

Tall Pine Council, Boy Scouts of America

Rechartering Handbook



Tall Pine Council
Boy Scouts of America

WWW.TPCBSA.ORG

Table of Contents

Council Commissioner Message	4
Suggested Timetable	5
Getting Started	6
Confidentiality Statement	7
Internet Recharter Instructions	8
Understanding Your Unit Charter Application	15

Appendix

Charter Application Checklist	21
Troubleshooting Tips	22
Glossary	24
Adult Position Codes	25
Using Unit Management Software	26
Insurance Information	27
National Quality Unit Award	29
Notes	30

My Fellow Scout Leaders,

Welcome to renewing your unit charter! We truly appreciate community organizations establishing a charter with the BSA to conduct our programs for their families. It's time to renew your unit's charter and the Tall Pine Council Commissioner staff is here to help you with the process.

You start with the information currently in this handbook, your recharter packet and the Scout Service Center (i.e. in Scoutnet computer files). The official recharter process with Tall Pine Council is Internet Electronic Rechartering.

The Tall Pine Council will have an Internet Rechartering link on our Web site (www.tpcbsa.org) with instructions and tutorial. The unit receives its charter renewal packet as usual, only now the packet includes information for Internet Rechartering. The system lets you enter new members, renew current members, and update information for any registrant, all from your own desktop and on your own time.

There will also be a link to the Internet Rechartering tutorial and help on the Web site. All BSA policies are enforced throughout the system, so what you enter is sure to meet all the requirements.

Meet with your key leaders early in the recharter period. You will have internet access starting 60 days before your recharter month (i.e. January units can access internet rechartering on December 1). Most units can do the bulk of the process in one evening. However, you shouldn't put it off because there could be stragglers, hard-to-get signatures, or other delays. "Be Prepared!"

Yours in Service,

Jim Smithwick

Council Commissioner

Getting Started

Items you need to gather before you begin Rechartering:

- Internet Electronic Rechartering is the official charter renewal process in Tall Pine Council. You have the option of paper rechartering with Tall Pine Council information or you may use your Unit Management Software. To see which software programs interface with the Boy Scout Network (ScoutNet) please refer to the appendix section entitled “Unit Management Software” in this handbook.
- The Rechartering Handbook with your unit’s access code on the back page.
- Set the unit’s charter application meeting date and follow suggested meeting preparation checklist in this booklet.
- Your charter is available two months before and two months after your unit’s charter expiration date as listed on your roster, however, your charter should be turned in by the **15th** of the month in which your charter expires.

Important-If your charter expires, you are not eligible to earn advancement, or to participate in events or activities that require you to be registered.

CONFIDENTIALITY STATEMENT

Important: *You are about to view information confidential to your unit and Boy Scouts of America. You accept the responsibility of maintaining the confidentiality of this information only with individuals in your unit or the Boy Scouts of America on a need to know basis.*

You agree that this information will not be distributed or shared outside of the Boy Scouts of America.

Suggested Unit Charter Application Meeting

Meeting Preparation: Items always needed to recharter (or at least highly recommended for rechartering).

- ❑ Set a date to meet early in your recharter cycle that is convenient for your recharter team.
 - Suggested attendance: Unit Commissioner, person preparing the charter, Unit Leader, Unit Committee Chair, Finance chair, and other interested adults.
 - Consider inviting youth leaders for programs with older youth (e.g. Senior Patrol Leader, Crew President, or Team Captain)
 - Optional attendees could also include Executive Officer (Institutional Head), Chartered Organization Representative.
- ❑ Gather current copies of unit youth and leader rosters
 - Correct a copy of your most recent unit rosters before correcting originals, software, etc.
 - Write unit roster changes in another color (e.g. red) to make official data entry easier.
- ❑ Gather all materials from your Recharter Packet
- ❑ Recharter Handbook, Centennial Quality Unit form, and spare youth and leader applications.
- ❑ Have telephone access (extra cell phones can be very helpful)
- ❑ Have refreshments (cookies, soft drinks) at hand to help keep meeting focused.
- ❑ If you need assistance, your Unit Commissioner has resources to help with recharter.

Charter signed paperwork and fees are due in the Tall Pine Council Service Center by the 15th day of your recharter month (i.e. January charters are due on January 15th).

Internet Recharter Instructions

Internet Rechartering Overview

Internet Rechartering is a Web-based software application designed to make the unit charter renewal process more efficient and accurate.

Before beginning the unit charter application, take the Internet Rechartering tutorial on our website, www.tpcbsa.org.

