contact information for Scouters who have agreed to be responsible for the listed activities. Please include the meeting time, day of the week and place in the space provided.

___ Unit Deposit Account (UDA) form – Including the Unit Committee Chair or Chartered Organization Representative signature. Please remember that this form will supersede any earlier forms. The Scouters listed on this form will be the only ones authorized to use the UDA.

Printed Charter Renewal Rosters are available only by request to units who are not using the Internet Rechartering System. Please make your request to Dottie Rosenbaum at 609-419-1600 x30 or dottie.rosenbaum@scouting.org.

ISSUES THAT MAY DELAY THE PROCESSING OF YOUR CHARTER

Missing Signatures

Executive Officer and Unit Leader (see list below) must both sign the charter renewal. In the absence of a Unit Commissioner, the Council Representative signature will be obtained at the Council office. This line is not to be signed by the Unit Leader or anyone else in the unit.

Missing Applications for New Members

New youth and adult members must complete the appropriate applications, and these applications must include the appropriate signatures. Anyone listed on page 1 of the on-line Unit Charter Renewal Application is considered new and must complete an application. Position codes must be included on all adult applications. Adults who do not specify the position for which they are registering will be registered as Committee Members. Tiger Cub Adult Partners need not complete a separate Adult Application unless their residence differs from that of the Tiger Cub. They will be registered at no charge from the information on the bottom half of the Youth Application; however, they may not be registered without their full name, date of birth and gender.

Missing Information on Youth or Adult Applications

When completing a youth application, please be sure to include:

- Unit number
- Name and address printed clearly
- Date of birth
- Parent and unit leader signatures
- For Tiger Cubs – the Adult Partner's date of birth
- For ScoutParents – Date of Birth
- Boys Life checkbox filled in if a subscription is desired – if the checkbox has been filled in by mistake, write "NO" beside it. Subscriptions will not be ordered if the checkbox is not filled in.

When completing an adult application, please be sure to include:

- Unit number
- Full name and address printed clearly
- Date of birth
- Social security number
- Unit position for which the person is registering - applicants who do not specify a position will be registered as Committee Members.
- Original Signatures of Applicant, Unit Committee Chairperson, and Chartered Organization Representative
- Signed Disclosure/Authorization form
- Copy of the applicant's current Youth Protection Training certificate

Missing Unit Leaders in Required Positions

All units must have the following:

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| 1 | Executive Officer/Institutional Head – IH |
| 1 | Chartered Organization Representative – CR |
| 1 | Committee Chairperson - CC |
| 1 | Unit Leader – Cubmaster - CM
Scoutmaster – SM
Crew Advisor – NL
Skipper – SK
Varsity Coach - VC |
| 2 | Members of Committee – MC (a Pack Trainer or Scout Parent Unit Coordinator may replace one of the Committee Members) |

In addition, Packs must have:

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| 1 | Tiger Den Leader (if registering Tiger Cubs) - TL |
| 1 | Den Leader (if registering Cub Scouts) - DL |
| 1 | Webelos Den Leader (if registering Webelos) – WL |

The Central NJ Council reserves the right to adjust the positions of Scouters within the unit in order to insure that all required positions are filled according to National Council policies.