

2008 Internet
Recharter Handbook
Blue Water Council

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Council Commissioner Message

My fellow Scout Leaders, welcome to internet rechartering! This is the first year the Blue Water Council will use the internet rechartering process. Units will decide whether they would like to use the internet recharter process or the paper process.

Internet rechartering allows you to renew your unit's charter online and perform the following actions:

- Select members from your existing charter roster
- Update member information
- Add new members
- Print a summary of costs associated with the new charter

Internet rechartering can be accomplished by using unit management software (see "Before you Start") or without unit management software.

The process is easier with the help of your Commissioner Staff, this handbook, and the internet or software prompts. As of the December roundtable, when you receive your Recharter Packet, and the first day you are allowed to begin rechartering, January 1, 2008, it would be helpful to follow the suggestions in this handbook to prepare for the process. I strongly recommend that you begin immediately to update your records and collect the monies needed. Also, please use this opportunity to practice using the tutorial on the council website (www.bwcbsa.org). When you finish the recharter you will printout the paperwork needing original signatures (signatures are still needed).

Charters are due in the Council office no later than February 29, 2008. Most units will be able to do the bulk of the process in one evening, but don't put it off as you may experience straggler, hard to get signatures, or other delays. Remember, as always, "Be Prepared!"

Yours in Commissioner Service,

Pete Cangemi

Council Commissioner

Suggested Agenda for Recharter Meeting

Meeting Preparation:

- Set a date early in the recharter cycle that is convenient for members of your unit.
 - Suggested attendees: Unit Commissioner, Unit Leaders, Unit Committee Chairman, and other interested adults.
 - Consider inviting youth leaders for programs with older youth (e.g. SPL or Crew President).
 - Optional attendees could also include Executive Officer (Institutional Head) and Charter Organization Representative.
- Gather current copies of your unit's youth and leader rosters.
 - Correct a copy of your most recent unit roster before correcting originals and software.
 - Write unit roster changes in another color (e.g. red) to make official data entry easier.
 - Youth promoted to adult leader positions due to age, new leaders, and new youth members, must all complete applications and have proper signatures.
- Gather all materials from your Recharter Packet

Getting Started:

- Internet access to www.bwcbsa.org (you can also review the internet recharter tutorial at this site).
- Your unit's personal access code from the label located on the outside of the recharter packet. If you have lost your access code you can contact the Service Center.

Internet Rechartering Option #1 without unit management software:

- Access www.bwcbsa.org
- Type your unit's access code to gain access to the system
- Type in any changes to your unit's charter directly by using the computer keyboard.

Internet Rechartering Option #2 with unit management software:

- Compatible software
 - Troopmaster Software, Inc:
 - Troopmaster Millennium Edition, version 2.00a and higher
 - Troopmaster 2000, version 1.11
 - Packmaster Millennium Edition, Version 2.00a
 - Packmaster 2000, version 1.06 and higher
 - Hart C. Enterprises:
 - Rank N File, Cub Scout version 2.06
 - Rank N File, Boy Scout version 4.07
 - Scoutmate

Scoutmate, version 5.12
-SBF Publication Company Inc.
Scoutsoft, version 3.5

**Note: versions earlier than these WILL NOT work with ScoutNET interface
please check with your software vendor's website for updates.**

Internet Recharter Instructions:

1. Review unit data from printout in your recharter packet or by accessing it from the internet recharter module on the Blue Water Council website.
2. Review unit youth and leader rosters to identify family groups.
 - It's best to call once to confirm status on every family member
 - Set a turn-in date two weeks before the unit recharter target date

Call every family

- Confirm they are staying active with our unit
- Confirm the accuracy of birth dates, school grade, and if they want Boys' Life
- Confirm exactly how much each family owes, how and when to submit fees.
- **Make sure no member is lost without a reason and invite them to return.**

Update unit roster

- Ensure general information on your unit is correct
- Name entries-for data entry consistency:
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (Obrien not O'Brien)
 - NO hyphens (John SmithPayne not John Smith-Payne)
- Boys' Life term begins and end dates must be two months after unit recharter month.
 - 100% Boys' Life is strongly encouraged for all units.
 - One (1) subscription per family counts toward 100%, even if boys are in different units.
- There is no charge for the Institutional Head or Tiger Cub Adult Partners unless they have a paying position.