The Internet Rechartering tutorial is a step-by-step explanation of how to use the Internet Rechartering system. It includes screen captures and examples. We recommend that users take the tutorial before using Internet Rechartering.

What are the benefits of Internet Rechartering?

There are two key benefits from using Internet Rechartering:

- More accurate member data, and
- Freeing up of scarce council resources.

These benefits are really two sides of the same coin. Moving some of the data entry for charter renewal from the council to the unit leads to more accurate member data (because a unit member is entering the information). Also, the council will need to only double-check and potentially edit the submitted Internet Rechartering data before it is posted to PAS (Program Administration System within the Boy Scout Network).

What do users need to use Internet Rechartering?

Internet Rechartering was designed to accommodate the widest variety of users without a need for specific training. The users of Internet Rechartering should have a basic knowledge of Boy Scouts of America terminology and familiarity with a computer and the World Wide Web. Internet Rechartering contains an optional tutorial that will walk users through each step.

Internet Rechartering will require that the user have access to a computer with a **56 KB** or faster Internet connection and a browser that is **IE 5.5** or greater.

What can I NOT do in Internet Rechartering?

Internet Rechartering is only for charter renewal. New charters cannot be established through Internet Rechartering. Internet Rechartering is for traditional units only – Packs, Troops, Teams, Crews, and Ships.

What are the steps in the Internet Rechartering process?

The **unit renewal processor (RP)**, the person who is renewing the unit's charter, follows the process on the secure Internet site to create a charter renewal file. The RP provides Internet Rechartering with the data necessary to create the file in a series of intuitive steps.

To renew a unit's charter:

1. The unit eligible for Internet Rechartering designates an adult member as the RP.
2. The RP gathers all the information needed for a traditional charter renewal (e.g., new applications, fees, data of which adults are holding which paid positions, etc.).
3. With the charter renewal information at hand, the RP navigates to Internet Rechartering via the council Web site.
4. In Internet Rechartering, the RP registers/logs in to Internet Rechartering and follows the intuitive process. Fundamentally, the process requires the RP to:
 - a) Load the Roster – use PAS or third-party unit-management software (UMS) to create the initial work-in-progress roster.
—OR—
 - b) Upload UMS File - upload the file created in unit-management software.
 - c) Update the Roster – update charter information, select which current members to renew on next year's roster, add adult members, add youth members, update member data, and update member positions.
 - d) Check the Roster – validate that the data to be submitted conforms to BSA rules.
 - e) Update Member Fees – update fees (e.g., assign “Multiple” status) and sign up unit members for Boys' Life.
5. After double-checking the information, the RP submits the file to the council and prints the Internet Rechartering Charter Renewal package.
6. The RP **sends the signed paperwork** and **fees** to the local council for processing.

Register and Log In

Users must register as a new user for each separate unit in cases where they are the RP for more than one unit, and every year in cases where they were the RP for the same unit last year. Users can begin the process and stop before finishing. When these users return, they follow the process for the returning user to log in.

If you are a new user:

- 1) At the Internet Rechartering home page, click the **First Time User** button.
- 2) At the registration page, enter your information into the following fields:
 - a) Access Code (access code is provided by the council)
 - b) Unit Type (choose one from the drop-down list)
 - c) Unit Number
- 3) Click **Continue**.
- 4) Read the confidentiality statement. Click **I Agree**.
- 5) At the contact information page, enter your information. All fields are required.
- 6) Click **Register**.

If you are a returning user:

- 1) At the Internet Rechartering home page, click the **Returning User** button.
- 2) At the Log In screen, enter the access code and password.
- 3) Click **Log In**.

Recover a Forgotten Password

If you forget your password, a new password will be e-mailed to you.

To reset the password:

- 1) Click **Forgot password?** on the Log In page.
- 2) At the Password Reset page, enter the following information:
 - a) Access Code (original access code provided by the council)
 - b) E-mail (e-mail address provided during registration)
- 3) Click **Reset**.

Load Roster - Stage One

After the RP has logged in, the dynamic home page appears. This home page will change depending on how many steps of the process are left incomplete. The first time the user logs in; the home page will list all the steps in the process.

To load the roster:

- 1) At the home page, click **Begin**.
- 2) At the Load Roster Welcome page, click **Load Roster**.

Result: The existing PAS data is loaded into Internet Rechartering for editing, and the user is taken to the Update Roster page.

