

Old Hickory Council

2021 Exploring Internet Recharter Guidebook



2021 "Quick Notes & Reminders" for Recharter Processing

- **Mandatory Requirement:** All Exploring Posts **are required** to recharter online. Internet Recharter can be done from the convenience of your home or office and is safe, secure and easy-to-use.
- **Recharter Deadline:** Monday, March 15, 2021 (to allow processing time and any error corrections)
- **Explorers** will recharter with the same process as traditional units through my.scouting or the link on our website.
- **2021 Fees:** Unit Liability Insurance (Recharter Fee) - \$75
Exploring youth/adults Membership Fee- \$42
- **Renewal Processor (RP)-** The organization determines the adult who will be responsible for renewing the internet recharter. (they should have a working knowledge with computers) This person will select a password that they will use for the internet rechartering. This password should not be confused with the Access Code. The RP must also agree to the internet registration: **Confidentiality Agreement Statement** before being allowed to continue with the Internet Recharter. This is step is after your login information is entered.
- **Recharter Access Code #:** This number will be included in the Council Commissioner email that will be sent in December. It is necessary to input that number each time the RP logs on to the Internet Rechartering System..
NOTE: this number changes every year.
- **Unit Expiration Date and Earliest Access Date**
March 31st- Unit Expiration Date
February 1st- Earliest Internet Recharter Access Date
- **Due Date -** To be considered an "on-time" recharter, you must complete the entire process **PRIOR** to your unit's expiration date. (March 31st) Remember! The **turn-in date** for recharterers is **Monday, March 15th** to allow processing time and any error corrections.
- **Recharter "window"-** (February 1st thru March 31st) New youth and adults cannot be added during this recharter "window". It is recommended that you add any new youth or adult applications **before** starting your internet recharter process. Any applications turned into the council office while you are processing your internet recharter cannot be seen on your internet recharter. They will expire 3/31/2021, and you will have to resubmit their membership after April 1st.
- **If you must submit new applications,** you can request your Internet Rechartering process to be reset, which will cause the newly added members to be seen by you in the recharter process.
- **If your unit is lapsed** for 2 months, your unit will drop from the BSA. Lapsed/dropped units are not covered by BSA/Old Hickory Council insurance. Youth and adults in lapsed/dropped units cannot register or participate in any events (District, Council, or National), cannot record any advancement or training.
- **TRANSFERS (from Post to Post) are not allowed** during the Recharter process. Transfers must be submitted to the Council office **before** you begin the online recharter.
- **DO NOT PRINT SUMMARY RENEWAL REPORT EZ** to submit to the Council, as this does not include your final roster. Please print the long report for submittal as this includes your new roster.

2021 Exploring Internet Rechartering 12-Step Instructions

Step 1 -The council will provide the Internet Recharter Access Code to the units.

This Access Code will be in an email letter from our Council Commissioner in December 2020.

If you did not receive your Access Code, please contact the Council office as we have a list at the front desk.

Step 2 -Renewal Processor (RP) Accesses the Internet Rechartering System

- Visit the Council website (<http://www.oldsickorycouncil.org>) and click on the link for the Internet Rechartering Page. *You can also access the Internet Recharter system through your my.scouting account; click on Menu, Legacy Webb Tools, and Internet Rechartering.*
- When ready to access the system, click on the Internet Rechartering link – you will be transported to the Internet Rechartering log-in page.
- **First time user's must register** - please click the appropriate box. (remember even if you did it last year, you will be a First Time user this year)
- Returning users should click the Returning User box.
- Enter your unit renewal ID, Unit type (use POST), and Unit Number (4 digits example: 0934 for 934)
- Please read the Confidentiality Statement and Click "I Agree".
- Please enter the registration information and your personal password. Click register.

Step 3 –"Stage One" – Load Roster

Choose to load your current roster by either using the Council's roster or by uploading your current roster from your unit management software*. (If you choose to upload your unit management software please make sure that you don't use nicknames and use the full given names). Please use upper and lower case letters (Not Upper Case only)

Once you choose a method of loading your roster, the choice you make cannot be undone without the system being reset by the Council. If you choose the wrong option, please contact the Council thomas.gordon@scouting.org to have it reset.

* The Internet Rechartering System is designed to be used with unit management software from various software vendors. Should any problems occur trying to synchronize information between your software and the Internet Rechartering System, please contact your unit management software vendor for technical support. The Old Hickory Council or the Boy Scouts of America will not be able to assist you if problems occur with your unit management software.

Step 4 – "Stage Two" - Update Roster

- **Update Charter Information: change any information necessary.**
Please note – you **MUST** enter a telephone number to advance to the next step. If your Chartered Organization does not have a dedicated phone number, please list either the number of the Executive Officer or the Post Advisor.
- **Select Members for Renewal:** Select the members you wish to renew, add new members, edit the existing members, and review the adult positions required for your unit. You can check any members that will not be returning and click next. On the following page, carefully review your selections. If you have made a mistake or would like to make changes, click previous to go back and make changes. If you are satisfied with your selections, click next.
- **Update Unit Roster**
It is important to refresh your roster if your unit has accepted a youth 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.
- **Roster Review**
Notice the Review/Print Roster button in the upper right hand corner. Pressing the Review/Print Button will give you a preview of the Charter Renewal Application, which appears in the DRAFT format. Do not submit this copy to the council office as this is only for you to see all the entries and corrections you have made to your recharter. It also shows a fee (in the upper right hand corner) but this is a view of only the registration fees for youth and adult members, not your final fee for recharter.

