



Unit Renewal Training 2023 - 2024



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Overview

1. Renewal Timeline
2. How to Access the New System
3. Screenshots of Renewal Steps
4. How to Pay
5. Upcoming Training and Help Sessions





Renewal Schedule

October:

- 1st - Internet Recharter 2.0 goes live
- 02 – 30th Units logon and complete online renewal

November, December:

- District Roundtable or other District “Turn-In” Event – Offer Opportunity to submit documents in person and sit down with commissioners & District staff to review
- Units clean up error issues (fees, signatures, youth or adult applications, YPT expired, background check forms)
- NOV 19th – Renewals due to your district staff/service center
- Council Registration reviews and posts units
- DEC 31st – Unit charters expire if not posted





Steps for a Successful Renewal

Before you Begin:

- Submit all youth and adult applications to your local service center **before you begin** – **new applications in Scoutnet by October 14.**
- Determine which youth and adults are no longer participating in your Unit for 2024
- Reach out to inactive youth and encourage their participation in Scouting for 2024
- Notify parents and leaders about fees for 2024 and begin collection
- Decide how you would like to pay for renewal (Online or in person)





2023 Recharter Fee Structure

- Youth Fees - \$80.00 Cub Scouts, Scouts BSA, Venturing (\$5.00 increase)
 - \$25.00 joining fee for any new youth (Not pro-rated, no change)
- Exploring participants Fees - \$50.00 (no change)
- Council –paid membership Fees - \$30.00 (no change)
- Adult Fees - \$60.00 (\$15.00 increase)
- Scout Life Magazine - \$15.00 (\$3.00 increase)
- Unit Fee - \$100.00 (\$25.00 increase)





Internet Recharter 2.0 – Important Changes for 2022

- YPT non-compliance now an Error for the unit
- Council Registrar enabled to view charter and assist unit in real-time
- Enabled printing of unit charter prior to submittal for review
- Updated features to both register and identify multiples
- Improved recharter validation (e.g., min # of ldrs, too many ldrs in a position, CBC, YPT)
- Improved payment processes, particularly using ACH
- Improved recharter support for Exploring Posts and Clubs
- Email approval will be sent to both Unit Key 3 and Key 3 Delegate
- Demo Tool for Commissioners (aka Sandbox)



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Who Can Access Internet Rechartering 2.0

- Unit Leader
 - Committee Chairman
 - Charter Organization Rep / Delegate
 - Key 3 Delegate
-
- Key 3 member can assign a Key 3 Delegate through “Position Manager” on my.scouting.org. Please note any changes to positions will take 24 - 48 hours to sync.





Steps for a Successful Renewal

- Log onto Internet Rechartering 2.0:
 - <https://advancements.scouting.org/login>
- You will log in using your my.scouting.org or ScoutBook username & password. There are no special access codes for renewal.

Internet Advancement Roster

My Organization

Troop 118 Friends of the Williamson Troop **BOYS**

Council: Three Rivers Council
District: Sabine
Chartered Organization: Friends of the Williamson Troop

Troop Roster Pending Items History

Search by Name or Member ID

	Name	Member ID	Age	Last Rank Approved
<input type="checkbox"/>	Adam Brasher	128959725	17	Star Scout
<input type="checkbox"/>	Zachary Brasher	130281675	16	Star Scout
<input type="checkbox"/>	Kryndon Hardy	130084609	13	Bobcat
<input type="checkbox"/>	Trevor Hatton	125786253	18	Life Scout
<input type="checkbox"/>	Branson Healy	130281680	16	Eagle Scout

Total: 5 Items

Once you have logged into your account - Click on Recharter



- Your roster will automatically load
- In this step you can:
 - Change leader positions
 - Add Scout Life Magazine
 - Add & Remove Members
 - Assign Members as “Multiple” with other Units
 - See YPT & Criminal Background Check Status

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-0457

TROOP ROSTER
REMOVED MEMBERS (1)
 PENDING MEMBERS (1)

[Payment Logs](#)
[Refresh Roster](#)
[Print Roster](#)

[Manage Members](#)
[Upload Document](#)
[Show: All Roster](#)

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln, Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	Bronson Halton	M		1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	115299012				\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Camaby St, Irving	Adult	Executive Officer	111098471	--			\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Camaby St, Irving	Adult	Committee Member	111098471				\$ 45.00	
<input type="checkbox"/>	Jonathon Healy	M		1325 W Walnut Hill Ln, Vidor	Adult	Scoutmaster	104132872				\$ 45.00	
<input type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln, Vidor	Adult	Committee Chairman	9177174				\$ 45.00	
<input type="checkbox"/>	Marvin Lopez	--		--	Adult	Assistant Scoutmaster	--				\$ 45.00	
<input type="checkbox"/>	Adam Brasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	128599725	--	--		\$ 72.00	
<input type="checkbox"/>	Branson Healy	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	--	--		\$ 72.00	

Add Youth (Must have at least 5 youth)

