



BOY SCOUTS OF AMERICA®

FAR EAST COUNCIL

October 2017

Hello Unit Leadership!

My name is Jen Amiot and I'm the Registrar for Far East Council. The 2018 Recharter process start first week of October 2017, and will be due to the council by 1 December 2017. Whether you have done this several times in the past or this is your first year, following the recommendations below will help your unit prepare for the recharter process to go as smoothly as possible.

In the Far East Council, units will use Internet Recharter (IR), is an online system that will allow the unit to remove members who have left, make adjustments to addresses and positions, and add new members if they have not been previously registered. The IR system will also let the unit know what paperwork is due. In order to get your unit ready, we highly recommend the following actions before starting the recharter.

_____. Conduct a membership inventory of your unit to make sure everyone is officially registered with BSA. Instructions on how to access the unit roster are attached to the bottom of this letter. Having everyone in the system will speed up your recharter process immensely. Turn in youth and adult applications as soon as they are received, do not hold them! Links for the forms are attached, but if you would like actual applications email an address to the council.

_____. Verify all adults chartering for 2018 have taken Youth Protection Training in 2017. While YPT is good for a maximum of 2 years, the council requires all YPT to be valid the entire charter period (1 January – 31 December 2018). Any YPT taken in 2016 will expire before the end of 2018.

_____. 2018 Fees must be turned in with the recharter by 1 December 2017. Make sure to appropriately plan the collection of fees from the families.

_____. Set up any appointments need with your Chartering Organization to get the Annual Charter Organization Agreement, the Unit Recharter page, and any adult applications signed then backdate. This step seems to take the longest for most units.

Our first point of contact for turning in recharters or for assistance is your District Executive; their emails are below. I look forward to hearing from you and having a smooth recharter season!

Sincerely,

Jen Amiot

Jen Amiot
Far East Council Registrar

District Serving Executives:

Asia East District: John Cuenin; john.cuenin@scouting.org

Asia West District: Rob Davis; robert.davis@scouting.org

Asia South and Asia Central District: darrin.nicholson@scouting.org.

Adult Application Link: <http://www.scouting.org/filestore/pdf/524-501.pdf>
Youth Application Link: <http://www.scouting.org/filestore/pdf/524-406A.pdf>

Accessing Unit Membership Report

Note: You must be the registered Unit Leader (Cubmaster, Scoutmaster), Committee Chair, or Chartered Organization Representative to access the unit. If the unit is unable to log in, contact your District Executive and request a current roster.

1. Log into <https://my.scouting.org> account (same location as Youth Protection.

2. Click on the Menu Icon  Menu > , then your unit.

If you cannot see your unit then you are not registered as noted above, or you need to update your BSA ID Number in your profile by going into Legacy Tools and clicking Manage Member ID. If should have Far East Council and your current BSA ID as primary. If not, select Far East Council and enter your BSA ID Number. Contact your district Executive for further assistance.

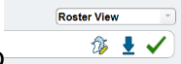
Manage Member ID


Council Name:

Member ID:

Membership Id	Council Information
11038484	Far East Council -, - #803 Primary

3. After clicking on your unit, click on the Member Manager Icon  Member Manager >

4. Your unit roster should appear. Click on the Green Check Mark to  . This will put a check net to everyone in the unit.

5. Click in the blue download arrow next to the green check.  and then select member list in the export dropdown menu.

6. Click the submit button  and the roster will download.

7. When you open the roster, you will have to expand the columns to see the data. The file opens as a .csv file so if you want to save it, make sure to change the file type to an Excel format. currently a ‘

Accessing YPT Report: Conducted in the same fashion as the membership report, but click on the training Icon instead of the membership Icon.