Important: *Once you have selected a method for loading the roster, you cannot go back and use the other method for loading the roster without having the council reset the unit. If at a later time the unit would like to purge its UMS data, the RP must call the council to reset the unit.*

Upload UMS File (if using this option) After the RP has logged in, the dynamic home page appears. This home page will change depending on how many steps of the process are left incomplete. The first time the user logs in; the home page will list all the steps in the process.

To upload the UMS file:

- 1) At the home page, click **Begin**.
- 2) At the Load Roster Welcome page, click **Upload UMS File**.
- 3) At the UMS File Upload page, click **Browse**. In the dialog box, locate and select the UMS file, and click **Open**. Back at the UMS File Upload page, click **Verify File**.
- 4) Review the charter information to ensure the information is correct. Click **Continue**. At the next screen, click **Next Step**.
- 5) At the Identify New Members screen, select the check box next to the new members of the unit. Click **Next Step**.
- 6) At the Match Renewing Members screen, Internet Rechartering will present the names in the UMS file that you have not yet identified as new, but that do not match perfectly with existing members. If a member is new, click **Member is New**. If a member is renewing, select the member on the right, and click **Match**.
- 7) Click **Next Stage**

Update Roster - Stage Two

Once the roster is loaded from PAS, the user can make the changes for the next year. The first page of the Update Roster stage is a listing of the steps needed to make the updates.

Important: *If the RP signs in and starts the recharter process and Loads from PAS, they will only get the members currently posted to their unit at that point. If additional enrollments are posted by the council after the RP has begun the renewal process, the downloaded roster will not include them. If the RP has many unprocessed additional enrollments that they do not want to key in as new, they should wait to start the charter renewal process or if the RP has already begun, the council can reset the unit.*

To update the roster:

- 1) At the Update Roster page, click **Next**.
- 2) At the Update Charter Information page, update the fields. Click **Next**.
- 3) At the Select Members for Renewal page, the current roster for the unit is displayed. All members are automatically selected. Deselect the members who will be in the renewed unit by clearing the check mark. Click **Next**.

At the confirmation screen, click **Next**.

Important tips about your entries:

- Examples of a prefix are Dr.; Rev. Etc. Examples of a Suffix are Jr., II etc. You do not need to enter Mr. or Mrs.
 - Name entries:
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (OBrian not O'Brian)
 - NO initials for first names. NO full middle names. Use an initial.
 - Every registering adult is required to provide their social security number. These are required for the criminal background check. Social Security numbers are not required for youth.
 - Please make sure all of your information is 100 % accurate.
-

- 4) At the Add New Member (Adult) page, you can add a new adult member to your roster. To add a new adult, click **New Adult**. See [Add New Member \(Adult\)](#). If you do not need to add a new adult, click **Next**.
- 5) At the Add New Member (Youth) page, you can add a new youth member to your roster. To add a new youth, click **New Youth**. See [Add New Member \(Adult\)](#).

If you do not need to add a new youth, click Next.

- 6) At the Update Member Data screen, every adult and youth member of the unit is listed.

To update contact information for a member, click the **Update** link to the left of the member's name. To remove a member from the list, click the **Remove** link to the left of the member's name.

Click **Next**.

- 7) At the Update Member Position screen, you can double-check that a unit has all the required adult positions filled before getting to the validation step.

To modify an adult's position:

- 1) Click the **Update** link to the right of the adult's name.
- 2) Choose the new position from the drop-down menu, and then click **Save**.

Click **Next**.

Add New Member (Youth)

In step 4 of the Update Roster procedure, the RP can click **New Youth** to add a new youth member to a unit. The following procedure describes the actions necessary once the RP has clicked New Youth. The data requested in this procedure is similar to that requested on the youth membership application.

To add a new youth member to a unit:

- 1) At the Add New Member (Youth) screen in the Update Roster procedure, click **New Youth**.
- 2) Fill in the available fields - Transfer (if necessary)

Note: The RP should select the transfer check box if the new participant has a paid membership in another unit that will extend past the expiration date of this unit. Selecting the transfer check box will cause three additional edit fields to appear that the user can use to supply information about the unit from which this member is transferring. The fee will change the registration fee from \$10 to \$1.

Click **Next**.

- 3) At the Add Personal Data screen, fill in the available fields.

Click **Next**.

Click **Save**.

Result: The new youth member is added to the working draft of the charter renewal roster. Until the charter is submitted, the RP can modify this data through the Member Update feature.

Click **Next**.

Add New Member (Adult)

In step 4 of the Update Roster procedure, the RP can click New Adult to add a new adult member to a unit. The following procedure describes the actions necessary once the RP has clicked New Adult.

