

INTERNET RECHARTERING UNIT RENEWAL APPLICATION INSTRUCTIONS

OVERVIEW

Internet Rechartering is a Web-based software application designed to make the unit charter renewal process more efficient and accurate. It is for traditional units only—Packs, Troops, Teams, Crews, and Ships. Internet Rechartering will require that the user have access to a computer with a 56 KB or faster Internet connection and an Internet Explorer browser that is version 5.5 or greater, but not version 8.0.

The unit designates a registered adult member as the Renewal Processor (RP). A user must log in as a *new user* for each separate unit in cases where he is the RP for more than one unit, and every year in cases where he was the RP for the same unit last year. A user may begin the process and stop before submitting. Upon returning, he follows the process for the *returning user* to log in. The RP gathers all the information needed to renew the charter (e.g., new applications, fees, data regarding what positions adults are holding in the unit, etc.). Before starting, the RP should review the on-line tutorial available on the Council's web site.

With the charter renewal information at hand, the RP navigates to Internet Rechartering via the Council web site (www.CNJCScouting.org). In Internet Rechartering, the RP logs in and follows the step-by-step on-screen instructions to complete the five stages of the process. Fundamentally, the process requires the RP to:

- a. Load Roster—Using the unit information contained in ScoutNET. **DO NOT load the roster from third-party software such as Troopmaster or Packmaster.**
- b. Update the Roster—Update charter information, select which current members to renew on the coming year's roster, add adult members, add youth members, update member data, and update adult member positions.
- c. Check the Roster—Validate that the data to be submitted conforms to BSA rules.
- d. Update Member Fees – update fees (e.g., assign “Multiple” status) and sign up unit members for subscriptions to *Boys' Life*.
- e. A completed draft of the Charter Renewal Application and Roster should be reviewed at the unit's Charter Renewal Meeting along with the Membership Inventory report. After double-checking the information, the RP electronically submits the file to the Council and prints two copies of the Internet Rechartering Unit Charter Renewal Report package – one to be retained by the unit and one for submission to the council.

The RP sends the signed Charter Renewal Application and fees to the local council for processing. Page 2 of the application must be signed by the Executive Officer of the chartered organization and the Unit Leader. The Unit Commissioner may sign as the council representative. In the absence of the Unit Commissioner's signature the Council Representative signature will be added by the District Executive/Director once the application is received at the council office.

LOAD ROSTER - STAGE ONE

After the RP has logged in, the dynamic home page appears. This home page will change depending on how many stages of the process are left incomplete. The first time the user logs in the home page will list all the steps in the process.

UPDATE ROSTER - STAGE TWO

Once the roster is loaded, the user can make the changes for the coming year. The first page of the Update Roster stage is a listing of the steps needed to make the updates.

Update chartered organization information. Review your chartered organization information and make any necessary changes in address or telephone number. Do not use the name change function to change the name of the Institution Head. If the Institution Head is being changed, his or her full name, address, **date of birth** and e-mail are required.

Select Members for Renewal. All members are automatically selected. You must clear the check box to deselect a member. Select for renewal only the members who will be renewing with your unit.

Add new members. Add new adults and/or new youth to your roster. There are 3 data screens for each new adult and 5 for youth. Fill in all available data. The system will advise you if you left out any required information. Use the **Save** button for each new member added.

Update member data. Update the personal information about the members on your roster. Scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name. To remove a member from the list, click the **Remove** button to the left of the

member's name. The member is removed from the roster. The data is saved in Internet Rechartering should the RP choose to add the person back to the charter. The RP can add the member back to the charter by using the Select Members for Renewal page. This can only be done before the charter is submitted electronically.

Update adult positions. Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled. The only person who may register in more than one position in the same unit is the CR. This person may also be the CC or an MC. All requirements can be found inside the adult application.

CHECK ROSTER - STAGE THREE

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.

UPDATE FEES - STAGE FOUR

Update Fees gives an overview of the fees owed for each member of the unit. The fees include the Registration Fee, the *Boys' Life* subscription fee, and the total fee per member. By clicking on the **SUMMARY** button, the roster displays along with a summary of fees owed. To update a fee or to subscribe to *Boys' Life*, click the **Update** link next to the left of the name. In the Update Fee Status dialog box, enter the updated information, and then click **Save**.

The RP can mark a member as "Member paid in another unit." In BSA terminology, this is marking the user as a "Multiple" in this unit. Internet Rechartering automatically marks any multiple positions that a member may hold within a unit. For example, if a member is a Chartered Organization Representative and a Committee Member, Internet Rechartering will automatically mark the Committee Member position as Multiple. The RP will only have to mark the "Member paid in another unit" for those members who paid in another unit or in a Council or District position in the same Council. Multiple status is subject to verification at the time that the charter is edited by CNJC staff.

The RP clicks **Boys' Life** to verify and select 100% *Boys' Life* Recognition for the unit. For a pack, troop, or team to qualify as a 100% *Boys' Life* Unit, it is required that all unduplicated youth addresses within the unit receive *Boys' Life*. A youth who is registered in another unit and who receives Boys Life does not count towards 100% Boys Life in any unit other than the one in which he is registered. Click **Update Fees** by each person to subscribe to *Boys' Life*. Clicking the *Boys' Life* button will display all youth with unduplicated addresses in the unit who are not signed up for *Boys' Life*. If the unit qualifies for the 100% unit recognition, check the box and click **OK** to finish. If the system finds that the unit has automatically qualified, a message will display and the box will already be checked.

Note: When Update Fees is completed, the RP clicks **Next Stage**. Internet Rechartering automatically looks to determine if the unit has the minimum number of paid youth members. Each unit must have at least five paid youth members. An error message will display if there are too few paid members. This must be corrected in order to continue to Submit Roster.

SUBMIT ROSTER – STAGE FIVE

To review your roster before submitting, click on the **Review/Print Roster** link. From the Submit Roster page, the RP can submit the charter renewal data to the Council electronically by clicking on the button **Submit to Council**.

The RP gets only one chance to submit this information. Any changes that need to be made to any submitted information will have to be made by the Council. You may cross out any incorrect information on the renewal application and print the correct information. Once the hardcopy of the Charter Renewal Application Package has been forwarded to the council, the RP must contact the Registrar to make any additional changes.

The **FINAL STEP** is to forward the complete hardcopy of the Charter Renewal Package to Council with all of the appropriate signatures and fees as stated on page 2 of the Internet Rechartering Unit Renewal Application, plus insurance fees.

The Charter Renewal Process is not complete until the Council has received the hardcopy of the Charter Renewal Application with all required signatures and the appropriate fees.