

# **Quapaw Area Council**



**BOY SCOUTS OF AMERICA**

## **Internet Rechartering Guidebook**

# Key Concepts

Internet Rechartering allows unit leaders to access a special web-based software program to enhance the normal rechartering process.

Internet Rechartering **DOES NOT** eliminate the need to turn in paperwork and fees to the Council office. Internet Rechartering allows units to add or delete youth and adults, change personal information that is incorrect (or has changed since the last recharter), and assign adults different leadership positions within the unit.

To participate in Internet Rechartering, each Scouting unit must designate a Renewal Processor (RP). The RP will be responsible for accessing the Internet Rechartering Software and will be the person who makes necessary changes/additions in order to complete the rechartering process.

In order to participate in Internet Rechartering, the RP must have access to the Internet and must use Microsoft Internet Explorer. Other web browsing programs will not work with the Internet Rechartering system.

The RP will be provided with a unique, non-changing unit ID number. It is necessary to input that number each time the RP logs on to the Internet Rechartering System.

When logging in for the first time, the RP is responsible setting a password to be used upon subsequent log-ins. In the event a RP forgets the password or has problems logging in, the password can be reset by the Council staff.

While Internet Rechartering allows units to complete the recharter process from any computer with Internet access and the proper web browser, units must still adhere to the recharter process timeline (see below).

The person designated the RP within a unit will be privy to the private information of both youth and adult members in their Scouting unit. RP's must sign the confidentiality agreement in this guidebook and submit the form to the Council when submitting all other recharter paperwork.

# The Annual Charter Renewal Process

## **Preparation**

The Quapaw Area Council will provide each unit a charter renewal kit. The kit will contain a current unit roster, schedule of fees, youth and adult applications, and instructions on how to access the Internet Rechartering system.

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## **At Least 90 Days Before Renewal Date**

The District Executive will visit the head of the chartered organization to renew the Scouting relationship and to discuss the current state of the unit(s).

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## **60 Days Before Renewal Date**

The Unit Commissioner and Unit Committee will conduct a membership inventory of youth and adults. Visits are made to inactive members. The charter review date is set, and all unit adults are encouraged to attend.

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## **60/45 Days Before Renewal Date**

Units choosing to renew their charters online will visit the Council website, <http://www.quapawbsa.org>, click on the appropriate link, complete the steps through the rechartering process, and print a revised charter renewal application.

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## **45 Days Before Renewal Date**

The Unit Commissioner and Unit Committee Chairman conduct the charter renewal meeting with the unit per the standard charter renewal process. Additional changes may be made to the application. The renewal application, with appropriate signatures, applications for new youth and adults, appropriate fees, and all other paperwork are completed at this meeting.

All applicable paperwork and fees are delivered to the Council Service Center as soon as possible/practical once they are completed.

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## **Upon Receiving Completed Paperwork and Fees**

The Council Registrar will review and process all applicable paperwork. Following the processing of paperwork, a new charter will be created, along with all supporting documentation. Charters and supporting documentation will be mailed to the unit leader of record as per membership validation procedures.

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## **30 Days After Renewal**

The Unit Commissioner makes a formal presentation of the new charter and membership certificates at an appropriate gathering of the Chartered Organization.

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# Internet Rechartering Access Window

Units wishing to participate in Internet Rechartering must adhere to the appropriate schedule. Please refer to the following chart

Unit Expiration Date	Earliest Access	Last Access
January 31 <sup>st</sup>	December 1 <sup>st</sup>	March 31 <sup>st</sup>
February 28 <sup>th</sup>	January 1 <sup>st</sup>	April 30 <sup>th</sup>
March 31 <sup>st</sup>	February 1 <sup>st</sup>	May 31 <sup>st</sup>
April 30 <sup>th</sup>	March 1 <sup>st</sup>	June 30 <sup>th</sup>
May 31 <sup>st</sup>	April 1 <sup>st</sup>	July 31 <sup>st</sup>
June 30 <sup>th</sup>	May 1 <sup>st</sup>	August 31 <sup>st</sup>
July 31 <sup>st</sup>	June 1 <sup>st</sup>	September 30 <sup>th</sup>
August 31 <sup>st</sup>	July 1 <sup>st</sup>	October 31 <sup>st</sup>
September 30 <sup>th</sup>	August 1 <sup>st</sup>	November 30 <sup>th</sup>
October 31 <sup>st</sup>	September 1 <sup>st</sup>	December 31 <sup>st</sup>
November 30 <sup>th</sup>	October 1 <sup>st</sup>	January 31 <sup>st</sup>
December 31 <sup>st</sup>	November 1 <sup>st</sup>	February 28 <sup>th</sup>

### \*\*\*Important Note\*\*\*

Upon initial log-in to the Internet Rechartering system, all information about your unit will be “frozen”. Should you turn in youth or adult applications to the Council office during your recharter “window”, they will be processed according to BSA policies and procedures, but the youth and adults in question **WILL NOT** show up in your Internet Rechartering file. If this happens, the youth and adults added during the Internet Rechartering Window will drop the day after your unit’s expiration date.