To add a new adult member:

- 1) At the Add New Member (Adult) screen in the Update Roster procedure, click **New Adult**.
- 2) Fill in the available fields - Transfer (if necessary)

Note: The RP should select the transfer check box if the new participant has a paid membership in another unit that will extend past the expiration date of this unit. Selecting the Transfer check box will cause three additional edit fields to appear that the user can use to supply information about where this member is transferring from (the fields that appear are the same fields that appear on the membership application). Also, selecting the Transfer Fee will change the registration fee from \$10 to \$1.

Click **Next**.

- 3) At the Add Personal Data screen, fill in the available fields.

Note: The address format changes if the user enters a different country code.

Click **Next**.

- 4) At the Add Business Data screen, fill in the available fields.

Click **Save**.

Result: The new adult member is added to the working draft of the charter renewal roster. Until the charter is submitted, the RP can modify this data through the Member Update feature.

Click **Next**.

5) At the Add Personal Data screen, fill in the available fields.

Click **Next**.

6) At the Add Business Data screen, fill in the available fields.

Click **Save**.

Check Roster - Stage Three

Stage Three - Check Roster allows the RP to do a final update on the charter renewal data and to submit the data for validation against BSA business rules.

To check the roster:

1. From the Check Roster page, the RP can select any of the four available links to alter the roster.
2. When the roster is complete, click **Check Roster**.

Note: If the charter renewal data does NOT conform to the BSA business rules, the check roster results page will inform the user and will dynamically create links that will help the user fix these violations. Possible violations are classified as one of two types: errors and warnings. Errors must be fixed or Internet Rechartering will not allow the process to proceed. If there are errors, Internet Rechartering will not display a Next Stage button. Warnings are also violations of BSA business rules, but the RP can override the objections.

Update Fees - Stage Four

Stage Four - Update Fees gives an overview of the fees owed by each member of the unit. The fees include the Member Fee, the *Boy's Life* subscription fee, and the total fee per member.

To update fees for the unit:

- 1) From the Update Fees page, the RP may review the final charter renewal data and make any last-minute changes. If the charter data is correct, click **Summary**.
- 2) To update a fee or to subscribe to *Boys' Life*, click the **Update** link next to the left of the name.
- 3) In the Update Fee Status dialog box, enter the updated information, and then click **Save**.
- 4) When the roster is complete, click **Next**.

To indicate a member holds multiple positions:

- Is the member multiple because he is paying in another unit?
- If so, complete the following steps:

- 1) Select the **Update** link to the left of the name.
- 2) Select the **Member Paid in Another Unit**.
- 3) Click **Save**.

Submit Roster and Print Charter Renewal Application - Stage Five

From the Submit Roster page, the RP can submit the charter renewal data to the council. The RP gets only one chance to submit this information. Any changes that need to be made to any submitted information will have to be made by the council. You may cross out any incorrect information on the renewal application and print the correct information and inform the council.

To submit the roster and print the application:

- 1) From the Submit Roster page, click **Submit to Council**.
- 2) At the survey page, answer the three questions. Click **Save**.
- 3) At the prompt, click **OK**.
- 4) At the Success screen, click **Print Renewal Application**.
- 5) Print the renewal application. Deliver the following to the council:
 - a) Signed and dated application
 - b) Member applications
 - c) Fees

Note: In addition to the Charter Renewal Roster, the printed report also includes a list of members who are new, transfers, multiples, no fees, and/or drops. For simplicity, Internet Rechartering allows the RP to submit to the council only one time. After submitting, the only feature that the user has access to is the feature that prints the renewal application

Understanding the Unit Charter Application

To help understand your printed results of your unit's unit charter application process, we have included this section to help explain the different sections of the application. Please refer to the bolded letters for a detailed description.

Front Page information

A	Unit District 01 Norwegen Pine Unit Status: R	Troop 0003 County Genesee Term : 12 Months	Expire Date: 01/31/2006
B	Chartered Organization: The Local Church 2222 Two Mile Rd Somewhere, MI 21222	Executive Officer: Mary Doe 2222 Two Mile Rd Somewhere, MI 21222	C Boys' Life: 8 Term: 12 Months Begins: 04/2005 Ends: 03/2006

The top of the unit charter lists general information about your pack, troop, team, crew, or ship.

