

Unit: _____ Unit Number _____

Recharter System Access Code: _____

Charter Organization: Charter Org Name: _____



BOY SCOUTS OF AMERICA®
SAN DIEGO-IMPERIAL COUNCIL

2018 Internet Recharter

The internet recharter system is only compatible with Internet Explorer 9 or older versions. If you use IE 10 or newer you must run it in "compatibility mode". For instruction on how to do this please see Page 3

Youth Protection Information

Youth Protection Training is required for all registered volunteers and expires every 2 years. Many of our adult leaders have Youth Protection Training that has expired in the last few months or will be expiring prior to year-end. Please ensure that all adults have current Youth Protection Training. YPT needs to be current as of 1/1/18. Youth Protection Training is available online at www.my.scouting.org

Charters are due to the Council office by November 17. Your district will be hosting a "turn in" day during October and November Roundtables or other events. To avoid any lapses in services or online access, please make sure your paperwork is completed and turned in on time with full payment of fees and all required signatures.

Annual Registration fee \$33 + \$1 insurance Boys Life \$12

New youth or adults registering for the first time in 2017 must pay an additional \$2/person per month to register for 2017. For example, if submitting your charter papers in November, please collect \$4 (November \$2 plus December \$2)

2018 RECHARTERING TIPS

Internet Rechartering is a National BSA Program.

The Council cannot change the program or the rules of registration.

BEFORE beginning the Online Recharter process you will need to:

1. **READ INSTRUCTIONS ENTIRELY**
2. Print a current roster from the Internet Recharter website at www.My.Scouting.org
3. Review your roster and make changes on paper so you know what changes and additions need to be made and which applications to collect to complete the online rechartering.
4. Note which individuals are multiple registrants and next to their name type the number of the primary unit where they paid. (i.e. M-Troop123 or M-District)
5. Collect completed:
 - ♦ Youth Applications for new Scouts, signed by the parent and unit leader. Legal names on applications.
 - ♦ Adult Applications for new adults, completed in its entirety and signed by the applicant and the Chartered Organization Representative. Every adult must have current Youth Protection Training, whether new or returning. The leader applications must list the CORRECT social security number. **Council Registrar will input social security numbers to initiate the Criminal Background Check process.** The leader application must be submitted with the signed Disclosure/Authorization page and initialed where noted.

Rechartering Tips:

1. **Internet Rechartering Tutorial and Online Access:** Go to - <https://www.sdicbsa.org/Membership/OnlineRecharter.php>
2. **EACH YEAR, THE UNIT RENEWAL PROCESSOR WILL HAVE TO LOG ON AS A “FIRST TIME” USER WITH A NEW ACCESS CODE** Unique Internet Recharter **access codes** are issued each year. Use the one provided with this packet.
3. Disable your “popup blocker” to allow all application processes.
4. Create a password that can be shared easily with other members in the unit who assist with the process.
5. Select Unit Type and enter number prefix 0. (Troop 0123)
6. **LEAVE ALL GRADES AS SHOWN.** Exception: If a Scout is currently listed in the wrong grade, change only that Scout. The National office automatically advances all grades on June 1.
7. **Retain all Lion/Tiger Cub Adult Partners (Packs Only).** Exception: If you delete a Lion/Tiger Cub, delete his adult partner too. Adult partners are not paid positions. Lions/Tigers must have adult partners to participate. If a Lion/Tiger Cub Adult Partner wishes to register in a paid membership position such as Den Leader, they **must** complete an adult leader application.
8. **Do not type over an existing leader’s record.** Create a new record for each new leader. Attach each leader’s completed application and YPT certificate. **The Adult Leader Application contains 2 pages that must be signed by the adult, initialed where indicated and submitted with the signed disclosure statement.**
9. A chartering organization that registers more than one unit **MUST** register the same Executive Officer and Chartered Organization Representative on all units. The Chartered Organization Representative only pays in one primary unit then will multiple for additional units.
10. Once submitted online, print final version (not draft) of all pages, obtain required signatures (unless the electronic signature is chosen), attach youth and adult leader applications with YPT certificates for anyone listed on Page 1 and submit all to the Council Service Center or your District Executive with payment of recharter fees.
11. Submit one check payable to **San Diego—Imperial Council, BSA**. The amount due is listed on the signature page of the charter papers. **If there is an overage, the excess will be deposited into your unit account. If there is a shortage, your unit account, if funds are available, will be used to make up the difference.**
12. **If you have ANY questions about the online rechartering process, PLEASE contact your Unit Commissioner or District Executive.**

