

Garden State Council - Charter Renewal Instructions 2017

Here is your Unit ID and Access Code for Charter Renewal

Place Contact Sticker Here

The Charter Renewal Portal opens October 1, 2016

All Charters should be completed and turned in to Council by December 15, 2016

BEFORE you begin the Online Charter Renewal Process:

1. Assign one person in your unit to handle the online Charter Renewal Process.
2. Print a copy of your current unit roster from <https://my.scouting.org> or contact your District Executive for a copy. Use the printed copy for planning purposes only. Charter Renewal will only be accepted through the Internet Rechartering online portal.
3. Identify youth and adults to delete/add during the online process. Follow-up with all dropped youth members to ask if they are interested in rejoining, and if not, make sure to note “why” since you will have to indicate that during the online Charter Renewal process.
4. Verify current leader positions and note any changes in position (new applications are not needed for change of position if made during the online Charter Renewal process).
5. Collect all youth/adult applications for individuals that need to be added.

Accessing the Internet Rechartering Online Portal:

- There are two ways login to the portal:
 1. Sign in to your account on <https://My.Scouting.org>, click on **Home** at the top of the page, then **Legacy Web Tools**, then **Internet Rechartering**.
 2. Go to the council website: <http://www.gardenstatescouting.org/internet-rechartering> click on the link for **Internet Rechartering Portal** on the page.
- The first time you login to the Internet Rechartering portal this year do so as a **First Time User**, afterwards you will login as a **Returning User**.
NOTE: If you have never done this before go through the tutorial.
- Use the access codes listed on the label above to log into the system.
NOTE: Do NOT use the letter in front of the four-digit unit ID number, only input the numerals.

Steps for the online Charter Renewal process:

1. Download roster information.
2. Update roster information and select which members to renew.
3. Add Adult members (Applications will contain the data you need to enter).
4. Add Youth members (Applications will contain the data you need to enter).
5. Update member data (*E-mail, phone, address, etc. that may have changed) *Please confirm e-mail is correct.
6. Update member positions (Adult positions can be changed in this section).
7. Update member fees - indicate individuals who are “multiples” in your unit. A multiple is a person registered in more than one unit who is not using your unit for their primary registration. (Example: a Pack Committee Member is also an Asst. Scoutmaster and he/she uses the Troop registration as the primary registration. The Pack would register the person as a multiple and would not have to pay the registration or accident insurance fee for that individual.)
8. Update Boys’ Life (Add or delete subscriptions here).
9. Complete survey of why youth are not renewing membership.
10. Double check entire roster, drops, adds, etc. BEFORE clicking SUBMIT.
11. Print Charter paperwork: Two copies, one for your files, and one to submit to the Council. Make sure it doesn’t say DRAFT on the paper, that means you printed the “review print” copy and not the final form.

NOTE: Just clicking SUBMIT does not finish the process—You must return the printed Charter with all signatures, applications, paperwork and your payment to the Council for the Charter to be processed.

Charter Renewal - Next Steps

Paperwork Required for Charter Renewal

1. **Signature page and copy of the full charter printout:** Signature page must be signed by both the Institutional Head/Executive and a Unit Leader. The Institutional Head (IH) is the head of your Charter Organization (Pastor or Bishop of your church, President of your PTO, etc.). The Unit Leader is your Cubmaster, Scoutmaster, Committee Chair or designee. NOTE: Charters will NOT be processed without BOTH the IH and Unit Leader signatures.
2. **Applications:** Attach all adult/youth applications to the back of the Charter Renewal Document. Entering the information online is not enough, we can't process without the actual applications. All applications must be signed and completed.
3. **Charter Renewal Fee Worksheet:** The fees that are listed on the copy of the charter you have printed out are incomplete because they do not include the insurance fee. You must use the worksheet provided to get the accurate fees your unit will pay to re-charter. Attach this sheet to the top of your printed charter packet.
4. **Journey to Excellence Form:** Make sure to include your completed and signed Journey to Excellence (JTE) form with your Charter.

NOTE: *Have your District Executive or District/Unit Commissioner double check your Charter packet before turning it in to make sure it is complete.*

Final Step: Turn in all paperwork to the Council with a check made out to "Garden State Council" and write "Unit # Charter 2017" in the memo section.

ALL CHARTERS SHOULD BE TURNED IN BY DECEMBER 15, 2016

*****Special On-Time Incentive*****

Units that turn in a completed Charter Renewal Packet, JTE form and payment by December 15, 2016, will be eligible to order JTE patches for a special discounted price. Details and the order form are included in this packet and can be downloaded from: <http://www.gardenstatescouting.org/internet-rechartering>

Troubleshooting Technical Issues

The Internet Recharter system is designed for PCs running Microsoft Windows and Chrome, Firefox or Internet Explorer 9, 10 & 11 web browsers. Chrome and Firefox are also supported on Mac OS X. The Safari browser is not compatible.

If you have an issue you can't resolve call the National BSA Volunteer Support Helpline 1-855-707-2644.

Where to Submit your Charter Renewal Packet:

Return completed Charter Renewal Packets to the Garden State Council offices during regular business hours from 9 a.m. - 5 p.m., Monday through Friday, or after hours through the Scout Shops on Wednesday and Thursday until 8 p.m., and Saturday from 9 a.m. - 1 p.m.

Riggins Scout Resource Center & Scout Shop

4468 South Main Rd., Millville, NJ, 08332
856-327-1700

Rowan Scout Resource Center & Scout Shop

693 Rancocas Rd, Westampton, NJ 08060
609-261-5850