- A)** Indicates information concerning the unit's...
 - Unit Type and Council Number
 - District
 - County
 - Expiration Date of Unit Charter
- B)** Indicates information concerning the unit's...
 - Charter Organization Information
 - Executive Officer Information
- C)** Indicates information concerning the unit's *Boy's Life* term

Signature Section—Signatures of the Charter Organization’s Executive Officer and the Council Representative (Unit Commissioner or District Executive) are required for the charter.

D. Executive Officer Certification	_____
	Signature
Our organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative. (Complete information is on instruction sheet no. 28-420)	
E. Council Representative Certification	_____
	Signature

D) Example-The president of the PTO from a school chartering a pack is the Executive Officer whose signature is needed here.

Important -The executive officer of the chartered organization must sign the charter. This certifies that the organization has approved all registering adults. The chartered organization certifies that all registered adults subscribe to the Declaration of Religious Principle, Policy of Nondiscrimination, and the Scout Oath or Promise. Adults agree to be guided by the charter, Bylaws, and Rules and Regulations of the Boy Scouts of America; they are U.S. Citizens (or have declared intention or are otherwise qualified.) There is no charge for your Executive Officer unless he (she) is taking another leadership position in which case an adult leader application must be completed and you pay the \$10 fee

E) A Unit Commissioner, a District Commissioner or a District Executive signs here after verifying the information is correct.

Charter Fees—appearing on the front page, this section is used to calculate the unit’s annual charter fees for registration, *Boy’s Life*, and Charter Fee.

Registration	Qty	Fee
G. Paid Youth	5	\$ 50.00
H. Multiple Youth	0	XXXXX
I. Paid Youth BL Subs	5	\$ 60.00
J. Paid Adults	5	\$ 50.00
K. Multiple Adults	1	XXXXX
L. Paid Adult BL Subs	3	\$ 36.00
M. Charter Fee		\$ 20.00
N. Insurance	10	\$ 10.00
O. Total Fee Submitted		\$226.00

- G)** Number and amount of registration fees collected for youth
- H)** Count of youth that have secondary registration with the unit
- I)** Number and amount of youth *Boy’s Life* fees collected
- J)** Number and amount of registration fees collected for adults
- K)** Count of adults that have secondary registration with the unit
- L)** Number and amount of adult *Boy’s Life* fees collected
- M)** Annual charter fee for use of Scouting program
- N)** Count of adults and youth together multiplied times \$1.00
- O)** Total fees to be submitted with \$20 charter fee

Unit Codes-This information is located on the front page and displays information about the unit’s tenure and its status as a 100% *Boy’s Life* unit.

P. 36 Months Completed Tenure	P 100% Boys’ Life: Y
--------------------------------------	------------------------------------

- P)** Indicates the number of consecutive months a unit has been chartered. Unit is considered 100% if all households are receiving at least one copy of *Boy’s Life*.

Adult Leader and Youth Members Pages

Adult Leader and Youth Members pages Adult Leaders—starting on the first page is a list of your adult leaders who are registered.

Adult Members						
Position	Name	Address	BL	DOB	M/F	Phone
Committee Member	John Doe	111 Main St. Anytown, MI 11111	Y	1/1/1960	M	H (810) 555-3500 B (810) 555-3000
Committee Member	Jane Doe	111 Main St. Anytown, MI 11111	N	2/2/1962	F	H (810) 555-3500 B (810) 555-3000
Assistant Scoutmaster	Ted Jones	2323 Oak St. Anytown, MI 11111	N	3/3/1963	M	H (810) 555-1111 B (810) 555-2222
Scoutmaster	Bob Smith	3333 Cedar Ave. Anytown, MI 11111	Y	4/4/1964	M	H (810) 555-3333 B (810) 555-4444
Committee Chairman	Anne Smith	3333 Cedar Ave. Anytown, MI 11111		5/5/1966	F	H (810) 555-3333
Charter Organization Rep.	William Scout	4445 Main St. Anytown, MI 11111	Y	10/10/1965	M	H (810) 555-1122 B (810) 555-2211
Executive Officer	Marv Doe	2222 Two Mile Rd. Somewhere, MI 21222	N	4/5/1955	M	H (810) 555-9876 B (810) 555-6785

Adults Printed 7

Information includes:

- Position
- Trained: No-N, Yes-Y
- Name and Address
- Subscription to Boy’s Life
- Date of Birth and Sex
- Phone Numbers

Youth Members—Most of the remaining pages of your charter are your youth member information.

