



BOY SCOUTS OF AMERICA®

FAR EAST COUNCIL

Far East Council 2019 Recharter Unit Checklist RECHARTERS DUE WITH PAYMENT, **BY 1 DECEMBER 2018.**

Completing Internet Recharter

All documents are available on the council website at www.fareastcouncil.org, click on 2019 Recharter.

___ Schedule an appointment with your Chartered Organization Representative (COR) now to sign the Annual Charter Agreement and all adult applications.

___ Determine the fees using the 2019 Registration and Overseas Council Fees (OCF) Chart and any additional fees collected by your unit. Start collecting fees so the unit is ready to make payment.

___ Go to 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.

___ Enter your Internet Access Code, Unit Type and Unit Number (Must be 4-digit, ie...Troop 23 would be 0023).

___ Follow the registration process and instructions for Stages 1 through 5

___ Obtain applications for youth and adults not on the roster; and Youth Protection Training from adults who expire before 31 December 2019.

___ Immediately send any Youth Applications to council. DO NOT HOLD FOR RECHARTER. Ensure all Youth Applications are signed by the parent and the Committee Chair, have full addresses and parent DOB.

___ Ensure adult applications are signed by the applicant and the COR. The council's signature is signed at the council office. Make sure to include the Background Check Authorization.

___ For any online submittals make sure to use the COR's name and initials. National will kick back if not approved by the COR

___ Contact your Unit Commissioner or Field Executive if you need assistance.

Payment Options for Recharter

___ Via Check or Money Order, sent to the Far East Council. Mailing addresses are available on the council website under stores.

___ Pay via Credit Card. The 3% Service Charge has been waived when used for recharter related payments!

___ Through a wire transfer. Directions and information are available on the council website, recharter page.

Regardless of how funds are sent, all payments will be likely processed into the unit custodial account then the appropriate fees will be charged out. This ensures proper accountability for all funds.

Key Contacts:

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

Asia South District: Rob Davis at robert.davis@scouting.org; +82-1051411198

Asia West District: Rob Davis at robert.davis@scouting.org; +82-1051411198

Asia East District: Tawny Browning at tawny.browning@scouting.org; 080-9191-0797, 036-868-2328, Stateside 1-469-375-7719

Not Sure who to Contact? Email membership@fareastcouncil.org.

2019 Recharter

Items to scan and send to your Field Executive (Do not send to the registrar)

___ Page one of your Charter Renewal Application – 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) signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor) and the Charter Organization's Executive Officer as printed on page two of the Charter Renewal. Signatures are not needed if approved online and there will not be a signature block.

___ Chartered Organization Annual Agreement, signed by the Executive Officer. The Council will sign for the BSA.

___ 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.

___ Proof of Youth Protection Training, valid through 31 December 2019, for all adults on the recharter. This can be the YPT report available through My.Scouting.org, a copy of the YPT Certificates, or a combination of both.

___ Complete the Recharter Fee Worksheet available on the council website. The completed online recharter will only list BSA Fees; **the unit will still need to include the Overseas Council Fees with their payment.**

___ 2018 JTE Scorecard and Unit Order Form. This is the Unit's self-evaluation on how they believe they did in 2018! Units should also look at the 2019 JTE Score sheet and set goals now. 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/streamers.

___ An updated Unit Account Authorization Form; all current forms expire 31 December 2018.

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 the process you can 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.

___ Once satisfied with the roster, log back into the system and on the Stage 5 – Submit Roster screen, click the Submit button. ONCE Submitted it cannot be changed in Internet Recharter however the council can still make changes.

___ Print the Charter Renewal Application including the cover page (Page 1) and the signature page (Page 2)

___ There is a Recharter PowerPoint tutorial available at www.fareastcouncil.org Recharter page if help is needed.

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

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