



**Greetings Unit Leaders, Committee Chairs and Chartered Organization Representatives,**

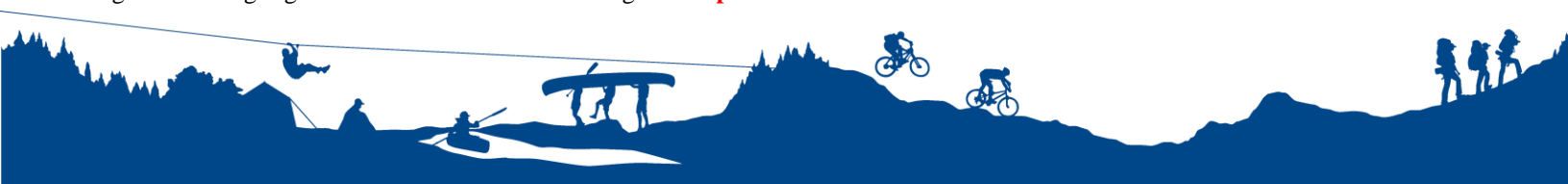
The information listed below is to assist the person responsible for completing the charter renewal process for your unit. Your ability to access online charter renewal begins November 1<sup>st</sup>, 2021! Additional information is also available at your District Roundtable and at [www.gulfstreamcouncil.org/recharter](http://www.gulfstreamcouncil.org/recharter) .

The biggest change in the rechartering process is that only Key 3 Leaders will have access—this includes the chartered organization representative, committee chair, and Cubmaster/Scoutmaster/Skipper/Crew Advisor/Exploring Advisor. In the past, units received an access code that they could share with anyone in their unit that was completing the recharter. This year you will **NOT** receive an access code; instead, access will be determined by unit role. Only Key 3 leaders will have the option to enter the Internet Rechartering portal.

If you wish for another registered unit leader (perhaps a committee member or assistant Scoutmaster/Cubmaster) to complete the recharter on your behalf, you have the option of **assigning a DELEGATE** to have your permissions within the system. This does not change their position or yours; it simply gives them additional permissions. If you need to assign a delegate, it's best to do this now ahead of recharter, so your unit is ready to go. Internet Rechartering will open on November 1<sup>st</sup>. Assigning a delegate is a simple step done online; see instructions [here](#). If you prefer a video tutorial on assigning delegates and functional roles within my.scouting.org click [here](#).

**What to do before you begin the Recharter Process:**

1. Take some time to familiarize yourself with the online help resources and Charter Renewal FAQ found at <https://www.scouting.org/commissioners/internet-rechartering/>
2. Confirm your membership. In my.Scouting.org, select your unit, go into the Organization Manager and click on the Roster function. This shows your adult and youth members that are registered with the BSA. You can filter the list by adults or youth or export your roster into a printable PDF or a CSV file (spreadsheet). Make sure everyone you think should be on your roster is really on your roster!



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3. Confirm your Key 3. Make sure the adults registered as the committee chairperson, unit leader (Cubmaster, Scoutmaster, crew advisor or skipper), and chartered organization representative are correct and are currently active in your unit. Having accurate information about the Key 3 is important. We'll be sending emails about your recharter directly to them and they're the ones who will have access to the new Internet Rechartering system. Do this in [my.scouting.org](http://my.scouting.org).

### When you are ready to access the Unit Charter Renewal System (UCRS)

1. Go to: <https://advancements.scouting.org/login>
2. Log in using your my.scouting/Scoutbook credentials
3. Click on "Recharter" located on the taskbar on the left side of the screen

### Please be prepared to upload the following items into the Internet Rechartering system:

1. **Signed Annual Charter Agreement.**
2. CBC Additional disclosure forms from any adults who have not yet completed one
3. BSA Adult or Youth applications for everyone who is being added to the Recharter. Adult applications MUST include a signed Disclosure/Authorization form.
4. Youth Protection Training Certificates - YPT is available online at <http://my.scouting.org>

### PLEASE NOTE:

- Fees for youth are **\$72.00** for registration and **\$14.00** for insurance. Totaling **\$86.00**. For new youth not previously registered there will be a **\$25.00** one-time new joining fee assessed as well.
- Fees for adults are **\$45.00** for registration and **\$10.00** for insurances. Totaling **\$55.00**.
- The Charter Renewal Fee is **\$75.00**.
- The final paperwork must be uploaded through Internet Rechartering 2.0 and include appropriate signatures on all individual adult and youth applications.
- Youth Protection training is required for all adults.

### Other documents strongly encouraged to be turned-in:

Journey to Excellence Form: JTE forms are available online at

<https://www.scouting.org/awards/journey-to-excellence/unit/>

The Gulf Stream Council Unit Planning Survey can be found at

<https://www.gulfstreamcouncil.org/unitplanningsurvey> after November 1st.

### **All Completed Recharter must be submitted online by December 15<sup>th</sup>**

If you have any questions, please contact your District Executive or our Council Registrar

**Joanne Moniger** by email at [Joanne.Moniger@scouting.org](mailto:Joanne.Moniger@scouting.org) or by phone at **561-694-**

**8585.**