Add adult and youth members (those not on council lists)

- If adding youth or adults be sure to keep your unit copy
- **All applications must have the proper signatures.**
- If paperwork was already turned in submit a COPY of that application.

3. Note: information BSA has on members will show up in boxes on computer screen during internet rechartering process, if box is empty, provide information or update if any changes.

Review adult leader information for accuracy: name, date of birth, address, phone numbers, leader position, gender and Boys' Life.

Review youth information for accuracy: name, date of birth, address, phone number, grade, and Boys' Life.

Ensure adequate leadership entries and youth are available:

- Cub Scout Packs must have:
Cubmaster (CM), Committee Chair (CC), Chartered Organization Representative (CR-may be dual registered as CC or MC), two Committee Members (MC) or one MC plus one Pack Trainer (PT), and at least one Den Leader (DL).
- Boy Scout Troops/Venturing Crews or Ships must have:
Scoutmaster (SM), Crew Advisor (NL), or Skipper (SK), Committee Chairman (CC), Charter Organization Representative (CR- may be dual registered as CC or MC), plus two Committee Members (MC).
- **Notes:**
 - Multiple Adult registrations are allowed if from another unit.
 - You must have 5 paid youth to recharter.
 - Multiple youth do not count toward the 5 youth.
 - **Software will advise on these areas for online rechartering.**

4. Final review: last change to make corrections and additions!

Check for accuracy and completeness of charter renewal papers, youth and adult fees, Boys' Life, signatures, birth dates, grades, and money due.

Make extra sure the data entered is 100% accurate. **Your entry overwrites Council data-Be Careful!**

5. Generate the report.

Program verifies your unit meets minimum requirements to recharter and required entries were made.

Warnings will NOT prevent continuance of process.

Errors will STOP process until entry corrected.

6. Submit "Recharter Packet"

You must use a print-out from the media used to process your recharter.

Get signatures on charter form and adult applications.

Write one check payable to Blue Water Council for fees owed.

Please include the following in your charter packet when dropping off:

- All new adult and youth applications
- Youth and adult membership data (charter print out)
- Signature Sheet
- All monies due

Keep a copy of all forms for your unit's records.

You can drop off your charter and paperwork during office hours at the Council Service Center or at any of the Charter turn-in nights. Please see the handout in this packet for more information.

Glossary

Charter Organization Certification- The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults. In BSA units, the responsibility of approval of adults can also be given to the chartered organization representative. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath and Promise. Adults agree to be guided by the Charter, Bylaws, and rules and Regulation for the Boy Scouts of America; they are U.S. Citizens (or have declared intention or are otherwise qualified).

Charter Fee- All units are required to pay an annual charter fee of \$20. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Executive Officer- Also known as the Institutional Head or Chief Executive Officer.

Multiple Registration- An adult who paid a registration fee in another unit (in a district or Blue Water Council position) does not pay a registration fee in this unit. **All adults must pay, or primary, in one position.** Youth members paid in one unit are not required to pay more than once.

Transfer Fees- Adult and youth members who transfer from one unit to another, from one program to another must pay a \$1.00 transfer fee.

Commissioners- In the Boy Scouts of America

Commissioners are district and council leaders who help Scout units succeed. They coach and consult with adult leaders of Cub Scout packs, Boy Scout troops, and Venturing crews. Commissioners help maintain the standards of the Boy Scouts of America. They also oversee the unit charter renewal plan so that each unit reregisters on time with the optimum number of youth and adult members.