Total 12 Items
 < 1 2 > 10 / page



Steps for Adding Youth & Adult Members

Internet Advancement Recharter

Welcome, Derek Brasher

Add New Member

2. Enter information in fields

First Name

Donna

Last Name

Arnold

Member Type

Adult

Primary Position in Unit

Committee Member

Date of Birth

MM/DD/YYYY

Add Paper Application

Required Field

5. Click Add Member

Add Member

1. Click Manage Members

Manage Members

Upload Document

Show: All Roster

Members (0)

Name Gender DOB Address Member ID

Brandon Hardy M 1325 W Walnut Hill Ln., Vidor

Bronson Hutton M 1325 W Walnut Hill Ln., Vidor

Derek Brasher M 5315 Carnaby St, Irving

Derek Brasher M 5315 Carnaby St, Irving

Joseph Muckleroy M 1325 W Walnut Hill Ln., Vidor

Joseph Muckleroy M 1325 W Walnut Hill Ln., Vidor

Marvin Lopez

Open

This PC > Desktop > APPLICATIONS AND FORMS

Organize New folder

Downloads

Documents

Pictures

Registrar Tr

Internet Rechar

LCT

PRINT REPOSITO

Boy Scouts of Am

OneDrive - Boy Sc

This PC

3D Objects

Desktop

2021 Adult Application

4. Locate application to where it is saved, click open and the document will attach into the renewal

File name:

Adobe Acrobat Document

Open

Cancel



Adding Members

You can upload the following documents via PDF/JPEG file

- Application
- Youth Protection Certificate
- Criminal Background Check Disclosure
- Note – You may only upload 1 document per person, so a zip file is recommended for multiple documents

By uploading these documents, you do not need to submit hard copies to the Service Center





Changing Position

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

To edit a position - Click the pencil Icon

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00	

Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

1. Click drop down
2. Select position
3. Click Update Information button

Update Member Information

You are editing Bronson Hatton's information

Primary Position in Unit
Committee Member

Update Information

Primary Position in Unit

- Assistant Scoutmaster
- Chartered Organization Rep.
- Committee Chairman
- Committee Member
- New Member Coordinator
- Parent Coordinator
- Scoutmaster

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Rep.	13332946				\$ 45.00	
<input type="checkbox"/>	Bronson Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00	



Assigning Members as Multiples with Other Units

- Check box next to member on roster
- Click “Manage Members.”
- Select “Mark as Multiple.”
- Fill in number of unit where registration resides.
- Click “update.”
- Council must verify the registration before the charter can post.





Removing a Member from the Recharter

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Manage Members](#) [Upload Document](#) [Show: All Roster](#)

[Add New Member](#)
[Invite New Member](#)
[Mark As Multiple](#)
[Remove From Recharter](#)

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946				\$ 45.00
<input type="checkbox"/>	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012				\$ 45.00
<input type="checkbox"/>				Executive Officer	111098471					\$ 0.00
<input type="checkbox"/>				Chartered Organization Rep.	111098471					\$ 45.00
<input type="checkbox"/>				Committee Member	--					\$ 45.00

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

☐ Donna Arnold

CANCEL **REMOVE**

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

[Add To Recharter](#)

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

- Select member to be removed
- Click “Remove from recharter.”
- Click “Remove”





Adding Back a Removed Member

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete 2 Payment and Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2021

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 5890 Packard

Chartered Organization City: Vidor

Chartered Organization State: TX

Chartered Organization Zip: 77662-2457

1. Click on the Removed Member tab

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1)

Add To Recharter

3. Click Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

2. click the checkbox next to the name you would like to add back into the Recharter

Validate Recharter and Pay

- Click on “Removed Members.”
- Check the box next to the person to be added back.
- Click “Add”.





Validating & Paying

- Once you have completed the membership review, choose Validate Recharter and Pay
- Errors will be displayed: Not enough leaders, leaders without YPT, leaders without Background Check
- The only error that will stop you from completing the process online is not having enough leaders in the critical positions (Charter Rep, Committee Chair, Unit Leader, 2 members of committee, Den Leader)

The screenshot shows the 'Internet Advancement Recharter' interface. A modal window titled 'Validate recharter' is open, displaying the following text:

Recharter cannot continue due to the reasons listed below.

- Unit does not have the required amount of leadership positions
- Leaders have current YPT
- Leaders have completed CBC authorization
- Leaders are more than 18 years old

The 'CONTINUE EDITING' button is circled in the modal. A separate text box on the right states: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.'

The background interface shows the 'TROOP ROSTER' with the following members:

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	Kryndon Hardy	M		1325 W Walnut Hill Ln, Victor	Youth	Youth Member	130984609	--	--	1	\$ 72.00
<input type="checkbox"/>	Zachary Brasher	M		1325 W Walnut Hill Ln, Victor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

At the bottom of the interface, the 'Validate Recharter and Pay' button is circled.



Payment

- There are three payment options: Credit Card – Electronic Check – Pay at Council
- There is a 3% fee for paying with a credit card and a \$1 fee for electronic check
- There are no additional fees for paying with a check at the Service Center

BILLING INFORMATION ?

