Updated Internet Rechartering

ADVENTURE ON!

BOY SCOUTS OF AMERICA®

April 14, 2018

Login Page – Enter the Access Code provided to you in an email from BSA Registration to your Unit Leaders, Committee Chairs and Chartered Organization Representatives. Select the Unit Type from the Drop Down box. Enter your 4 digit unit number (include leading zeroes).

INTERNET RECHARTERING OVERVIEW

There are five stages in the Internet Rechartering process:

Stage 1 Load Roster	You choose whether to load the unit information either from the council or upload your unit record information from PackMaster or TroopMaster or TroopSoft.
Stage 2 Update Roster	You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
Stage 3 Check Roster	Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

The stages to Internet Rechartering appear on this screen. You will progress through the stages until you have successfully entered all the information and all the BSA requirements have been met.

Laurel Highlands Council: Troop 0141

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster

BEGIN

LOAD ROSTER

To begin Internet Rechartering, choose one of the following options:

LOAD COUNCIL INFORMATION <-- Click here if you want to load your roster with council information and do not have a recharter file.

UPLOAD RECHARTER FILE <-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.

Warning: Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Laurel Highlands Council: Troop 0141

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster

Load Roster – here you have the option of loading the roster from what is on record with your Council, or you may load the roster information from another tool your unit may be using, like PackMaster, TroopMaster or TroopSoft.

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

3 Check Roster

4 Summary

5 Submit Roster

WELCOME TO STAGE 2: UPDATE ROSTER

To update your roster, you perform the following steps:

- Update chartered organization information.
- Review your chartered organization information and make any necessary changes.
- Select members for renewal.
- Promote members.
- Select members from another unit to become members of your unit
- Add new members.
- Add new adults and/or new youth to your roster.
- Update member data.
- Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- Update adult positions.
- Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next**

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

ROSTER REVIEW

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

Stage 2 is where you will update the information on your roster. There are several steps to updating the roster. Select Next when you are ready to begin. If at any time you wish to stop, you select the gear in the upper right corner and Log Out. All changes you have made will be saved.

NEXT

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 1 OF 6 : UPDATE CHARTER INFORMATION

Please review and update your chartered organization information.
When you have completed the changes, click **Next Step**.

Country: US

Address 1:

Address 2:

City:

ZIP code:

State:

NEXT STEP

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

UNIT INFORMATION

Unit type: Troop
Unit number: 0141
Unit expire date: 09/30/2017
District: Japeechen
Chartered organization:
Puckety Presbyterian Church

Unit term (months): 12
Unit new expire date: 09-30-2018

Enter the information relevant to the Charter Organization. When finished select Next Step. (Sensitive information has been redacted).
Notice the Review / Print Roster button.

CHARTER RENEWAL
APPLICATION

Unit: Troop 0141
District: Japeechen   County: Westmoreland
Unit Status: R   Term: 12 months   Expire Date: 09/30/2018

Charter Org: Executive Officer: Boys' Life:
                                                                 Term: 12 months
                                                                 Begins: 10/2017
                                                                 Ends: 09/2018

Registration:	Qty:	Fee:
Paid Youth		$
Multiple Youth		$0
Paid Youth BL		$
Paid Adults		$
Multiple Adults		$0
No Fee Adults		$0
Paid Adult BL		$
Unit Liability Insurance Fee		$
Total Amount		$0.00

DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.

909 Months Completed Tenure   100% Boys' Life: N

Pressing the Review / Print Roster Button will give you a copy of the Charter Renewal Application, which may then be printed if desired.

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

Note: Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
☑		340 Hulton Rd	Adult	1.Assistant Scoutmaster	
☑		1731 A Kenneth Avenue	Adult	1.Committee Member	
☑		2723 Leechburg road	Adult	1.Committee Member	
☑		2761 Hastings Dr	Adult	1.Committee Member	

PREVIOUS **NEXT**

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3. Check Roster
4. Summary

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Follow the instructions on the page for selecting and deselecting members for renewal. (Sensitive information has been redacted).

