

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. 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 since February 1, 2018.

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 (2018):

- LDS Scouting units, DO NOT Recharter. All renewals will be automatically handled at the BSA National office. However, all LDS registered Adults must have completed YP training since February 1, 2018. LDS units only need to ensure 100% of their Adult memberships have completed YP no later than December 31, 2018. YP Trained LDS leaders will be renewed until December 31, 2019, if their YP training is completed. See this [PDF](#) for more LDS specific information.
- No Recharter packets will be distributed, instead a post card with your Recharter access code will be distributed by your District Commissioner. The remainder of Recharter resources are available for download at <https://ocscouts.org/recharter>
- Contact your District Commissioner to get your unit(s) Internet Recharter access code(s). The access code is unique each year and does not match any other code you may already have. They will be handed out at District Roundtable, or direct contact with your Commissioner.
- Insurance fees will be \$2 per registered member, beginning with Recharter in 2019
- ALL completed Recharter paperwork, payments, applications, and certificates are turned on 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.

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 and cannot be entered via Unit Recharter.

STEP 3 - PROMOTE MEMBERS

-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 and proof of Y01 Youth Protection Training included with application.

- 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.

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. (You can still pay council by check or unit account).
- 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 2018 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, 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 [Charter check sheet HERE](#).