RECHARTER REPORT PACKAGE TURN-IN CAUTIONS

Please be aware that the requirement to have the unit's Recharter Report Package checked by the commissioner staff is to avoid extra work by the unit and council staff when required material is not included. Do not take the unit's Recharter Report Package to the Service Center without this check being performed.

Check the Recharter Report Package carefully before submitting for commissioner review. It must be complete to be accepted at the Council Service Center. Below are some of the most common deficiencies we see when Recharter Report Package are checked or turned in. Save yourself an extra trip and frustration by checking these carefully:

- **No signatures**, or no signature page even printed. **After hitting the "submit" button, you must "print final report" which contains the signature lines for the executive officer of the chartered organization and the unit leader (i.e. CubMaster, ScoutMaster, Crew Advisor).**
- **Missing applications** for either new adult/youth members or missing signatures. Check that applications are complete with all signatures required. Adult applications **MUST** include the Social Security Number, the Disclosure/Authorization form must be completed and signed, and all questions at the right **MUST** be answered – especially important is #5 and #6.
- **Youth Protection Certificates** (copies) must be provided when requested by the final report. We can't "look it up online" – a **copy** of the YPT certificate **MUST** be there – no exceptions!
- **Incorrect Fee calculation.** Use the worksheet included in this Guide. The online system does not calculate the current month's registration fees. If a **NEW** youth or adult is registering for the first time in 2017, they have to pay \$2.00 per person per month to register in 2017. December 1 and after it will be \$2.75.
- **Dropping all Webelos-IIs.** Packs should recharter all Webelos IIs unless they will cross-over and join a troop in December. Otherwise, after December 31, they will **NOT** be members so they should **NOT** attend pack functions, they will **NOT** be covered by insurance, and they cannot earn advancement or Arrow of Light. (Webelos crossing over to Boy Scouts during 2018 do **NOT** pay registration again – they only transfer units so it is not money lost.)
Remember, you cannot turn in the Draft version. You must turn in the Final version by November 17, 2017.

All unit charters expire **December 31, 2017**. **November 17, 2017 is the last day to turn in the Recharter Report Package so it can be processed and ready for posting on January 1, 2018.** December 31 is also the last day to be considered "on time" for Journey to Excellence criteria.

District Executive Contact Information Call 619-298-6121 and the extensions below

Andrew Royster	Bonita-Otay	232	Jim Trageser	Buena Creek	225
Dan Marks	Rancho Coastal	240	Laura Scheid	Rancho Mesa	222
Enrique Teigeiro	Southbay	216	Rob Canton	Balboa	271
Erica A. Shotwell	Tecolote	250	Steve Leapley	Palomar Mountain	255
Erin Gillette	Exploring	258	Steve Sano	<i>Desert Trails 760.691.9284</i>	
Jeff Boswell	San Luis Rey	237	Vicki Gongora	Crossroads	223
Jeff Young	Magnolia	266			

Final Recharter Checklist

You must turn in the following items with your final Recharter Paperwork for your Recharter to be complete.

- Printed UNIT CHARTER RENEWAL REPORT PACKAGE
- Signed Chartered Organization Agreement
- Signature of the Executive Officer or Chartered Organization Representative unless electronic signature was chosen.
- Signature of the Unit Leader
- New Adult Applications signed by both the Unit Committee Chair *and* the Chartered Organization Representative, also all adult applications should include the disclosure/ authorization form for the background check, *and* proof of completion of Youth Protection Training (*printed certificate of completion*)
- New Youth Applications signed by parents and Unit Leader. Double check date of birth.
- One Check made payable to *San Diego—Imperial Council* for the total fees.
- 2017** Journey to Excellence form
- Date for Unit Friends of Scouting Presentation (preferably Blue & Gold Banquets for Packs or Courts of Honor for Troops)