Youth Members						
Name	Address	BL	DOB	Grade	M/F	Phone
Sam Jones	2323 Oak St. Anytown, MI 11111	Y	1/1/1993	7	M	H (810) 555-1111
Steve Doe	1111 Main St. Anytown, MI 11111	Y	2/2/1991	9	M	H (810) 555-3500
Stan Doe	1111 Main St. Anytown, MI 11111	Y	2/2/1991	9	M	H (810) 555-3501
Will Smith	3333 Cedar Ave. Anytown, MI 11111	Y	5/20/1992	8	M	H (810) 555-3333
Jeff Jones	2323 Oak St. Anytown, MI 11111	Y	6/1/1990	10	M	H (810) 555-1111

Youth Printed: 5

Unit Leader Certification: _____

Unit Totals
Paid Adults = 5
Paid Youth = 5
Total BL Subs = 8

At the end of the youth member listing is the Unit Leader's Certification signature line. This must be signed by the Cubmaster, Scoutmaster or Crew Advisor.

Multiple, Dropped and No Fee Reports-The following page(s) contain the lists of multiple registrations, dropped members and/or adults and registrations paying no fee.

Multiple Adult Members					
Name	Position				Multiple From
William Scout	Chart Organization Rep. (COR)				Pack 103
Dropped Adult Members					
Position	Name	Address	DOB	M/F	Phone
Committee Member	Jim Johnson	110 West Ave. Anytown, MI 11111	8/8/1965	M	(810) 555-1222
Dropped Youth Members					
Position	Name	Address	DOB	M/F	Phone
Youth Members	Jack Johnson	110 West Ave. Anytown, MI 11111	9/9/1987	M	(810) 555-1222
No Fee Adults					
Name	Position				
Marv Doe	Executive Officer				

Unit Renewal Processor Page-This page is to remind the unit renewal processor (RP) to submit all paperwork and forms to the council.

Please attach to this report package the application forms for all new and transferring adult and youth members and any other forms, such as the Quality Unit Award Application, as requested by your council. The next step is to have the package reviewed for approval. The Executive officer of the Chartered Organization and the Unit Leader must sign the Charter Renewal Application. If something is found that now must be corrected, please print the correct information on the Application in the appropriate area and line through the correct information.

Please follow the instructions of your council to obtain the Council Representative signature.

The final step is to submit to your council this entire report package with attachments and the payment for the total amount due.

Please print below the name, telephone number, and e-mail address of a person who may be contacted by the council in case of questions.

Unit Contact Person _____

Telephone Number _____

E-mail Address _____

Appendix

CHARTER APPLICATION CHECKLIST

- ❑ 1. The Executive Officer has signed the charter on the front page of the charter application
- ❑ 2. The Unit Leader (Scoutmaster, Cubmaster, and Crew Advisor) has signed the Unit Certification page.
- ❑ 3. Double checked Unit information on front page.
- ❑ 4. Verified all adult and youth members' information for correctness.
- ❑ 5. Collected all new member and adult leader applications to turn in with charter application.
 - Youth application must be signed by unit leader and parent
 - Adult applications must include SS# and signed by Committee Chairmen and Chartered Organization Representative or Head of Chartered Organization.
- ❑ 6. Double check the amount of fees for charter applications
 - Make sure to include any new applications in the court
 - Make checks payable to **Tall Pine Council, BSA**
 - Make sure to fill out form and submit fees for insurance
- ❑ 7. Fill out Centennial Quality Unit Award, applications, order forms and attach to charter application.
- ❑ 8. Review charter with Unit Commissioner or District Executive and have them sign the charter application, if correct.
- ❑ 9. Turn in signed paperwork, fees, award applications and insurance to the Council Service Center or a council representative by the 15th of the unit's charter month.

TROUBLESHOOTING PROBLEMS FOR INTERNET RECHARTERING

- ❑ All of your membership expires on the last day of the month in which you recharter. Your charter paperwork should be turned in and paid for by the 15th of your month of recharter. Turning in your charter after it has expired could affect your status as a quality unit, your advancement eligibility, and your liability coverage for events in which you are participating.
- ❑ Unable to login—The system is unavailable from Saturday 9 p.m. to Sunday 6 p.m. (for system update). When demand is high the system may not let you in. If you logout and try again later you should be able to get in.
- ❑ For your convenience the Internet Rechartering Program is available two months before and for up to two months after your charter expiration date.
- ❑ If the Executive Officer is listed correctly on the printout with the other leaders but does not change on the top portion of the charter printout— Changes to the organization portion of the charter printout will be made in the council office. Draw a line through the retiring Executive Officer on the printout and write in the new one. We will complete the process here.
- ❑ You must turn in the signed printout from the online charter process. No paperwork means delays in the recharter process.
- ❑ Print a copy of your charter before you hit the “submit” button. Verify your information and then submit it. You will not be able to access your information or reprint after you hit submit and the notice to print disappears. If you cannot print the “submitted” charter paperwork, call the registrar at **(810) 235-8897** and she can print it for you.
- ❑ Examples of a prefix are Dr., Rev. Etc. Examples of a Suffix are Jr., II etc. You do not need to enter Mr. or Mrs