It is **HIGHLY** recommended that you do not submit new youth or adults during your Internet Rechartering Window. Please add the youth and adults as new members during your Internet Rechartering process.

If you must submit applications, you can request your Internet Rechartering process be reset, which will cause the newly added members to be seen by you in the recharter process.

Advancement updated during the recharter window will not update on your recharter paperwork. You must either request a reset the Internet Rechartering process, or you will need to re-enter the advancement information after your recharter has been completed.

# Instructions for Internet Rechartering

## 1. Unit Renewal Processor (RP) contacts the Council to obtain the Unit Renewal ID.

Please call: 501-664-4780 Extension: 230

Between the hours of 9:00 AM and 4:00 PM – Monday through Friday (except holidays or any other published office closings).

Request your “Unit Internet Rechartering ID Number”

Be prepared to say:

- Your District (Cherokee, Delta, Foothills, Mohawk, Saracen, Three Rivers, Thunderbird, or White River)
- Your Unit Type (Cub Scout Pack, Boy Scout Troop, Varsity Team, Sea Scout Ship, or Venturing Crew)
- Your Unit Number
- Your Unit’s Chartered Partner

The registrar will confirm the information you have provided and provide you with your unique unit ID number. Please write this number down immediately and keep it in a secure place.

You may also request your unit ID via e-mail. Please send e-mail requests to either: [carolynw@quapawbsa.org](mailto:carolynw@quapawbsa.org). Please place the following in the subject line of your e-mail: *Internet Recharter Unit ID Request*. E-mail requests should be answered within 48 hours.

NOTE: only one request for a unit ID will be honored. Once initial access of the Unit Rechartering System is made, the system will list the name of the person who made access. That person will be considered the RP of record, and all future inquires/help requested must be made by that person.

## 2. RP Accesses the Internet Rechartering System

Visit the Council website (<http://www.quapawbsa.org>) and click on the link for the Internet Rechartering Page.

When ready to access the system, click on the Internet Rechartering link – you will be transported to the Internet Rechartering log-in page.

First time user’s must register - please click the appropriate box.

Returning users should click the Returning User box.

Enter your unit ID, Unit type, and Unit Number  
Please read the Confidentiality Statement and Click “I Agree”.

Please enter the registration information and your personal password. Click register.

### 3. Stage One – Load Roster

Choose to load your current roster by either using the Council's roster or by uploading your current roster from your unit management software\*.

#### +++IMPORTANT NOTE+++

**Once you choose a method of loading your roster, the choice you make CAN NOT be undone without the system being reset by the Council. If you choose the wrong option, please contact the Council so the system can be reset.**

\* - The Internet Rechartering System is designed to be used with unit management software from various software vendors. Should any problems occur trying to synchronize information between your software and the Internet Rechartering System, please contact your unit management software vendor for technical support. The Quapaw Area Council or the Boy Scouts of America will not be able to assist you if problems occur with your unit management software.

### 4. Update Roster

Step 1 – Update Charter Information: change any information necessary.

Please note – you **MUST** enter a telephone number to advance to the next step. If your Chartered Organization does not have a dedicated phone number, please list either the number of the Institution Head, the Chartered Organization Representative, or your unit leader.

Step 2 – Select Members for Renewal: uncheck any members that will not be returning and click next. On the following page, carefully review your selections. If you have made a mistake or would like to make changes, click previous to go back and make changes. If you are satisfied with your selections, click next.

Step 3 – Promote Members: Please read this information carefully.

When you select Promote, you will see a unit selection screen that displays units chartered to the same chartered organization. If units are available, you can promote youth to the next unit. You can also promote youth who are the appropriate age into adult positions.

In order to promote youth from units not chartered to your chartered organization, you must have the permission of the unit(s) in question, including their ID and password.

If you do not want to promote any members, click Next Step.

## **Step 4 – Add New Member**

You will have the option to add new adults and youth. Please follow the instructions to add new members.

### **+++Important Note+++**

**You will not be able to add a new adult member without entering a valid Social Security Number.**

Please note – you must turn-in paper applications with, appropriate signatures, for each new member added in this process.

