



Far East Council 2018 Recharter
RECHARTERS DUE WITH PAYMENT, BY 1 DECEMBER 2017.
PLEASE SEND IN AS SOON AS FEASIBLE.

UNIT CHECKLIST

Before you Start!

___ Schedule an appointment with your Chartered Organization Representative (COR) now. The COR is required to sign the Annual Charter Agreement and all adult applications. Waiting for the Chartered Organization signatures is the #1 showstopper every year.

___ Have a registered Unit Key 3 Member log into their My.Scouting.org account and using Member and Training Tool Icons, download a current Member Roster and a current Youth Protection Training (YPT) roster. These two rosters will help with determining who is currently registered and who will need to take YPT before submitting the recharter. If you cannot access the rosters please contact your District Executive, who can send them to you.

___ Confirm which Scouts or adults will continue to participate with your unit in 2018.

___ Obtain applications for youth and adults not on the roster; and Youth Protection Training from adults who expire before 31 December 2018. Youth and adults already registered do not need new applications, but adults may need to retake their YPT.

___ Determine any training requirements for continuing adults using the Training Toolbox in My.Scouting.org.

___ Send the Youth Applications for processing with prorated 2017 payment. DO NOT HOLD FOR RECHARTER. NOTE: A charter is an annual contract with the BSA so it helps to think of 2017 and 2018 as two different processes. All 2018 charters are uploaded and put in “hold” until the “new contract” starts on 1 January 2018. Holding a youth application with the recharter means the Scout will not be registered in 2017.

___ Ensure all Youth Applications are signed by the parent and the Committee Chair

___ Ensure all adult applications are signed by the applicant, the committee chair and the Chartered Organization Representative. The council representative signature must be an employee of the council and is signed at the council office. The application must be accompanied by the disclosure statement.

___ Determine the fees using the 2018 Registration and Overseas Council Fees Chart and any additional fees collected by your unit. Start collecting fees so the unit is ready to make payment.

Completing Internet Recharter

___ Log into <https://my.scouting.org>; click on menu, then legacy web tools, then Internet Recharter. If unable to get access, try the direct link at <https://scoutnet.scouting.org/ucrs/UI/Home/default.aspx>

NOTE: There is a tutorial on the home page that if you have not done Internet Recharter before, it is recommended you run through the tutorial first.

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___ Enter your Internet Access Code, Unit Type and Unit Number (Must be 4-digit, ie...Troop 10 would be 0010).

___ Agree to the Confidentiality Agreement and enter your contact info and password. Remember the password! The council has no way of knowing the password you selected if lost, we can only reset the unit and you will have to start over.

___ Click on "Load Council Information" on the next screen. You have now finished Stage 1 – Load Roster

___ Follow the online instructions for Stages 2 through 5

___ If you have followed the steps above, you should not have any major issues. If you do run into an issue that causes you to want to start over, you can do that as long as you have not hit the Submit button in Stage 5 – Call your Unit Commissioner or District Executive if you need assistance.

___ Make sure to update all leader information and the exact mailing and email addresses for all of their members; do not assume a member is living at the same address or has the same email as last year

Helpful Hints when using Internet Recharter:

___ Help is available on any screen by clicking on "Frequently Asked Questions" or by clicking "Help".

___ At any time during this process, print out the roster and compare it against the results you are expecting

___ If you do not see a signature page in the first or second page of the printout, then you are looking at a draft roster, not a Charter Renewal Application. Draft rosters cannot be turned in as a Charter Renewal Application.

___ After Stage 4 – Update Fees, you are taken to the Stage 5 – Submit Roster. Do not click the Submit button yet. Instead, print one or more copies of your roster and give the copies to other unit leaders (such as Den Leaders or ASMs) to check for accuracy. This will help reduce errors on final submittal.

___ Once everyone is satisfied with the roster, log back into the system and on the Stage 5 – Submit Roster screen, click the Submit button.

___ Click on Print the Charter Renewal Application and choose to print out three copies

___ If additional help is needed, visit www.fareastcouncil.org website Rechartering page and open the Internet Recharter PowerPoint tutorial. If additional help is needed, contact your District Executive.

Items to scan and send to your District Executive: Do not send to the registrar.

___ Page one of your Charter Renewal Application (printed from Internet Recharter) – even if it is blank! This helps the registrar process your charter faster because they know immediately how many new applications to process (a blank page means none)

___ Get the signature page (page two) of the Charter Renewal Application signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor, ...) and the Charter Organization's Executive Officer (this is the head of the Charter Org, as printed on page two of the Charter Renewal. If you cannot find a signature page, then you are working with a roster, not a Charter Renewal Application – you will need to go back to the Stage 5 screen of the Internet Recharter System, click the blue Submit button and print three copies of the Charter Renewal Application.

When Emailing any recharter correspondence, please label the Subject as: Troop or Pack XXXX – Recharter.

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___ Chartered Organization Annual Agreement, signed by the Executive Officer. DO NOT allow anyone to sign for the BSA, it will be signed by a BSA professional when it gets to the council.

___ Adult applications identified on the recharter, if already submitted then handwrite “Already submitted” next to the name.

___ Youth applications identified on the recharter, if already submitted then handwrite “Already submitted” next to the name.

REMINDER: Only submit applications on new youth and adults, not youth and adults already registered. If the recharter states to turn in an application that has recently been sent to council, write “already submitted” next to the name on the recharter.

___ Proof of Youth Protection Training, valid through 31 December 2018, for all adults on the recharter. This can be the Youth Protection Aging Report available through My.Scouting tools by highlighting the adults that are returning. If an adult is not on the list, then a copy of their certificate must be included.

___ Completed Recharter Fee Worksheet provided via the council website.

___ 2017 JTE Scorecard and Unit Order Form. The patches and streamers will not be stocked in the stores but can be ordered and received within a few weeks. Units are responsible for ordering patches/steamers.

Making Payment to the Council.

___ Units can pre-deposit funds into their Unit Custodial Account at the council at any time. When the funds are already at the council it will speed up the recharter process as the council cannot upload the unit until payment is received.

___ The amount does not have to be exact. Any funds remaining in the unit custodial account are still usable by the unit for future registrations or purchases.

___ Regardless of the amount sent (check, credit card or wire transfer) all payments will initially be processed into the unit custodial account, then the appropriate fees will be charged out. This ensures proper accountability for all funds. Also council employees must process any form of payment the day it is received, but the registrar may not be able to immediately process all the paperwork and charge out the fees. Depositing all funds initially into the unit account ensures accountability.

___ Refer to the Payment Document on the council page for options on how to make payments.

Don't wait to start the process – start from the top of this checklist and follow the steps in order! The process documented here will minimize your effort, maximize your accuracy and optimize your time to recharter

Key Contacts:

☒ Asia Central District: Darrin Nicholson at darrin.nicholson@scouting.org; 646-9014 or 098-971-9014

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