

ACCESS CODES INTERNET RE-CHARTER INSTRUCTIONS

The San Gabriel Valley Council is excited to offer Internet Re-chartering to your unit in order to help you finish your 2012 re-charter process **before December 1, 2011**. We think you'll love this method for re-chartering, because you'll be completing the charter renewal information yourself, which will ensure that it will be correct and you can do it from your home or office, anytime that it's convenient for you. It's secure, easy-to-use application accessed from the San Gabriel Valley Council's Web site www.sgvcbasa.org available beginning October 1, 2011.

Be aware that some weekends the Internet Re-chartering will not be available due to system updating by the National BSA office.

Here's how it works:

Internet Re-chartering is an Internet-based application that is directly connected to the Council's Scout Net membership data by using your ACCESS CODE (Provided by council) for your individual unit. This site is safe and secure.

Here's how to get started:

1. Select an adult to be the renewal processor for Internet Re-chartering.
2. In the next 60 days (**before December 1st**), the renewal processor should gather and log onto the council Web site at www.sgvcbasa.org Go to the link for Internet Re-charter.
3. Select First-Time User and enter the unit access code.

YOUR ACCESS CODE



4. Select the unit type and enter the unit number.
5. Create a password as instructed.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by re-entering your access code and password.

Here's how to wrap it up:

7. When you've completed all the information to re-charter the unit, click the Submit button.
8. **Print** the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Be certain to acquire the appropriate signatures on the second page of your printed roster and new applications. Then make an appointment with your district executive and take the entire packet along with the new applications, additional material, and fee payments to turn in.
9. Print and fill out all additional material on webpage (charter agreement, insurance form, Centennial Quality unit award, and unit chairman report)

INTERNET RE-CHARTERING INSTRUCTIONS

Internet Re-chartering is available at www.sgvcbasa.org as of October 1, 2011. Be aware that some weekends the Internet Re-chartering will not be available due to system updating by the National BSA office.

Internet Re-chartering URL:

<https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>

Internet Re-chartering Tutorial URL:

<https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>

Internet Re-chartering will enable your unit to complete the re-chartering process. This process will significantly reduce the amount of time you spend preparing the re-chartering information, the amount of time Council needs to update the records, and will accurately transfer the information from your unit. Workshops for Internet Re-chartering are available through your *District Executive*. **Ask for training dates!**

You must complete all 9 steps or your charter cannot be processed.

Completion of your unit's charter renewal is an easy and simple process if you follow these steps. At a special meeting, the unit committee should complete the charter renewal work. The unit leader, committee chair, treasurer, and other key leaders need to be present to accomplish this task. Also invite your Unit Commissioner.

STEP 1

General information – General information regarding your unit, such as your chartered organization and *Boys' Life*. Check this information and make any corrections in your unit's data files.

STEP 2

Adult leaders – Review all of the adult leaders' information in your unit records. Verify correct information for: name, date of birth, address, phone numbers, leader position, training information, gender and Boys' Life. **BE SURE IT IS ACCURATE!**

To re-charter – your Scouting unit must have a minimum of the following leaders in order for system to accept.

CUB PACKS

Cubmaster (CM)

Committee Chair (CC)

Chartered Organization Representative (May be dual registered as Committee Chair or Committee Member) (CR)

Pack Trainer

Two Committee Members (MC)

At least one Tiger Leader (If there are 1st grade Tiger Cubs) (TL)

At least one Den Leader (If there are 2nd/3rd grade Cub Scouts) (DL)

At least one Webelos Leader (If there are 4th/5th grade Webelos) (WL)

SCOUT TROOPS/VARSITY TEAMS/VENTURING CREW/SHIP

Scoutmaster/Varsity Coach/ Crew Advisor/Skipper (SM) (VC) (NL) (SK)

Committee Chair (CC)

Chartered Organization Representative (May be dual registered as Committee Chair or Committee Member) (CR)

Two Committee Members (MC)

STEP 3

Youth member– Review all of the youth member information in your unit data. Verify correct information for: name, date of birth, address, phone number, rank*, grade, gender and Boys' Life.

BE SURE IT IS ACCURATE!

**RANK: If the Scout's rank is not accurate, contact your District Executive to verify that an Advancement Form has been submitted.*

IF WEBELOS HAVE NOT YET TRANSFERRED TO A SCOUT TROOP AS OF THE PACK'S RECHARTER DATE, THEY NEED TO RE-CHARTER WITH YOUR PACK.

STEP 4

New youth and adult members – Bring in your new member applications to the Smiser Scout House so they can be added to your roster and show up on your charter report, this will be the most effective way to do so. Otherwise input each one individually online and include the original application with the re-charter packet.

STEP 5

Generating your Internet Re-charter report – The Internet Re-charter will verify that your unit meets the minimum requirements to re-charter. The Internet Re-charter will have indicators for those members that are either: Paid, Multiple Unit Registered or Not Registering. **Reminder:** There is no charge for your Executive Officer unless he (she) is taking another leadership position, in which case an adult leader application must be completed and you pay the \$15.00 fee. An Adult Partner (AP) of a Tiger Cub does not register or pay unless he/she is taking a leadership position, in which case an adult leader application must be completed and pay the \$15.00 fee.

Also during this process there will be indicators for On-Time Unit and 100% Boys' Life. **100% Boys' Life enrollment for packs and troops is strongly encouraged, as an important part of your overall program.** Note: 100% means at least one subscription per family even if brothers are in different units.

If you receive an error message or report, be certain to correct all errors before proceeding to the generation of your report. Once all errors are corrected, print the re-chartering report.

STEP 6

Obtain all necessary signatures – The following people must sign the unit generated re-charter report, new adult applications, and the Charter Agreement. These must be the signatures of the people entering the positions, not the ones leaving the job.

- **The Unit Leader** (Cubmaster, Scoutmaster, Varsity Coach, Crew Adviser or Ship Skipper) must sign the re-charter member list and all new youth/adult applications.
- **The Executive Officer of your Chartered Organization or the Charter Representative** (The executive officer of the chartered organization must sign the charter. This certifies that the

organization has approved all registering adults. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise. All adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America.

- **The Committee Chair**
- **District Executive** for the council representative. It will be signed at the council office.
- Please include unit contact person at the end of re-charter roster (last page.)

STEP 7

Journey to Excellence Achievement form – Complete and sign the National JTE Award Application and attach it to your charter papers. Completing your charter on time is extra points for the award.

Deadlines:

- **December 1, 2011:** this is the deadline for charters to be completed online and turned in with the “Commissioners Challenge” for the FREE advancement awards.
- **December 31, 2010:** National deadline for the Council to submit your charter.

STEP 8

Fees – The total fee will be calculated when you turn in your completed charter into a Council representative. Your online re-charter report will automatically calculate the totals for each category and an amount to be submitted, but does not include insurance fee.

PLEASE BRING ONE BLANK SIGNED CHECK FROM YOUR UNIT TREASURY PAYABLE TO SGVC/BSA for registration fees, Boy’s Life, and insurance fees and attach it to your completed charter renewal papers.

STEP 9

Charter turn in– Turn-in your charter at one of your District’s Re-chartering Parties **BEFORE DECEMBER 1st, 2011. YOUR CHARTER EXPIRES DECEMBER 31st, 2011!!!** Use the large white transmittal envelope for all charter related paperwork including the printed charter.

**CONGRATULATIONS
ON COMPLETING YOUR CHARTER!**