Code
USA

Country
USA (US)

PAYMENT METHOD

☒ Credit Card
Extra credit card fee 3%

Credit Card payment

Exp. Month

Exp. Year

☒ E-CHECK
Extra fee \$1

E Check payment

☒ Pay at Council
No extra fee

Pay at Council

RENEWAL ROSTER FEES TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	5	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.



Paying at Council Service Center

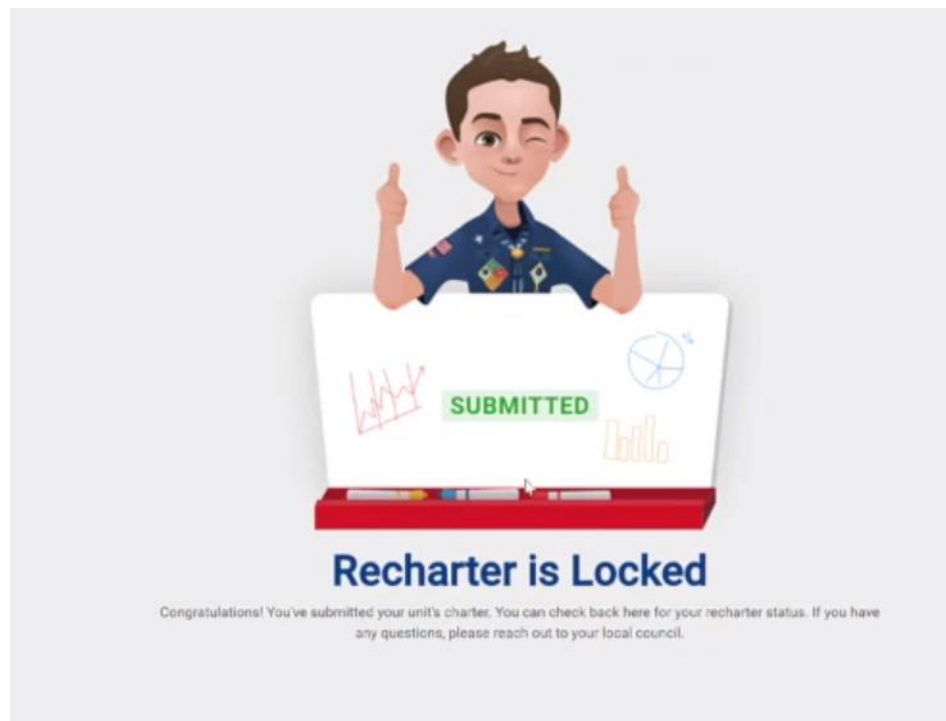
- Able to add or drop members after charter is submitted.
- Direct payment compels registration of youth and adult members as shown on the charter.
- If unit adult has expired YPT and delays renewal, the charter is on hold until that is complete.
- Service center payment allows removal of the expired adults so the unit can be posted.





Charter Approval

- Once the payment has been processed, an email will be sent to the Charter Organization Representative in the form of Adobe Sign for approval.
- If necessary, a member of the unit key 3 can sign on behalf of the COR
- Once approved, the Council will receive notice and will begin to process your renewal – no paperwork submission is necessary if you uploaded all additional documents. Otherwise, you will need to submit additional applications, CBC forms, and YPT certificates to the Service Center.
- **It's important to have all documentation ready for upload to keep the process moving smoothly!**





Internet Recharter 2.0 – Final Step



- Charter Approval
 - Letter sent to Key 3 and Key 3 Delegate
 - Either may approve
 - Preferred approval is by COR

Note: Refer to **New User Guide** for additional details



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Internet Recharter 2.0 – Typical Defects

Common Defects

- Criminal Background Check Missing
- Youth Protection Training Missing or Expired
- Signatures Missing (e.g., New Application)
- Adult Application(s) Missing
- Key 3 Approval Missing
- Incorrect Payment Amount
- Youth Turned 18 – Needs Youth Protection Training, Criminal Background Check, and Application
- Loading a blank or incomplete document

Tips to Avoid Defects

- Ensure ALL Adults have a signed form on file at Scout Office
- Review YPT Aging Report and have ALL adults up-to-date
- Have ALL New Member Applications Completed On-line
- Take inventory prior to start of charter for ALL adult
- Agree in advance of recharter who will complete approval
- Double and maybe triple check all arithmetic including collection of funds from families
- Be aware of youth turning 18 and remaining with unit that these are Requirements
- Be sure any document loaded has a purpose & is complete



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Charter Renewal Resources

Recharter Webpage - <https://www.scouting.org/commissioners/internet-rechartering/>

- Internet Recharter 2.0 App - <https://advancements.scouting.org>
- New Recharter Guidebook Information – (3) Resources available
- New/Updated Internet Recharter app User Guide
- New/Updated Training Video
- Updated FAQs
- Summary of Recent Updates, Changes, and Enhancements
- Demo tool for commissioners (similar to a 'sandbox')
- Internet Recharter Responses to Forum-Related Questions/Discussions helpdesk

Your Unit Commissioner, District Commissioner, Council Registrar or Council Recharter Lead



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<https://www.scouting.org/commissioners/internet-rechartering>



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Questions ?



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