

# Occoneechee Council Specific Rechartering Information

## The Online Rechartering System becomes available 60 DAYS prior to your unit's expiration date.

Before beginning Internet Rechartering, collect all current youth and adult unit member information. Current membership rosters are available for download, by unit Key 3 (or +3) via [My.Scouting.org](http://My.Scouting.org) Include new member application forms with the appropriate signatures. New adult members shall also include a copy of their most recent Youth Protection (YP) certificate. All new and renewing Adult members must have completed YP training that does not expire before May 1, 2020.

If you have members that are registered in more than one unit, they only need to pay their registration fee in one of those units. Determine which unit each member will be paying their registration fee. For example, a Chartered Organization Representative may be a member in the Pack, Troop, and Crew, but only submits payment from one unit. In the remaining units, that person is a "non-paying Multiple" If you are new to Internet Rechartering, you can consult the [help and tutorial](#) for step-by-step instructions.

### NEW THIS YEAR (2020):

- Fees have changed for 2020, download this [Recharter Check sheet](#) for specifics.
- All Adults shall submit a completed and signed, [Additional Disclosures form](#). Units must collect all forms and submit them as one complete bundle, with their Recharter paperwork. Do not email individual forms to Council, unless directed specifically by the Registrar. No Adult will be renewed or registered without their completed form turned in with their unit's Recharter paperwork. This form gives BSA permission to complete a criminal background check. This is not a credit check, no financial investigation will be done. Please see the FAQ for any other concerns before you reach out to the Council office: [Adult Disclosure FAQ](#) ← click
- No Recharter packets will be distributed, instead your District Commissioner will contact each unit, with their Recharter access code. The remainder of Recharter resources are available for download at <https://ocscouts.org/recharter>
- ALL completed Recharter paperwork, payments, applications, and certificates are turned in only to your District Commissioner. **Recharter documents should not be turned in at the Council office.**

**LOGIN Page:** [CLICK HERE TO LINK](#) to National Internet Recharter system

- **REMINDER:** You cannot begin, until 60 days prior to your unit's expiration date
- To begin, chose FIRST TIME USER. Everyone is a First Time User every year to begin.
- Enter your Access Code, provided by your Commissioner
- Your unit number must be 4 digits; use leading zeros if needed. For example, Troop 0364 or Pack 0007.
- You must agree to the Confidentiality Statement to continue.
- Register and create a password. Write down your password.

### STAGE ONE: LOAD ROSTER

- You can download your roster from the Council information (Choose this option if your unit uses Scoutbook or if you do not plan to generate a recharter data file with unit management systems like Packmaster, Troopmaster, or TroopSoft. Most units choose this option.)
- You can optionally, upload a Recharter data file from Packmaster, Troopmaster or TroopSoft. **This option is is strongly discouraged.**

### STAGE 2: UPDATE ROSTER

Refresh your roster (Update Unit Roster) if your unit has accepted a youth or adult through the online system or if your unit has submitted paper applications that are not showing in your roster.

**STEP 1** - Update Chartered Organization info.

**STEP 2** - Select members for Renewal. Non-paid members, ie-Lion or Tiger Parents, Institution Head- should be automatically selected. Merit Badge counselors are not unit positions, cannot be entered via Unit Recharter, and do not renew until April. Do not submit Merit Badge counselor forms with your Recharter. MBC forms will not be processed until April 2020.

**STEP 3** - PROMOTE MEMBERS

- In general, the use of Promote Members is discouraged.

-You can promote a scout from the pack to the troop or a scout to an adult but you must have the access codes from both units to use this feature. You must also have the target unit's access code to use promotion.

-Packs should not promote scouts until the Arrow of Light has been awarded.

-Troops should not promote scouts to Adult, if they are awaiting Eagle Board of Review.

**STEP 4** - Add new adults. You will need a paper application, proof of Y01 Youth Protection Training included with application, and a completed [Additional Disclosure](#) form.

- Add new scouts. You will need a paper application or online application.

**STEP 5** - Update or make corrections to birthdate, address, city, state, zip, phone and/or email for each renewing member.

**STEP 6** - Update Unit Positions. Be sure to change Cub Leaders to Webelos Leaders, change committee member to Assistant Scoutmaster, etc, as applicable.

### **STAGE 3: CHECK ROSTER**

VALIDATE YOUR ROSTER, FIX ANY ERRORS, RE-VALIDATE submissions

### **STAGE 4: SUMMARY**

- Update Fees- add Boys' Life Magazine
- Mark any members that are Multiples in other units (scouts or adults that are in a Crew and a Troop at the same time). Verify the unit who will be paying for the registration. Only one payment from one unit is needed.
- If filing electronically, APPROVE the roster with an electronic signature. We prefer you choose to use electronic signatures. The approver will receive an email, requesting approval. The approver must have a valid email address for this to work. If not, leave blank and go to the next page.
- Choose payment method by E-Check (**recommended**, no fee) or Credit Card (extra 3% admin fee applies) or Cash. Choose 'Cash' if using a Unit Account at the Council Office. (If paying by cash/check or through a Council unit account, you will need to remit the funds to the Council before your recharter will be processed.)
- If you pay by Credit Card any adjustments or changes will have to come from the National BSA Office, and can result in delays (~10 weeks) in any needed payment adjustments.

### **STAGE 5: SUBMIT ROSTER**

- If you selected cash payments, you will need to approve using your Council account as the source of your funds. Ensure that you have sufficient funds in your account, before choosing to pay via this method. Insufficient funds in your account will result in your recharter being on hold.
- Save or print a copy of your 2020 Recharter roster, for your unit records.
- SUBMIT WHEN ALL CHANGES HAVE BEEN MADE. AFTER YOU SUBMIT, NO MORE CHANGES CAN BE MADE BY THE UNIT.
- Confirm again to submit to Council.
- A survey is offered, this is optional. Please take time to provide feedback, if you want the help improve the process.
- Print out the paperwork for signatures if needed. Council cannot accept DRAFT versions of your Recharter paperwork.
- ALL completed Recharter paperwork, payments, applications, Additional Disclosure forms, and certificates are turned on to your District Commissioner. **Recharter documents should not be turned in at the Council office.**

### **STAGE 6: CHECK SHEET**

- Print the Charter check sheet and fill it out to assure all items are complete, included, and fees are calculated correctly.
- Download the [Recharter check sheet HERE](#)