



## ALL TRADITIONAL UNITS RECHARTER IN THE MONTH OF JANUARY

Anyone registered in the unit after the roster is printed will not be reflected on the printed roster in the packet. Once you enter Internet Recharter through [www.myscouting.org](http://www.myscouting.org) the roster you upload will reflect all currently registered members.

### IMPORTANT NOTICES:

- If your unit has not turned in a complete charter, all documentation to be attached and fees for the prior to the expired date of the unit, the unit will need to begin the process again completing all the paperwork required for a new unit. This includes applications for everyone.
- No Adult Leader will be allowed to register without proof of a current Youth Protection Training (YPT).
  - Youth Protection Training is available online at:  
<https://www.scouting.org/training/youth-protection/>

### **RECHARTER INSTRUCTIONS AND CHECKLIST**

#### **FOR PREPARING A CHARTER RENEWAL**

Checklist for Unit Processors

**Your recharter packet will be emailed to you in October and MUST be turned in by Dec. 15<sup>th</sup> to your Unit or District Commissioner or your District Executive.**

Your unit will be available for processing on the Internet Rechartering page of the Gulf Stream Council website, [www.gulfstreamcouncil.org](http://www.gulfstreamcouncil.org), 90 days prior to expiration or November 1, 2019. The access code needed to enter the recharter system is included on a page in the renewal packet. All access codes change annually. Codes from previous years cannot be used.

The unit committee must first conduct a “Membership Inventory” to determine which members are to be rechartered, which adults will be in which positions, which addresses, phone numbers, etc need to be changed, which members should be registered as multiples (registered and paying in other units), etc.

The appointed unit processor uses the results of the inventory to begin the recharter process online. The recharter home page includes a tutorial and a Q&A section. When ready, log on as a new user for the first time each year with the provided access code and establish a password. If there are any difficulties getting started and into the system, see the enclosed “PC Troubleshooting for Internet Rechartering”.

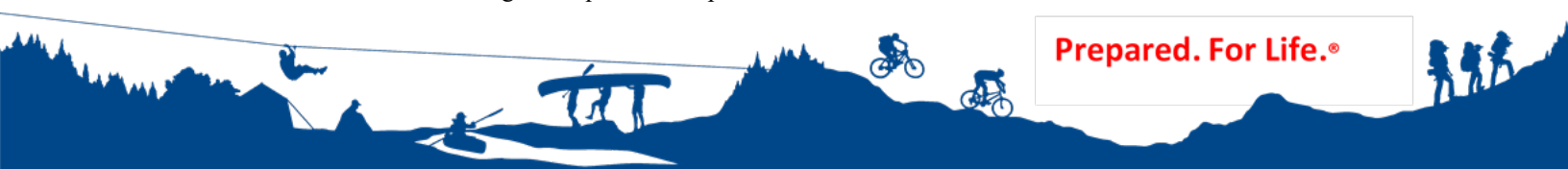
The recharter process can be stopped at any time and resumed from any PC using the same access code and password and logging in as a returning user. The processor must choose whether to begin with the unit management software data or the ScoutNet data from the national files. The process is very simple and the software will prompt the user on each screen.

If the unit data will not download and validate there are some tips for reviewing your data on the enclosed form, “PC Troubleshooting for Internet Processing”.

Some additional items to check as you go along:

- The Charter Organization cannot be a Public School, Government Institution or US Military Organization and the address should be verified.
- If the Charter Organization is changing, the District Executive must be notified and will handle that change.
- The following are required adult positions:

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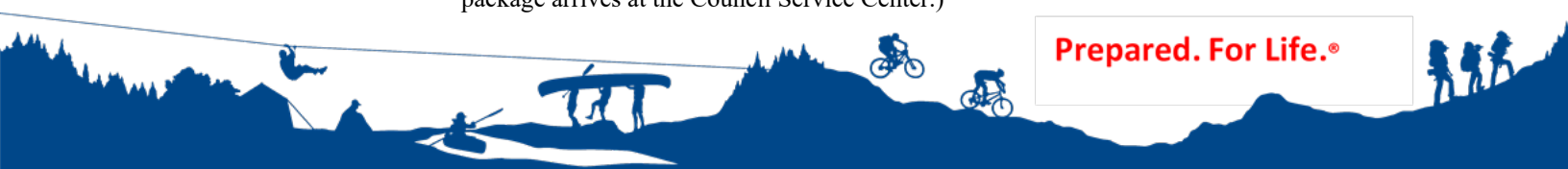
# BOY SCOUTS OF AMERICA

## GULF STREAM COUNCIL

- **IH** - Executive Officer of Charter Organization (Must be the same person in all units sponsored by the same Charter Partner.)
  - **CR** – Charter Partner Representative – Must be the same person in all units sponsored by the same Charter Partner. (can also multiple as CC or MC, in no other position)
  - **CC** – Committee Chair
  - **MC** – 2 Members of the Committee (Parent Coordinator can satisfy this position.)
  - **Unit Leader** - Cubmaster, Scoutmaster, Crew Advisor, Team Manager, or Skipper.
  - **Den Leader** if a Pack (must be at least one TL, DL, or WL)
  - **Tiger Parents** if Tigers (one per Tiger, unless siblings)
  - **Lion Parents** if Lions (one per Lion, unless siblings)
  - There can always be additional MCs, Asst. Cubmasters, Asst. Scoutmasters, Asst. Advisors, Mates, Tiger Leaders, Den Leaders, Webelos Leaders and assistants.
- Note:** If a Pack, Crew, or Ship has co-ed youth, there must also be co-ed registered leaders.