It is important to refresh your roster if your unit has accepted a youth or adult through the online registration system or if your unit has submitted any paper applications to the council that are not showing in your roster. Be sure to update the roster each time you return to work on your recharter.

⚙ ▾

Laurel Highlands Council: Troop 0141

1. Load Roster

2. Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3. Check Roster

4. Summary

STEP 2 OF 6 : SELECT MEMBERS FOR RENEWAL

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step.**

NOTE: You will be able to add members and change member information later in the process.
Following members are selected for renewal.

No.	Name	Street Address	Adult/Youth
1.		340 Hulton Rd	Adult
2.		1731 A Kenneth Avenue	Adult
3.		2723 Leechburg road	Adult
4.		2761 Hastings Dr	Adult

ROSTER REVIEW

Review / Print Roster

Renew: 0 Adult, 0 Youth
New: 0 Adult, 0 Youth

After deselecting members from the previous screen, only the members in your unit will show here. You may correct any incorrect information.

PREVIOUS   **NEXT STEP**

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3. Check Roster
4. Summary

STEP 3 OF 6 : PROMOTE MEMBERS

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.** Notice that you will see a fee on the righthand side of your screen under Roster Review. This is a view of only the registration fees for youth and adult members, not your final fee for recharter.

PREVIOUS   PROMOTE   NEXT STEP

Greater Niagara Frontier Council: Troop 0057

1. Load Roster
2. Update Roster
   - Update Charter Information
   - Select Members for Renewal
   - **Promote Members**
   - Add a New Member
   - Update Member Data
   - Update Member Position
3. Check Roster
4. Summary
5. Submit Roster

STEP 3 OF 6 : PROMOTE MEMBERS

This page has two parts. The first part presents a list of units from your community organization family from which you can promote members. You can only select one unit at a time. You may change your selection by clicking another radio button.

The second part allows you to promote members from a unit that is not in your community organization family. You must use the text boxes to enter the Access Code, Unit Type, and four-digit Unit Number and click the **Next** button. This unit must have the same expiration date as your unit. If you click a button for a unit in your community organization family, the text box option will disappear from the Screen. You can return to Promote Members later if you decide you require the text boxes or you want to select other units shown.

If your own unit is shown, it can be selected to promote an age-eligible youth member to an adult leader position (such as an 18-year old youth to assistant Scoutmaster).

Pack 0057 ○
Troop 0057 ○

If you want to promote members from a unit that is not in your community organization family enter the Access Code, Unit Type, and four-digit Unit Number for this unit and click the **Next** button. To be valid, the entered unit must have the same expiration date as your unit.

If you do not have the Access Code, please follow your council's instructions.

Access Code: [   ]

Type: [Pack ⌄]

Number: [   ]

ROSTER REVIEW

[Review / Print Roster]

Renew: 12 Adult, 5 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

[Update unit roster]

Follow the instructions for promoting members into your unit from another unit. **Note you will need access codes for units in which you are not a member.**

[PREVIOUS] [NEXT]

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new adults. When finished adding new adults, click **Next.**

To add new adult, please click here ->   **NEW ADULT**

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Here you may add a new adult.

PREVIOUS   NEXT

STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Add Adult

Transfer into this Unit : ☐

First name :

Middle name :

Last name :

Suffix :

Primary position in unit : ▼

Position 2 : ▼

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees : $$$$.$$

Complete the information for a new adult.

CANCEL   RESET   NEXT

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

Laurel Highlands Council: Troop 0141

1 ▶ Load Roster

2 ▶ Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
● Update Member Data
Update Member Position

3 ▶ Check Roster

4 ▶ Summary

STEP 4 OF 6 : ADD NEW MEMBER

Page 2 : Add Personal Data for Sam Spade
** Social Security number is required and will be entered by your council from the adult application.

Country :   US 🔍

Address type :   Home ▼

Address 1 :   1325 W Walnut Hill Ln

Address 2 :

City :   Irving

State :   tx ○

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

Note the warning about the social security number. You will <u>not</u> be asked to enter a social security number.
Here you will enter the youth protection completion date for the adult. You will need to submit the signed completed application, YPT certificate, and any other supplemental documents the council requires.

