

Availability

You can log on for internet re-chartering 3-months prior to your renewal date:

- * Troops, Teams, Crews—November 1
- * Packs—December 1

Please turn in your charter by the 15th of the month due.

Note: Many weekends (Saturday 9 a.m. to Sunday 6 p.m.) national has the system down for upgrades. You will not be able to log in during this time.

Accident & Sickness Insurance

An additional \$1 fee will be charged for every youth and adult (including Tiger Cub Adult Partners) to cover supplementary Accident and Sickness Insurance.



Every registered adult leader needs to be youth protection trained. **Youth Protection Begins with “You”!** Youth Protection can be taken at www.myscouting.org

JOURNEY TO EXCELLENCE



PERFORMANCE RECOGNITION PROGRAM

Be sure to fill out your **Journey to Excellence** form to see if you qualify for the **Bronze**, **Silver**, or **Gold** recognitions. You can download your form from: www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx



Community service is one of the cornerstones of the Scouting program. Log your unit's service hours by going to the Journey to Excellence website above. Your units ID # is the same as your internet advancement # listed on the inside of this booklet.



Serving Wayne, Oakland and Macomb Counties.



Re-Chartering Handbook 2012

Traditional “re-charter packet” materials can be found online at www.glscouting.org/recharter—Click on the “on-line packet” button.

Your Unit's Internet Re-Chartering Access Code is:
(be sure to log-in as “New User”)



GREAT LAKES COUNCIL BOY SCOUTS OF AMERICA

Serving Wayne, Oakland and Macomb Counties.

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Detroit, MI 48208

Phone: (313) 897-1965
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www.glscouting.org

Waterford Scout Center

1100 County Center Drive W.
Waterford, MI 48328

Phone: (248) 338-0035
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Why re-charter?

- Renews partnership between charter organization and BSA.
- Allows continued registration in district/council activities and rank advancement.
- Makes the unit eligible qualify for Journey to Excellence Recognition.

Process:

- 90 days out—Meeting with Charter Organization executive officer to:
 - * Discuss success and needs of unit
 - * Review role of the charter partner and local council
 - * Consider key unit personnel to determine replacements, additions, and recognitions
- 60 days out—Conduct membership inventory of youth and adults. Visit or make contact with every inactive youth and adult. Recruit additional youth.
- 45 days out—Charter renewal meeting that identifies youth and adults to re-charter, complete forms, and collects fees (Registration and Insurance).
- 15 days out—Bring paperwork and money into office.
- 30 days after renewal date—Charter presentation.

Note: If your charter expires, you are not eligible to earn advancement or participate in activities that require you to be registered.

Internet Re-chartering

- Unit designates an adult member to be the “renewal processor (RP)”
- RP uses *this years* access code for internet re-chartering (front cover of this book) to log onto the system.
- www.glcscouting.org and click on “Internet Re-Chartering”
- Either download unit roster information from ScoutNet or upload information from Packmaster/Troopmaster.
- Update roster
 - * Update information
 - * Select which current members to renew
 - * Promote members
 - * Add adult members
 - * Add youth members
 - * Update member data
 - * Update member positions
- Update member fees
 - * Assign multiple status
 - * Update *Boys’ Life*
- Complete survey of why people are not re-chartering
- Double check everything, submit to council on-line, and print charter paperwork.
- Get paperwork signed by Charter Organization Executive officer and unit leader
- Submit signed paperwork to Scout office with payment

Note: You are **not** done when you hit “Submit to Council”. All paperwork must be signed, fees paid, and taken to the Council office. We can not process until this happens. Do not send in “Draft” copy.

Common Omissions

- Don’t have required positions
 - * Charter Representative
 - * Committee Chairman
 - * 2 Members of Committee
 - * Cubmaster, Scoutmaster, or Crew Advisor
 - * Den Leader (Packs only)
- Charter and applications not signed
 - * Charter Organization Executive Officer and unit leader sign charter
 - * Charter Organization Executive Officer or Charter Representative **and** Committee Chairman sign adult applications
 - * Parents and Unit Leader sign youth applications
- Applications for new youth and adults are not submitted with re-charter as required.
- Social security numbers are mandatory for all adult leaders along with authorization form to conduct criminal background check.
- Charter Organization Executive officer and Charter Representative are the **only** positions that can hold more than one position within the unit.
- Follow up with all dropped members asking them if they are interested in rejoining and asking “why” leaving.
- Webelos to Scout Transition—During month of February, Webelos can Transfer into Troop for \$1 (assuming troop has completed re-chartered). After March 1, Webelos must pay entire pro-rated registration fee.

Common Omissions Cont.

- Information Input
 - * Change wrong information (Address, phone #, etc.)
 - * Change grades if incorrect, but don’t “update” to the next years grade. ScoutNet will do automatically on June 1.
 - * Transfers require an application
 - * No Spaces in last names (DeCarlo not De Carlo)
 - * No apostrophes (OBrian not O’Brian)
 - * No initials for first names
 - * Use an initial for middle name, don’t use a period
 - * Prefixes are Dr., Rev. etc.
 - * Examples of Suffixes are Jr., III, etc.
 - * Do not enter Mr. or Mrs.
- Applications not completely filled out. Including question 6 on adult application.
- No Youth Protection training certificate attached for new adults or Youth Protection training older than 2 years for existing adults.

Internet Advancement

Below is your unit identification for internet advancement. You can use this code to print a roster of your unit for re-charter purposes. This is **not** the code for internet re-chartering, that is on the front cover of this booklet.