**2016 CVC RECHARTER INSTRUCTIONS**

Recharter Envelope Contents

1. These Recharter Instructions
2. Charter Agreement (Goldenrod)
3. Unit Check List
4. 5 Adult Applications
5. 5 Youth Applications

**UPDATES - NEW INFO**

 At recharter, units no longer have to fill out an adult application when moving from one unit to another within the same Chartering Organization. Additionally, you no longer need to fill out an adult application when changing leader positions within a Unit. However, a youth who becomes an adult leader (turning 18) within a unit, they are required to fill out an application and complete the appropriate YPT. See page 9 of the CVC Recharter Guide

 A unit who fails too properly turn in their charter renewal package by 1 February 2017 will not be permitted to conduct any unit business at the Scout Shop & Council Service Center until correctly completing the process.

 Effective immediately, units will not be able to turn in their charter renewal packages to the Scout Shop/Council Service Center. Packages must be turned in and accepted by your Unit Commissioner, District Commissioner, or designated representative.

See Guide for further details

**INSTRUCTIONS**

**Step 1** – Review & inventory unit membership roster; make updates to member info as needed

**Step 2** – Log on to Internet Recharter system beginning 1 November

Log in to [www.my.scouting.org](http://www.my.scouting.org) : then go to ‘Legacy Web Tools - Internet Rechartering’

**Step 3** – Complete Internet Recharter

***Stage 1*: LOAD ROSTER** – Download unit roster from the BSA Scoutnet database

***Stage 2*: UPDATE ROSTER** – Select members you wish to renew, if applicable, promote members (see detailed instructions in Guide), add new members, edit member information, and review & update the adult positions required for your unit

***Stage 3*: CHECK ROSTER** – Internet rechartering automatically checks the roster against the BSA rules for membership. Make any corrections necessary to correct errors.

***Stage 4*: SUMMARY** – You may check and make changes to your members’ Boys’ Life subscriptions, indicate multiple memberships, and make final changes. The system will also require you to indicate why dropped members are not renewing.

***Stage 5*: SUBMIT ROSTER** – You submit your final roster, print the Charter Renewal Application with the signature blocks on the top sheet, and then obtain the required signatures.

**Step 4** – Obtain all necessary & required signatures and monies

**Step 5** – Complete Unit Recharter Checklist, included (see Guide for detailed process)

**Step 6** – Arrange to meet your Unit Commissioner or District Commissioner or designated representative to complete the Commissioner/District Executive “Acceptance Checklist”

1. If there are no discrepancies, package will be accepted and unit actions are complete
2. If there are discrepancies, unit will be informed what they are and advised on what is needed to clear them. Once corrected, unit can resubmit package for acceptance.

Any errors found during the registrar’s process the Unit’s Commissioner or District Commissioner will be contacted to help resolve the discrepancy. If a simple problem, a council representative may contact the unit member who completed the charter renewal or unit leadership directly.

**COUNCIL TURN IN DEADLINE**

Submit package no later than Sat, **3 Dec 2016** to your UC, DC, or designated representative

**TURN IN LOCATIONS** (Do Not Turn in to Scout Shop, it will be refused)

Each District Commissioner will establish a location(s) in their district, where units can bring their package on 3 December; it is unnecessary to wait until then. You can also turn in your package at Round Table, if before 3 Dec.

**RESOURCES**

Council Website - Recharter Information: <http://www.cvcboyscouts.org/recharter.html>

* Policy Statements, Updates, & New Information
* **CVC Recharter Guide** and other Documents & Forms
* Links to related areas & information

Journey to Excellence

<http://www.scouting.org/scoutsource/Awards/JourneyToExcellence/scorecards/2016.aspx>

Merit Badge Counselor Information Sheet

<http://www.scouting.org/filestore/pdf/34405.pdf>

**RECHARTER HELP & ASSISTANCE**

New this year, council will have a virtual Recharter Help Desk; you can contact the Help Desk by email at CVCRecharter@gmail.com or contact your Unit or District Commissioner for assistance.

**RECHARTER TRAINING**

Contact your Round Table Staff or District Commissioner for training opportunities in your district or near you. As training sessions are announced, their dates & times will be posted on the council website, FB page, and the Council Newsletter.

*Check the Council Website, Facebook Page, and Newsletter often for updates and information throughout the charter renewal period.*