CANCEL   RESET   NEXT

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 4 OF 6 : ADD NEW MEMBER

From this page, you can add new youth. When all new youth are added, click **Next Step.**

NEW YOUTH   <-- To add new youth, please click here.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Here you may add a new youth member.

PREVIOUS   NEXT STEP

STEP 4 OF 6 : ADD NEW MEMBER

Page 1 : Youth

Transfer to this Unit : ☐

First name :

Middle name :

Last name :

Suffix :

Country : US 🔍

Address type : Home

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster
   - Update Charter Information
   - Select Members for Renewal
   - Promote Members
   - Add a New Member
   - Update Member Data
   - Update Member Position
3. Check Roster
4. Summary

Enter new youth member information

CANCEL RESET NEXT

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
● Update Member Data
Update Member Position

3. Check Roster

4. Summary

STEP 5 OF 6 : UPDATE MEMBER DATA

Please 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.

When roster is complete, click **Next Step.**

Note: You will have the option to signup members for *Boys' Life* during the Update Fees stage.

🔍 Search

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	*Boys' Life*	YPT Trained	YPT Date
Update	Remove		02/01/1951		1.Assistant Scoutmaster	N	N	10/29/2014
Update	Remove		08/12/1977		1.Committee Member	N	Y	06/09/2016
Update	Remove		06/15/1970		1.Committee Member	N	Y	06/13/2016

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UPDATE UNIT ROSTER

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

PREVIOUS   **NEXT STEP**

Here you have the opportunity to update information on your members. (Sensitive information has been redacted).

STEP 6 OF 6 : UPDATE MEMBER POSITION

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step.**

Note: Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update		Executive Officer
Update		Chartered Organization Rep.
Update		Committee Chairman
Update		Committee Member

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

  Update Charter Information
  Select Members for Renewal
  Promote Members
  Add a New Member
  Update Member Data
  Update Member Position

3 Check Roster

4 Summary

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

UNIT ADULT POSITIONS

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	7

PREVIOUS STAGE   **NEXT STAGE**

Here you are able to see if you have the required minimum unit adult positions for your unit type. (Sensitive information has been redacted).

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

CHECK ROSTER

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.

If you wish to make more changes to your roster before you continue, you can:

| Update Charter | Select Members for Renewal | Promote Members | Add Member |
| Update Member | Update Member Position |

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

Once you have made all your changes, you select Check Roster and your roster will be validated against the BSA unit requirements, including youth protection requirements of the members.

CHECK ROSTER

Laurel Highlands Council: Troop 0141

1 ▶ Load Roster

2 ▶ Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 ▶ Check Roster

4 Summary

CHECK ROSTER: ERRORS AND WARNINGS

ERROR:

Some of the unit information you entered contains one or more errors. An error is caused by information that falls outside the BSA's rules for membership.

Please investigate the source of these errors. You cannot complete the charter renewal process until these errors are resolved.

To go to the screen to correct the associated error or warning, click the chosen corrective action. Internet Rechartering will take you to the screen to make the correction.

After the errors are corrected, click **Re-Validate** to recheck the roster.

ERROR: ▓▓▓▓▓▓▓▓ does not have Youth Protection Training or Youth Protection Training is not current as of unit's new effective date. Reconcile Error Options:

- Click here to add/edit the Youth Protection Training for the unit registrant.
- Click here to remove the unit registrant from the renewal roster.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

If there are any errors they are indicated on this page. (Sensitive information has been redacted).

RE-VALIDATE

ADD/UPDATE MEMBER

Page 2 : Update Personal Data for ▇▇▇▇▇▇▇

** Social Security number is required and will be entered by your council from the adult application.

Country :	US 🔍
Address type :	Home ▾
Address 1 :	▇▇▇▇▇▇
Address 2 :	
City :	New Kensington
State :	PA 🔍

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 0 Adult, 0 Youth
Fees = $$$$.$$

Still updating the member in error. (Sensitive information has been redacted).

1 ▸ Load Roster

2 ▸ Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
● Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

RESET   NEXT

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

CHECK ROSTER: ROSTER IS VALID

Congratulations!