- All registered adults in a paid position must be registered with a valid Social Security # on file. If a parent moves from an unpaid Tiger parent position to a leader or committee position, an adult application must be completed with a SS#.
- A minimum of five paid youth is required
- To change a youth to an adult, “Promote” them in Stage 2.
- Ranks cannot be updated in the recharter process. This is an advancement function. If the rank is incorrect, it generally means that an advancement was not reported or the youth was not registered at the time and it could not be processed.
- When the recharter process is complete and the draft print has been checked, “submit” the roster in Stage 5 and print out the renewal package. ALL pages of this package must be returned in to the unit committee to complete the process. **Submitting the roster online DOES NOT complete the renewal process and if the remaining steps are not completed and brought to the Unit or District Commissioner the unit will expire as if nothing was done.**
- At a meeting including the head of the Charter Organization or his representative-the Charter Representative, the Committee Chair, the Unit Leader, and the Commissioner, the printed renewal application should be reviewed for accuracy and additional changes. Once submitted online, however, additional changes cannot be made online and should be made by hand on the printed roster.
- The following items must be added to the roster to complete the recharter package.
  - applications for all new youth and adults (listed on the first page of the package)
    - New adult applications must include THE NEW DISCLOSURE FORM.
  - a check for recharter fees
    - \$75 per registered youth and \$50 per registered adult (except multiples paying in another unit)
    - \$12.00 per Boy’s Life subscription, youth & adult  
(The *Scouting Magazine* is free to adults)
    - \$75.00 Unit Liability Insurance Fee (Charter Fee)
- Following is a list of original signatures required for each document and application:
  - Roster – IH/CR, Commissioner, Unit Leader
  - Lion Application – Parent, Unit Leader
  - Tiger Application – Parent, Unit Leader
  - Cub Scout/Boy Scout Application – Parent, Unit Leader
  - Venturing Application – Youth, Parent (if youth is under 18), Unit Leader
  - Adult Application & Disclosure – Applicant, CC, IH/CR, DE  
(ALL original signatures required. The District Executives will be added when the package arrives at the Council Service Center.)

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When the recharter package is complete, it should be given to the Commissioner or taken to the District Recharter Collection. Contact your District Commissioner for date and time of this collection. The recharter package shall not be taken directly to the Council Service Center.

Once the unit Charter Renewal is processed by the Registrar in the Council Service Center you will receive instructions on how to print membership cards and access other important data.

**No transfer applications are accepted at recharter time.**

## **PC TROUBLESHOOTING for INTERNET RECHARTERING**

You MUST enter the Gulf Stream Council website ([www.gulfstreamcouncil.org](http://www.gulfstreamcouncil.org)) from Internet Explorer (blue "e"). You cannot go to Yahoo or Google, etc and then open the Council website. OR you can access Internet Rechartering at [www.myscouting.org](http://www.myscouting.org).

Cannot have a Yahoo/Google tool bar

To test, go to Start/Control Panel/Add/Remove Programs and see if you have google or yahoo tool bar.

Pop up Blockers must be off

In Internet Explorer go to Tools/Pop Up Blockers and be sure they are off.

If it says "Turn On Pop Up Blockers" in black then they are off.

If it says "Turn Off Pop Up Blockers: they are on – click here to turn off."

If you "**can't get in**"

– meaning the access code and password won't open the recharter pages for a first time user, then your problem is most likely the security settings on your PC. No error message is given about the security settings. The screen returns with the log in fields emptied and no messages.

**You must allow Cookies in order to download the BSA Roster from ScoutNet.**

In Internet Explorer, go to: Tools/Internet Options/Privacy Tab/Advanced Button

Click box next to "Override Automatic Cookie Handling"

Click "Prompt" radio button

Click box next to "Always Allow Session Cookies."

If you **can't remember your password**, Call the Council Registrar who can reset the password to one of your choosing.

If "**we need to start over**". Call the Council Registrar who can reset the unit as if you had never started.

If you are uploading your roster from your BSA compatible software and **cannot validate the roster** and proceed past Step 3 of the download process and error message is "Error processing validating your data. Please try back later. If problem persists, please contact your council." This means that there is improper data somewhere in your current records. Here are some things to check and can be corrected by going back to Step 2 and updating the record (no waiting necessary):

- No apostrophe in charter partner name or member names
- Must be an address for the Charter Organization
- DOB must be sensible (not like year 2019 or 13/01/1995)
- DOB must make sense for the person, Y or A (adult can't be 01/01/2001)
- Social Security number must be valid
- All required positions must be filled in the current roster
  - IH, CR, CC, 2MC, top unit leader (ie. some kind of den leader in packs)