- Name entries:
 - NO spaces between prefixes (DeCarlo not De Carlo)
 - NO apostrophes (OBrian not O'Brian)
 - NO initials for first names.
 - NO full middle names. Use an initial.

- A social security number is required for all registering adults. Please do not just fill in numbers. Social Security numbers are not required for youth. Please make sure all of your information is accurate. What you enter it directly entered into ScoutNet the Boy Scout Network.

- When changing positions, follow the procedure within the Internet Rechartering System. Do not drop and reenter an individual. This will cause their original record with the individual's registration/training/advancement history to be dropped from your unit and will create a duplicate record with no history and request an application for the "new individual". Those two records will have to be merged by the Council Registrar to reinstate the person's history and this delays the processing of your charter.

- If a leader has a registration paid for in another unit or is registered and paid in a district or council position you can identify that "primary" or "paid" position in the "Update Fees" portion of the Internet Rechartering process.

- Tiger Parents (AP's) are not registered as leaders with Boy Scouts of America. If they decide to assume a leader position, they must fill out an Adult Application.

- Transfers at charter time must be accomplished with an application. The Internet Rechartering Program will now transfer their membership from one unit to another. If you turn in their applications with your charter make sure you identify and pay for them on your printout. This means you will have to write in a "transfer" line on your paperwork so that we can complete that process for you.

- Overflow sheets are obsolete with Internet Rechartering because you will see an up to the minute list of registrants when you enter the Internet Rechartering System.

- Check all of your information for errors. Check names, addresses and phone numbers for accuracy.

Glossary

Chartered 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 for 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 or Promise. Adults agree to be guided by the Charter, Bylaws, and Rules and Regulations of the Boy Scouts of America.

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 (IH)

Multiple Registrations: A **multiple** can be someone who is the **CR** (Chartered Organization Representative) in your unit and is also serving as the **CC** (Committee Chair) **or** as an **MC** (Member of Committee). No one else may hold more than **one position within** your unit.

The term **multiple** also refers to someone who is serving in a position in another pack, troop, team, crew, or in a district or council position and has already paid in that position. If you have adults serving in multiple positions, do not circle their **primary (paying)** position. The **circle** should be placed **around the position code** of the other positions they hold. The multiple adults should **designate** their primary position to avoid confusion.

Please Note: TIGER CUB Partners/Parents (**AP** position code) do not pay a registration fee. Do not cross off AP positions on the charter paperwork. These positions drop on June 1 when the Tigers automatically are advanced to Cub Scouts.

Adult Position Codes:

Use the following codes to fill out an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position.

IH--Institutional Head or Executive Officer of Chartering Organization--

This is not a registered position and **no fee** is charged. This person must fill out an adult application to hold any registered position.

CR--Chartered Organization Representative—Registration fee and application required to register for this position only one per unit **(21)**

CC--Committee Chairperson--only one per unit **(21)**

MC--Member of Committee--need at least two per unit **(21)**

SM—Scoutmaster--only one per unit **(21)**

SA--Assistant Scoutmaster **(18)**

NL--Venture Crew Advisor--only one per unit **(21)**

NA--Venture Crew Associate Advisor **(18)**

SK—Skipper--only one per unit **(21)**

MT—Mate **(21)**

VC--Varsity Scout Coach--only one per unit **(21)**

VA--Assistant Varsity Scout Coach **(18)**

CM—Cubmaster--only one per unit **(21)**

CA--Assistant Cubmaster **(18)**

WL--Webelos Den Leader **(21)**

WA--Assistant Webelos Den Leader **(18)**

DL--Den Leader **(21)**

DA--Assistant Den Leader **(18)**

TL--Tiger Cub Den Leader **(21)**

AP--Tiger Adult Partner--This is not an official registered position. This person must fill out an adult application to hold a registered position.