The validation was completed without errors. Please click the **Next Stage** button to continue.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

All errors have now been fixed.

NEXT STAGE

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

SUMMARY

Your unit roster has been completed and validated. You can now review the final roster and fees.

If you wish to make more changes to your roster before you continue, you can:

| Update Charter | Select Members for Renewal | Promote Members | Add Member |
| Update Member | Update Member Position |

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

Summary Page.

SUMMARY

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

STEP 1 OF 2: UPDATE FEES: MULTIPLE REGISTRATIONS AND *BOYS' LIFE*.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to *Boys' Life*. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

🔍 Search

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update		02/01/1951	$0.00	$33.00	$33.00	Adult
Update		08/12/1977	$0.00	$33.00	$33.00	Adult
Update		06/15/1970	$0.00	$33.00	$33.00	Adult
Update		11/26/1968	$0.00	$33.00	$33.00	Adult
Update		06/20/1948	$0.00	$33.00	$33.00	Adult
Update		07/28/1969	$0.00	$33.00	$33.00	Adult

BOYS' LIFE <-- Please click the *Boys' Life* button to verify and select 100% *Boys' Life* Recognition for your unit.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

Here is where you make changes to fees.

NEXT

Laurel Highlands Council: Troop 0141

1 ▸ Load Roster

2 ▸ Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 ▸ Check Roster

4 ▸ Summary

VERIFY *BOYS' LIFE*

Verify *Boys' Life* results for your unit:

For your unit to qualify as a 100% *Boys' Life* Unit, it's required that all unduplicated youth addresses receive *Boys' Life*. Click **Update Fees** by each person to subscribe to *Boys' Life*.

The following youth with unduplicated addresses in this unit*** are not signed up for *Boys' Life*:

Dylan
Justin
Nemy
Blaise
David
Michael
Brandon
Corey
Jack

***If *Boys' Life* goes into each youth's home through another subscriber, your unit does qualify as a 100% unit. If you order a subscription for each remaining youth member or you know that each youth receives *Boys' Life* at home, please check the recognition box. If your unit will not qualify, you should not check the box.

ROSTER REVIEW

Review / Print Roster

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $667.75
$$$$.$$

By clicking the Boys Life button on the previous page you will see what you need to qualify to be a 100% Boys Life unit.

OK

Laurel Highlands Council: Troop 0141

1 **Load Roster**

2 **Update Roster**

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 **Check Roster**

4 **Summary**

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver   [- Executive Officer ▼]

Your Initials   [   ]

Draw Your Signature

Also known as the charter fee

CLEAR SIGNATURE   SIGN DOCUMENT

Note – this council has elected to collect Accident and Sickness Insurance Fees
This would not appear if the council did not select this option.

REGISTRATION

Paid Youth	11	$$$$.$$
Paid Youth BL	2	$$$$.$$
Paid Adults	12	$$$$.$$
Unit Liability Insurance Fee	1	$40.00
Accident and Sickness Insurance Fee @ $2.25	23	$$$$.$$
Total Fee		**$$$$.$$**

If you choose to sign your charter electronically, you would complete this page and select NEXT.

NEXT

If <u>not</u> signing electronically do not fill in anything and select NEXT.

scoutnet.scouting.org says:

Do you want to proceed without Online Approval?

[OK] [Cancel]

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver   [_____] - Executive Officer, Charter ▼

Your Initials   [_____]

Draw Your Signature

[signature box]

CLEAR SIGNATURE   **SIGN DOCUMENT**

REGISTRATION

Paid Youth	11	$$$$.$$
Paid Youth BL	2	$$$$.$$
Paid Adults	12	$$$$.$$
Unit Liability Insurance Fee	1	$40.00
Accident and Sickness Insurance Fee @ $2.25	23	$$$$.$$
Total Fee		$$$$.$$

Laurel Highlands Council: Troop 0141

Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

5 Submit Roster

● Approve Roster
Payment
Submit Roster
User Survey
Submit Confirmation

If <u>not</u> signing electronically and you selected NEXT you are presented with this question. Select OK.

