

RECHARTER 2021

Rechartering, or charter renewal, is the annual process where each unit renews their youth and adult lists before everyone's membership expires at year-end. Maintaining accurate lists helps everyone on their Scouting journey. You will use this online tool to walk through the steps and print your final documents at the end.

KEY STEPS FOR ANNUAL RECHARTER:

1. Overview
2. Unit Roster Review
3. Online Charter Renewal
4. Charter Update & Submit
5. Payment
6. Paperwork to Council
 - a. Final Approved Roster
 - b. Annual Charter Agreement
 - c. Fee Calculation Worksheet
 - d. Journey to Excellence (JTE) Form
 - e. Payment

PAPERWORK AND PAYMENT MUST BE DELIVERED TO THE COUNCIL OFFICE FOR YOUR RECHARTER TO BE CONSIDERED SUBMITTED AN COMPLETE!!!

******DO NOT PAY FOR THE CHARTER ONLINE******

If you wish to pay with a credit or debit card, please contact the council office. We will send you an invoice via email. A 3% administrative fee will be added to the total amount due.

2021 Fee Schedule

Packs/Troops/Crews/Ships

- \$66.00 youth registration fee
- \$12.00 council insurance and program fee (adult and youth)
- \$12.00 Boys Life (optional)
- \$42.00 adult registration fee
- \$75.00 Annual Charter Liability Insurance Fee
- \$25.00 new member fee

STEP 1. OVERVIEW:

Select an adult to complete the online process.

Obtain your unit access code from your Key 3 (Chartered Organization Representative, Scoutmaster/Cubmaster/Advisor or Committee Chair).

Create account(s).

A new account is required each year.

A separate account is required for each Unit.

STEP 2. ENSURE EVERYONE IS REGISTERED BEFORE STARTING THE ONLINE CHARTER RENEWAL (THE ONLINE REGISTRATION PROCESS WILL BE SUSPENDED 30 DAYS PRIOR TO RECHARTERING):

1. **Obtain a current roster.**
 - **The Unit roster can be printed from my.scouting.org.**
 - Or, email the Registrar, Kendra Barrett at kendra.barrett@scouting.org , for a copy of the roster.
2. **Review the roster** for any missing persons.
3. **Collect membership applications** for anyone missing from the roster.
 - **New members, transfers or those missing from the roster, youth and adult need paper applications completely filled out.**
 - **Every new, transfer or missing adult application must include the [Additional Disclosures & Background Check Authorization form](#).**
 - **If you have members who are in multiple Units, mark them on your roster and identify where they are paid [(M)T0123], otherwise your unit will pay their registration fees.**
 - **Mark any change of position among your adults.**
 - **Adults must have current YPT certification to register.**
4. **Collect** the prorated fees for the months that the person is active in 2020.
5. **Submit** all applications to the council service center along with any payments due and allow at least 5 days for processing the applications.
6. **Obtain a fresh roster** to ensure the new, transfer or missing names are now appearing on your roster before proceeding to Step 3.

QUESTIONS? CONTACT THE COUNCIL REGISTRAR.

STEP 2 IS VERY IMPORTANT

IT ENSURES THAT ALL PERSONS ARE LISTED WHEN YOU BEGIN ONLINE RENEWAL, WHICH WILL MAKE THE PROCESS MUCH SIMPLER AND EASIER!

STEP 3. BEGIN THE ONLINE CHARTER RENEWAL PROCESS:

1. **Obtain your unit access code.** The unit access code will be emailed to the Key 3
2. **Access the Online Charter Renewal System:** <https://scoutnet.scouting.org/ucrs>
3. **Create account(s).**
 - A new account is required each year.
 - A separate account is required for each Unit.
 - Click Register for the first time using the system this year, afterwards login as a returning user.
 - Create your password. The local council does not have access to this system, please write this password down.
 - Important Dates
 - November 1 – Palmetto/Etiwan/Lowcountry Districts access available
 - December 1 – Black River District access available
 - January 1 – Swamp Fox and Pineland Districts access available.
4. **Update Charter and Submit**
 - **Complete the renewal, calculate fees, electronically submit to Council.**
 - ******DO NOT PAY FOR THE CHARTER ONLINE******
 - **If you wish to pay by credit or debit card, please contact the council office. We will issue an invoice for the total amount due via Square. An administrative fee of 3% will be charged for payments done via card.**

Why not pay directly to National – if you have miscalculated any numbers and an overpayment has occurred no refunds will be issued by the local council until funds are received from national. This can take up to 10 months. National is also charging a 3% administrative fee for online payments effective 2020

5. Bring the following items to the Council Service Center or to your District Executive:

1. Charter Renewal Application
2. Annual Charter Agreement
3. Fee Calculation worksheet
4. Any new applications, adults must include background check disclosure form and youth protection certificate
5. Journey to Excellence Form (JTE)
6. Payment

6. Once these steps are completed, enjoy the 2021 Scouting Adventure with your Scouts and families!

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IMPORTANT NOTES FOR THE CHARTER RENEWAL PROCESS:

Please do not use the 'E-Z Report' when printing your charter forms. The E-Z Report does not include some details necessary for our council's charter renewal process. This selection is made on the 'congratulations' page after you have submitted your charter renewal information. Please select 'Print Renewal Application' instead of the E-Z Report.