- **Add New Member**

You will have the option to add new adults and youth. Please follow the instructions to add new members. Applications must be turned in with your recharter paperwork. Youth Protection is required for all adults 21 and over along with an adult application a Form#28-573 Criminal Background Check Exemption if applicable if they are employees of a government agency that has already done a background check. If no the NEW Disclosure form should be attached to the adult application.

- **Social Security #** - We are unable to add a new adult member without entering a valid Social Security Number. Applications must be turned in with your recharter paperwork. Youth Protection is required for all adults 21 and over along with an adult application and a Form#28-573 Criminal Background Check Exemption if applicable if they are employees of a government agency that has already done a background check. If no then they need to fill out the Disclosure form with the adult application (make sure to use the NEW adult application). Youth Protection is also required for all adults.

Update Member Data

In this step, you will be able to update individual member information. You can edit phone numbers, addresses, emails, nicknames, etc. DO NOT change their name to a Nickname as we are required to use their official name in the registration process.

- **Update Member Position**

When making changes in adult leader positions, you must adhere to BSA rules regarding the number of leaders. You will not be allowed to proceed if you do not meet the minimum number(s) for registered leader positions, and you will be notified if that occurs (Errors will be shown on the right side of the screen in red). You must make the appropriate changes in order to proceed to the next step. Warnings are only informational and are not the same as Errors which MUST be resolved.

Any adult leader who changes their position is required to submit a new application with appropriate signatures confirming the change. (application to be submitted with recharter paperwork)

Step 5 – “Stage Three” – Check Roster

In this step, your roster (after your changes) will be checked against BSA requirements, including Youth Protection requirements. You will be informed if there are any errors, and you will be required to correct errors before moving on to the next step. Warnings are only informational and are not the same as Errors which MUST be resolved.

Step 6 – “Stage Four” - Summary Page

Your unit roster has been completed and validated. You can now review the final roster and fees. You can still make more changes to your roster before you continue.

Step 7 - Update Fees (Membership fees have changed this year! Check the new fee chart)

Once your roster has been validated, you will have a chance to review your roster and see the fees for each member. You can make fee changes at this time, including adding BL or marking Multiples- If someone in your unit has their primary registration in another Scouting unit, which means they have paid their annual registration fee in that unit, they are not required to pay another registration fee.

Please click the update option next to their name(s) and follow the steps to show the “multiple” registration.

NOTE: you must have 5 PAID youth (not multiples) in order to register your unit or permission from the Scout Executive.

***At this time, we are not accepting “Registration Assistance” forms on your recharter.

Step 9 - Approve Roster

- If you choose to file your charter electronically, you would complete this page and select NEXT. (This page allows the Executive Officer to approve and sign electronically) needed for Credit Card payments
- If not filing electronically do not fill in anything and select NEXT. (This means you are getting the paperwork signed and bringing to the Council with payment) “Do you want to proceed without Online Approval?” Select ok

Step 10 – Payment- 3 methods

- *Credit Card* - If paying by Credit Card you will enter the Credit Card information. Note there is a 3% administrative fee for using the Credit Card. Upon selecting this option and clicking NEXT, you will see a confirmation “Payment Successful” and should print out your payment confirmation at this time.
- *E-Check* - You may pay by E-Check. You will fill out the required banking information and there is no fee to use this method. The unit is responsible to promptly pay any amount that could not be collected by the E-Check processing.
- *Pay Direct To Council*- You can select \$ Pay Direct to Council and remit to the Council office by cash, check or unit account. Checks should be made out to the Old Hickory Council. If you are paying by Unit Account a grey box will appear after select “Submit Roster” which you should check to give the Council permission to use your unit account.

Step 11 – “Stage Five” -Submit Roster

When you are satisfied that your roster is complete click on SUBMIT TO COUNCIL. Note the warning notice that you cannot make any changes after you submit to Council. 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 and the Council Registrar will make the changes.

Step 12 – Print Charter Renewal Application

DO NOT PRINT SUMMARY RENEWAL REPORT EZ report, but DO print the long report which includes the roster.

Congratulations! You have just completed the “12-Step Process” of your 2020 Unit Charter Renewal!

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:**

- Print out the Unit Charter Renewal Report, the long report. **(Do not print the Summary Renewal Report EZ)** This report must be printed and submitted even if you paid online.
- Unless Online Approval was done, obtain the appropriate signatures for the renewal application (for both Executive Officer and Unit Leader)
- Attach the signed new member applications and the certificates of Youth Protection Training completion as appropriate. For new adult volunteer leaders or position changes, the application is also required with appropriate signatures and the NEW Disclosure Form. Note: the old application will not have the new Disclosure form so make sure you use the correct one.
- The Disclosure Form is not required for those individuals who complete **Form#28-573 “Criminal Background Check Exemption”** which is for employees of governmental agencies if criminal background checks have been previously made as a condition of their employment.
- Don’t forget to have the Memorandum of Undersigned signed and submitted with your recharter paperwork.
- **Remit the required fees with the paperwork** to the Council unless the fees were paid online. If online payment was done the confirmation of this payment will be on the report that you submit.
- Deliver the paperwork, ALL PAGES, new member applications, Disclosure Forms, Annual Charter Agreement, and any other required forms with payment of fees or online payment confirmation due to the Council office no later than Monday, March 15th.

NOTE: To be considered an “on-time” recharter unit, you must complete the entire process **PRIOR** to your unit’s expiration date of 3-31-21.