NEXT
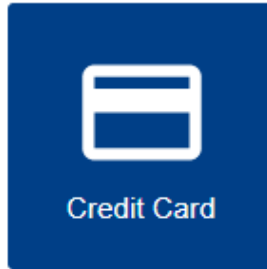
Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster
Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
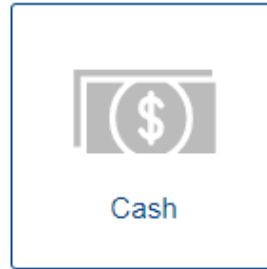Update Member Data
Update Member Position
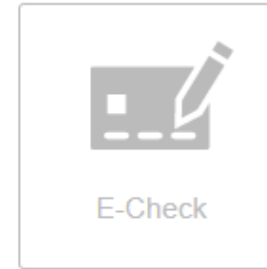
3 Check Roster

4 Summary

PAYMENT

Payment Methods

Credit Card

Cash

E-Check

3% Administrative Fee   No Fee   No Fee

Card Name	Enter Name
Card Type	Visa ▾
Card Number	Enter Number

REGISTRATION

Paid Youth	11	$$$$.$$
Paid Youth BL	2	$$$$.$$
Paid Adults	12	$$$$.$$
Unit Liability Insurance Fee	1	$40.00
Accident and Sickness Insurance Fee @ $2.25	23	$$$$.$$

| Total Fee | | $$$$.$$ |
| Administrative Fee | | x 3% |

| Total with Administrative Fee | | $$$$.$$ |

If paying by credit card you enter all of the credit card information.
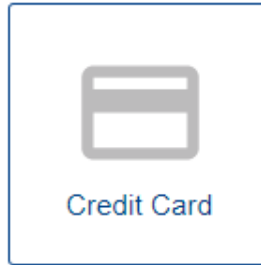Note there is a 3% administrative fee for using the credit card.

PAYMENT

Payment Methods

Credit Card	Cash	E-Check
3% Administrative Fee	No Fee	No Fee

Please submit remittance to your local council for any payment due. Thank you.

REGISTRATION

Paid Youth	11	$$$$.$$
Paid Youth BL	2	$$$$.$$
Paid Adults	12	$$$$.$$
Unit Liability Insurance Fee	1	$40.00
Accident and Sickness Insurance Fee @ $2.25	23	$$$$.$$
Total Fee		$$$$.$$

Select Cash and remit to your local Council by check, cash, or other accepted payment.
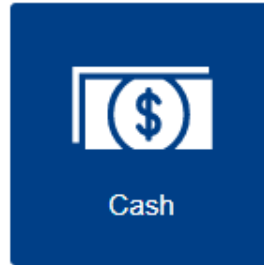
Sidebar navigation

1 Load Roster

2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position

3 Check Roster

4 Summary

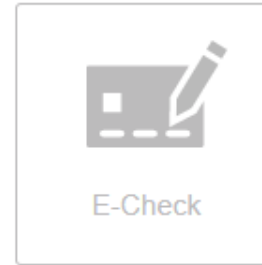Laurel Highlands Council: Troop 0141

NEXT

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

Update Charter Information
Select Members for Renewal
Promote Members
Add a New Member
Update Member Data
Update Member Position

3 Check Roster

4 Summary

Address: 1325 W Walnut Hill Ln

City: Irving

Payment Successful

Your payment has successfully completed with id:

59DD4B3EB68A23D71DBC015171548EED602F5447

Print Payment Confirmation

NEXT

This is the confirmation if using a credit card.

Payment Confirmation

Unit:	Troop 0141
Council:	Laurel Highlands Council

Transaction ID:	59DD4B3EB68A23D71DBC015171548EED602F5447
Payment Amount:	687.78
Credit Card Type:	American Express
Credit Card Number:	XXXXXXXXXXX1347
Payment Date:	10/10/2017

This is the Payment Confirmation if you selected Print Payment Confirmation on the previous slide.

Laurel Highlands Council: Troop 0141

1 Load Roster
2 Update Roster
3 Check Roster
4 Summary
5 Submit Roster
   Approve Roster
   Payment
   Submit Roster
   User Survey

SUBMIT ROSTER

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this | Review /Print Roster | link.

