

CORRECTED
COMMISSIONER TRAINING – OCTOBER 2018
ONLINE RECHARTER - 2019



- COMMISSIONERS: Train All Units
Participate in the Registration Process
Answer Questions / Solve Problems
- CHARTER: A Contract between BSA and Chartered Org. Must be renewed each year
BSA: Provides program & training
Chartered Org.: Provides support, selects & approves adult leaders
- FEES: **\$33 per Scout and Scouter; \$12 for Boys Life; \$40 for Unit.**
- TIMELINE: 120 Days before Registration Due: DE or volunteer meet CEO/IH
Discuss successes/challenges; CEO/IH approve unit leadership
90 Days before Registration Due: Commissioner and Committee Meet
Log on and print out application and registration information
Membership Inventory; Contact Inactives; Recruit New Scouts
75 Days before Registration Due - Commissioner and Committee Meet
List all members; Complete & sign all forms; Compute fees - get \$
30 Days before Registration Due: Submit Application On-Line
JTE Form; Encourage IYOS date; pay online or print, sign and turn
in hard copy, with fee check
- FINAL DUE DATE: **BM, BE, EX, FR, GE, HT, NL, SPT – 12/31/18**
PL, IH, KW, LB, PT, ST, SE, TR – 1/31/19
- KEY FACTORS: Current YPT-2 required for all adults.
Key Unit Leaders (CM, SM, DL, NL) must be trained, or charter will not
be renewed.
**91U (Adult Reserve) is now removed. Default for 91U is now
Committee Member.** 92U (College Reserve) still allowed;
Processor will be allowed to input the YPT-2 training with new applicants
Online approval of Applications by the Chartered Org. Rep.
THE ENTIRE PROCESS – INCLUDING PAYMENT = ONLINE
- PROBLEMS: Cub Packs must register 6 different adults):
COR, CC, 2 Comm. Members, Cubmaster, at least 1 Den Leader
Troops/Crews (must register 5 different adults):
COR, CC, 2 Comm. Members, Scoutmaster/Crew Advisor
Unit must have a **Training Chair**
Inst. Head: sign application approving adult leadership – may sign
electronically
Unit Leader: sign application confirming youth membership
Parent and Unit Leader: sign all youth applications
CEO and COR or CC: sign all adult applications
Adult Applications: (a) adult sign application and background check; (b)
proof of training, (c) including YOUTH PROTECTION; (d)SSN required.
Multiple Registrations: must be “Primary” somewhere and pay full fee
No spaces or apostrophes in last names; No initial first name; No Mr/Mrs
- FAQ: See attached for a Summary of the 2019 Enhancements and FAQ.
- WARNING: NO GRACE PERIOD - Not registered by due date: Charter is dropped
- RESOURCES: How-To Video: <http://www.scouting.org/onlineregistration.aspx>

Steps to Renew a Unit's Charter

1. Unit designates an adult member as the Recharter Processor (“RP”).
RP orientation: <https://www.hoac-bsa.org/internet-rechartering>, attend Internet Recharter Orientation at Round Table. Get Unit Passcode.
2. RP gathers all information needed for a charter renewal (e.g., names, new applications, fees, identify adults holding which positions, proof of training, etc.). Default leadership position for all 91U's is MC (Committee Member).
3. With the charter renewal information at hand, the RP goes to Internet Rechartering via the HOAC web site. <https://www.hoac-bsa.org/internet-rechartering>, then click “Recharter Now.”
4. RP registers/logs in to Internet Rechartering (use specific **log-in number** provided to each unit by HOAC), and follows the process:
 - a. Load Council Information about Unit: Use the council's unit information --OR-- Upload Recharter File created in third-party, unit-management software to create the initial work-in-progress roster.
 - b. Update the Roster: Update charter information, select which current members to renew on next year's roster, add/delete adult members, add/delete youth members, update member data, and update 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 Boys' Life.
5. Double-check all information.
6. Get electronic signatures. RP submit the final file and pay all fees to Council on-line with all electronic signatures.

OR

6. RP submit the unsigned Internet Rechartering Unit Charter Renewal Report package online, print, get signatures, and hand in paperwork with check to HOAC.

Enhancements to Improve the User Experience for Internet Rechartering

What is staying the same:

- Access codes will still be distributed by councils and will be used by units to log in.
- First Time Users must register to enter the Internet Rechartering system. After initial registration, they will enter the system as a Returning User.
- Stages and steps remain the same with one new feature: electronic authorization and payment inserted before the final step.
- Councils will continue to use reports that will show each unit's renewal status.

What features have been added:

- The new look is consistent with my.Scouting Tools so that it is **easier to read and navigate**.
- **Youth Protection – 2 training is required for all adults.**
- **YPT-2 and Position Specific Training is Required for All Key Leaders (Cubmaster, Den Leader Scoutmaster, Crew Advisor).**

The unit will get an error message if training is not current and will not be allowed to process the charter with those adults.

- Registered adults receive notifications that their YPT has expired or is about to expire.
- Renewal processors are prohibited from overriding the registration system to register any leader whose Youth Protection training is not current.
- **Electronic authorization** is available for the chartered organization representative. There will be no signature to obtain if the unit chooses this option.

Two payment options for units :

- **Online payment option:** Units can elect to pay online by credit card. A payment confirmation will be provided to the unit and will also be available to the Council.
- **Cash/check/unit account option:** Units that elect this option will print the renewal application, which includes the fee summary showing the amount due to the council. The unit will remit payment with the charter renewal paperwork required by the council.

2019 Internet Rechartering Enhancements - FAQ

Q: Will Internet Rechartering be different for 2018-19 unit renewal processing?

A: Internet Rechartering has been enhanced with a new look consistent with Online Registration and my.Scouting Tools applications. This fresh view offers navigation with more convenience and flexibility for unit renewal processors.

Q: Does Internet Rechartering still use the access code and the same First Time User registration?

A: Yes. Use of the access code is required and each renewal processor will do registration as a First Time User. Thereafter they sign in as a Returning User.

Q: Will Councils continue to have the same reports that support unit renewal as before?

A: Yes. Council reports will not be changed and remain available.

Q: What new features are added to Internet Rechartering?

A: New features are the following: validation on Youth Protection training compliance using the current YP-2 course; change of warning to error if Youth Protection training is not current; entry capability for YP-2 completion if not in person record; addition of online payment option for unit renewals; addition of electronic authorization of renewal by the chartered organization representative; and addition of accident and sickness insurance fee calculation for councils that wish to use this feature.

Q: What are the new features for Youth Protection training?

A: Current (2018) YPT-2 course must be completed by all registered adults. If the key unit leaders are not YPT-2 trained, the unit cannot be renewed. If other adults are not YPT-2 trained, they will be dropped.

Q: How will Online Payment work?

A: Each unit with fees to pay will have the option to pay online by credit card. If credit card payment is used, this requires the total amount due to be paid. Payment confirmation will be provided to the unit processor and to the council.

Q: Is a renewing unit required to use Online Payment?

A: No. This is made available for the unit's convenience but is not required. Payment may be made to the council as usual.

Q: How will electronic authorization work?

A: Before final submittal of the unit renewal, give the chartered organization representative the opportunity to review and approve the renewal on behalf of the chartered organization. Instructions will be provided online under Internet Rechartering. The approval will appear on the Unit Renewal Application.

Q: Will the Unit Charter Renewal Report Package (full) and the two-page Renewal Report (E-Z) Summary continue to be available?

A: Yes. Councils inform units which report is requested (but not both) as appropriate to each council.