**2018 CVC ABBREVIATED RECHARTER INSTRUCTIONS**

**UPDATES - NEW INFO**

* Improved user friendly approval & payment processes
	+ Online approval requires specific certification that processor has consent from IH/COR to use online approval [This feature is not recommended for use, CVC will still require pen & ink signatures on the Charter Renewal Application, see Guide - Note pg 9]
	+ No fee E-Check for online payment use
	+ YPT validation component
		- All leaders must have completed the new Youth Protection Training (YPT2) by 30 Sep 2018
			* Units with leaders who have not completed the training will be unable to complete their on-line recharter
* Girl Units and Packs with girls are required to have a registered & trained female adult leader 21 or older
	+ Leader should fill the position that directly interacts with the girls i.e. DL/ADL, SM/ASM, etc.
* BSA Explorer Post membership fee increased to $33 for all registered youth & adult leaders, effective 1 Aug 18
* **LDS units only**: See special instructions inside front portion of Guide, this year only

**Reminder**: To be registered in CVC, YPT is required to be current for every leader throughout the charter year (1 Jan-31 Dec)

**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 Fri, **30 Nov 2018** to your UC, DC, or designated representative

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

Each District may establish a location(s) in their area where unit packages can be turned in on dates of their choosing or a process for turn-in, contact your Unit Commissioner or District Commissioner; do not wait until the deadline. You can turn in packages at your Round Table before the 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

<https://www.scouting.org/awards/journey-to-excellence/scorecards/2018-2/>

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.

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