## **Step 5 – Update Member Data**

In this step, you will be able to update individual member information. You can edit address and phone number information, change youth members' ranks, and change adult leaders' positions.

When making changes in adult leader positions, you must adhere to BSA rules regarding the number of leaders. You will not be allowed to proceed if you do not meet the minimum number(s) for registered leader positions, and you will be notified if that occurs (errors will be shown on the right side of the screen in red). You must make the appropriate changes in order to proceed to the next step.

### **5. Check Roster**

In this step, your roster (after your changes) will be checked against BSA requirements. You will be informed if there are any errors, and you will be required to correct errors before moving on to the next step.

### **6. Update Fees**

Once your roster has been validated, you will have a chance to review your roster and see the fees for each member. If your unit has 100% Boys Life participation, you will be able to verify that by clicking the appropriate button, which in turn automatically orders your 100% Boys Life Ribbon (at no charge to your unit).

### **+++Important+++**

If someone in your unit has their primary registration in another Scouting unit, which means they have paid their annual registration fee in that unit, you are not required to pay another registration fee. Please click the update option next to their name(s) and follow the steps to show the “multiple” registration.

### **\*\*\*\*Special Notice\*\*\*\***

**The fees listed in the Internet Rechartering System DO NOT include the insurance fee paid to the Quapaw Area Council. You MUST add \$0.70 per person shown on the left side of the screen in order to pay all fees.**

## 5. Submit Roster

When you are satisfied that everything is correct, you can submit your roster to the Council for approval.

If you would like the Council to take all applicable fees from your Unit Account (if applicable), please place a check in the appropriate box. If you select this option, please make sure the proper funds are available in your unit account.

If you would like to view a draft copy of your recharter paperwork, click on the link at the bottom of the page.

When you click on the “Submit to Council” button, you will receive the following confirmation box:

<p>You are about to submit your new roster information to the council. Please make sure you have reviewed the roster report prior to submit.</p> <p>Renew: ___ Adult, ___ Youth New: ___ Adult, ___ Youth Fees=\$____</p> <p>Once submitted, you will only be able to the roster as a PDF for printing. Please print two copies of the PDF report, one to submit to your council and one to your unit. No additional changes to your roster can be made after submitting. Do you wish to submit your roster?</p> <p style="text-align: center;">Yes <span style="margin-left: 200px;">No</span></p>
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Click yes to submit your recharter.

## 7. Print summary/Turn-In Paperwork and Fees

Once you have electronically submitted your recharter paperwork to the Council, you will still need to submit signed copies of your paperwork and all applicable applications (your report will tell you what applications you must submit). If you did not allow the Council to deduct fees from your unit account, you must also submit all fees as well.

Please print out your recharter report and bring all applicable items to the Council Service Center as soon as possible.

Your recharter IS NOT finished until all paperwork and fees are submitted and the Council Registrar confirms everything is correct.

**+++Important+++**

To be considered an “on-time” recharter, you must complete the entire process **PRIOR** to your unit’s expiration date.

## Important Reminders

Please familiarize yourself with this guidebook and the Internet Rechartering Tutorial/Help functions before you begin the process.

If you forget/lose your Unit ID, please contact the Council.

If you forget/lose your password, please contact the Council so your account can be reset.

The Council employees serve as your “Help Desk”. Should you run into any problems or need answers that can’t be found in the online help, please contact your District Executive. If your District Executive can not answer your question, he/she will point you to the appropriate Council employee for further assistance.

You must still turn in all applicable paperwork. Failure to do so, **PRIOR** to your unit’s expiration date, will result in your unit lapsing. After your unit is lapsed for 2 months, your unit will drop from the BSA roles. Lapsed/dropped units **ARE NOT** covered by BSA/Quapaw Area Council Insurance. Youth and adults in lapsed/dropped units **CAN NOT** register or participate in any events (District, Council, or National), **CAN NOT** record any advancement, and **CAN NOT** record any training.

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Please Detach and Return Bottom Portion with Recharter Paperwork

## Confidentiality Agreement

As my unit’s Renewal Processor, I have been privy to personal information of both our adult and youth members. This information includes contact information (addresses, phone numbers, and e-mail addresses) as well as personal information such as dates of birth and Social Security Numbers.

I understand the need to keep information of this nature private, and I agree to protect this information to the best of my ability. This includes:

- Keeping all printed documents secure
- Not sharing personal information with anyone – for any reason
- Contacting the Council immediately if I suspect misuse of personal information

Should I disregard this agreement, I understand that I could face disciplinary action from the Quapaw Area Council and the Boy Scouts of America, as well as the possibility of civil and/or criminal prosecution should the situation warrant.

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(printed name)

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(signature)

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(date)