Youth Protection Training is required. Current and new adults will not be registered without first completing Youth Protection training. Youth protection certificates are valid for two years and are required for all registered leaders.

Adult applications are required of age 18-20 Venturing and Sea Scout members. Venturing and Sea Scout participants, current and new, who are 18 to 20 years of age must complete an adult application and Youth Protection training in order to be registered. This standard is to ensure that all persons legally considered to be adults are able to meet adult membership requirements.

HELPFUL TIPS

Internet Browsers: The system works best using Chrome, Firefox, or Microsoft Edge (or Explorer). Safari works okay, but occasionally does not show all features.

Start & Stop

- You can stop and start at any time.
- When returning, you are no longer a **First Time User**, click **Returning User** then re-enter your access code and password.
- You can pick-up where you left off. Return as many times as needed as long as you don't click **Submit**.
- Print out a DRAFT copy of your Charter Renewal Application Roster - This is your reference copy to write any changes on before completing your recharter online.

Adult & Youth Applications - Most of the work of rechartering involves completing applications for new leaders.

- [Youth Applications](#) are needed for new youth or youth transferred from another unit.
- [Adult Applications](#) are needed from:
 - New adults – include the Additional Background Check and Authorization form and current Youth Protection certificate; a total of 3 pages per adult
 - Adults coming from a different unit (e.g. from a pack to the troop)

DO'S & DON'TS

- **Do use full names** - Help keep your records straight by using full legal names. Using other names or nicknames causes duplicate entries and confuses BSA records,

training, and subscriptions. The correct name is especially important for processing internet advancement.

- **Do not use punctuation** - The system is unable to process punctuation. Please remove any punctuation from names or addresses. For names like O'Hara, delete the punctuation to OHara. For address with punctuation (1345 N.E. Daniel Rd. Apt #13), leave it out (1345 NE Daniel Rd Apt 13).
- **Do Boys' Life** - New Scouts who pay for *Boys' Life* will begin receiving their magazine subscriptions in approximately two months after registering.
- **Do use the Promote button** - Youth and adults moving "up" between units with the same number and charter organization may use the **Promote** button to move boys and adults. You will need the access code for the old unit.
- **Don't drop Scouts until you know** - Use caution when dropping youth. Do not drop a youth just because you don't know them. Ask a unit leader first to confirm the Scout's participation status. If a youth isn't active, consider leaving them registered and work next year to get him involved. Often Scouts just need outreach and fellowship to reconnect.

OTC FREQUENTLY ASKED QUESTIONS

May I use the same password as last year? Yes. That was easy.

I lost my password. What do I do? Call the council office and the registrar will reset your account. 843-763-0305

I am using a Mac and the system is not working. Unfortunately, the system does not work fully on Safari. Please use Chrome, Firefox, or Microsoft Edge (or Explorer) on your Mac.

Does everyone fill out a new application? No. Only members who are new to your unit (youth or adult). If information for old members has changed (e.g. new address, different leader position) then make the changes. If they are listed on your roster, they do not need an application.

The executive officer (EO) is someone different from last year, how do I change this info? An application is not needed, however a New Unit Application is required to put a new Executive Officer in place.

I finished, hit Submit button, and just found a change or a new boy joined the unit. What do I do? The recharter print-outs are just a snapshot in time. You can write on the print-outs or send any applications or changes that occur after rechartering to council staff. The council will make the changes.

Who is the "unit leader" when signing documents? A unit leader is the Cubmaster, Scoutmaster, Venturing Advisor, or Skipper.

Who is the council representative? No worries here. This is where the council staff signs.

Can the charter representative (CR) sign the final print-outs instead of the EO? No, this is the only time that the executive officer must sign for themselves. Their signature approves the current leadership and reaffirms the chartering organization's role with the unit.

Why won't my access code work? You may be entering the code correctly but are hitting the **Returning User** button. Each year when you start the rechartering process, you will always be a **First Time User**. Only after entering your contact info and password will you be a **Returning User** just for this year's rechartering. It starts all over again next year.