To submit your roster to the council, click below.

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees $$$$.$$

If you are paying by cash you have the option of checking this box, before submitting you roster. The box is greyed out for any other payment option.

When you are satisfied that your roster is complete, click on SUBMIT TO COUNCIL. Note the warning.

SUBMIT TO COUNCIL

scoutnet.scouting.org says:

Your renewal has been completed and no additional changes can be made.

Do you wish to submit your renewal now? Click OK to continue.

[OK] [Cancel]

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster
   - Approve Roster
   - Payment
   - **Submit Roster**
   - User Survey

SUBMIT R...

☐

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

Warning: Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this | Review /Print Roster | link.

To submit your roster to the council, click below.

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

This is the second confirmation that you are submitting your roster.

SUBMIT TO COUNCIL

Laurel Highlands Council: Troop 0141

1 Load Roster

2 Update Roster

3 Check Roster

4 Summary

5 Submit Roster

Approve Roster
Payment
Submit Roster
User Survey

INTERNET RECHARTERING SURVEY

Please provide your comments on the use of Internet Rechartering and how it may be improved. Click **Save** with or without comments to continue with your report submittal. **Reset** will clear any text you entered before you continue.

Total number of characters 0/1000

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

An opportunity to take the survey on using the Internet Rechartering tool.

RESET   SAVE

Laurel Highlands Council: Troop 0141

1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster

Approve Roster
Payment
Submit Roster
User Survey

SUBMIT ROSTER: PRINT CHARTER RENEWAL APPLICATION

Congratulations!

Your charter renewal information has been submitted successfully. You are finished with the online portion of Unit Charter Renewal.

The Unit Charter Renewal process is not complete, however, until you complete the following:

1. As requested by your council, print the Summary Renewal Report E-Z **OR** the Unit Charter Renewal Report Package (but not both). Please follow the instructions of your council in regard to which renewal application format is requested. You may save these PDF files for reference.
2. Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Chartered Organization Representative **OR** Executive Officer and Unit Leader).
3. Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders, the application is required.
4. Follow the instructions of your council in regard to payment of fees. If Online Payment was done the confirmation is on your report.
5. Deliver the Summary Renewal Report E-Z **OR** all pages of the Unit Charter Renewal Report Package, new member applications, any other requested forms, and make payment of fees due to your council.

Thank you for using Internet Rechartering from the Boy Scouts of America.

To print the charter renewal application, click here --> **PRINT RENEWAL APPLICATION**

ROSTER REVIEW

Renew: 11 Adult, 11 Youth
New: 1 Adult, 0 Youth
Fees = $$$$.$$

Confirmation of a successful submission.
If you re-enter Internet Rechartering at a later date, you will be presented with this page. This gives you the opportunity to print any required documentation.

CHARTER RENEWAL
APPLICATION

Unit: Troop 0141
District: Japeechen County: Westmoreland
Unit Status: R Term: 12 months Expire Date: 09/30/2018

Charter Org: Executive Officer: Boys' Life: 2
 Term: 12 months
 Begins: 10/2017
 Ends: 09/2018

Approver Name:	
Approver Position:	Executive Officer,
Approver Initials:	ak
Approval Date:	10/10/2017

Transaction ID:	59DD4B3EB68A23D71DBC015171548EED602F5447
Payment Amount:	687.78
(Total includes Administrative Fee)	
Credit Card Type:	American Express
Credit Card Number:	XXXXXXXXXXXX1347
Payment Date:	10/10/2017

Registration:	Qty:	Fee:
Paid Youth	11	$264.00
Multiple Youth	0	$0
Paid Youth BL	2	$24.00
Paid Adults	12	$288.00
Multiple Adults	0	$0
No Fee Adults	1	$0
Paid Adult BL	0	$0.00
Unit Liability Insurance Fee		$40.00
Accident and Sickness Insurance Fee @ $2.25	23	$51.75
Total Amount		$667.75

Here is a the charter renewal application, if you clicked on PRINT RENEWAL APPLICATION from the previous slide.