**2017 CVC RECHARTER INSTRUCTIONS**

**UPDATES - NEW INFO**

* BSA membership fee increasing to $33 for all registered youth & adult leaders, effective December 1, 2017
* On-line recharter system requires YPT for all adults
* Youth Protection required to be current for each adult leader as of the effective date of the new charter term
* Direct Contact Leaders must be trained in their position, include official training report with recharter package
* New Program - select units: Lion, national pilot program for kindergarten-age boys (must be 5yrs by Sep 30 & not 7yrs)
* New leader positions: Lion Guide (LL), Lion Parent (LP), & New Member Coordinator (NMC)
* Units failing too properly turn in their recharter pkg by **1 Jan 18** will not be able to do unit business at the Scout Shop & Council Service Center and locked out of their On-line Advancement Acct. until correctly completing the process
* Online Registrations/Applications will only be accepted for youth through 30 Nov: See Guide for further details
* New look is consistent with my.Scouting Tools so that it is easier to read and navigate
* Electronic authorization (signature) available for the Chartered Organization Representative or IH/EO
* Assumes COR, IH, EO are not the processor
* Two payment options for units (except for LDS chartered units)
* Online payment: paying by credit card to BSA, confirmation is provided to unit & available to Council
* Check or Cash: units electing this option will print renewal application showing amount due with package

**BASIC INSTRUCTIONS**

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

Obtain current roster from Internet Advancements (Best), My.Scouting, or pdf copy from DE

**Step 2** – **Nov 1st 1am on-line system opens:** Login to Internet Recharter; access code highlighted on envelope. [www.my.scouting.org](http://www.my.scouting.org) : 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, ID & 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 details)

**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-Units Highly Encouraged to Turn In Prior**

Submit package no later than Sat, **2 Dec 2017** to your UC, DC, or designated representative

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

Each District will establish a location(s) in their area, where unit packages can be turned in on 2 December; do not wait until then, you can also turn in packages at your Round Table before deadline.

**RESOURCES**

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

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

Charter Agreement

<http://www.scouting.org/filestore/membership/pdf/524-182_web.pdf>

Journey to Excellence

<http://www.scouting.org/scoutsource/Awards/JourneyToExcellence/scorecards/2017.aspx>

Merit Badge Counselor Information Sheet

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

**RECHARTER HELP & ASSISTANCE**

Council has 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.

**Recharter Envelope Contents**

1. Recharter Instructions (this sheet)
2. Unit Check List
3. 3 Youth Applications
4. 2 Adult Applications

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