PT--Pack Trainer **(21)**

NON-UNIT Position:

42--Merit Badge Counselor (18) This is a **district position** requiring district approval by the Advancement Committee. No fee is required. You will need an application and the information sheet turned in and it is **not part of your unit charter. Please turn in this application separate from your unit registrations**

Rechartering using Unit Management Software

Compatible Software:

Troopmaster Software, Inc. programs:

- Troopmaster Millennium Edition, version 2.00a and higher
- Troopmaster 2000, version 1.11
- Packmaster Millenium Edition, version 2.00a
- Packmaster 2000, version 1.06a 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: Earlier versions of these software programs WILL NOT work with ScoutNet interface, please check with your software vendor's website for updates.

Insurance Information for Volunteers

Listed below are brief outlines of insurance coverages provided by or through the local council:

Comprehensive General Liability Insurance This coverage provides primary general liability coverage for **registered** volunteer Scouters with respect to claims arising out of an official Scouting activity with the exception that the coverage is excess over any insurance which may be available to the volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This insurance is only available while the vehicle or watercraft is in the actual use of a Scouting unit and being used for a Scouting purpose. Coverage is more than \$5 million for bodily injury and property damage. Because of the high limits, volunteers should NOT be placed in a position where their assets are jeopardized because of a negligence liability claim or lawsuit. The insurance provided unregistered Scouting volunteers through the BSA general liability insurance program is excess over any other insurance the volunteer might have to his or her benefit, usually a homeowner's, personal liability, or auto liability policy. There is no coverage for those who commit intentional or criminal acts.

Automobile Liability Insurance

All vehicles **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers is required to have limits of \$500,000 single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country. The council's automobile liability insurance is excess of the insurance the owner of the auto carries, providing insurance protection above the limits carried on the auto. A tour permit or a council short-term camping permit is required when units travel overnight or outside their district. The council should establish more specific guidelines setting forth when a local council tour permit is required. National tour permits are required for all trips of more than 500 miles or more one way and all tours outside the United States of America. These permits should list the drivers' names and limits of automobile liability insurance carried.

National tour permits are required for all trips of 500 miles or more one way and all tours outside the United States of America. Each local council establishes the parameters under which a local council tour permit is required. These permits must list the drivers' names and limits of automobile liability insurance carried. Leaders should file local tour permits two weeks before the activity and national tour permits one month before the activity.

Council Accident & Sickness Insurance Plan (Health Special Risk, Inc.) Unit accident insurance is mandatory in the Tall Pine Council and is provided to the units at a reasonable rate. Information about the plan is provided in the Unit Recharter Packets. This plan provides coverage for accident, and sickness resulting from participating in official Scouting activities, including going to and from meetings. Registered new members are automatically covered under the plan until the renewal date. Non-Scouts attending scheduled activities (including group travel to and from such activities) for the purpose of being encouraged (recruitment) to participate in Scouting are also automatically covered. However, the plan does not cover parents, siblings, or other guest.

2008 Centennial Quality Commitment and Achievement of Unit Award Interpretation of Criteria

“To improve the QUALITY of program in every unit in America!”

Use this information to guide your understanding of the criteria. Use actual numbers from the previous year to guide your improvement as you establish your goals. The unit leadership should meet with the district leadership to discuss what the unit wants to accomplish. Together you can develop an action plan for excellence. (If any of the criteria are at an agreed-upon number, then the goal might be to maintain them for this year.) Additional details and other resources in support of the Centennial Quality Awards program can be viewed by going to the www.scouting.org Web site.

After you have completed the form, submit it to the council for recording and filing. The first page is the council copy; the second page is the commissioner/district representative copy; and the third page is the unit copy.

- 1. We will have ___ percent of our direct-contact leaders complete Basic Leader Training and Youth Protection Training.** Direct-contact adult leaders include: Cubmaster, den leaders, Webelos leaders and all assistants; Scoutmaster and assistants; Varsity coach and assistants; crew Advisor and associates. These are adults who meet with youth regularly. You identify how many are registered and develop a plan to have them trained. If in the fall a new leader is registered within the past two months, their training status will not keep the unit from qualifying. To help with this achievement, each unit should have a **unit trainer** to work with all adults who need training. The job description can be found on the Web site under the Centennial Quality Awards program details.
- 2. We will provide excellent programs to achieve our youth membership goal of ___ percent retention, recharter on time, and recruit ___ new members.** The youth retention goal and the number of new youth should be set with the commissioner and unit leadership at the beginning of the calendar year. You should also work with your commissioner to recharter on time.
- 3. In the spirit of the National Parent Initiative, we will recruit ___ new parents/adults to assist our unit program.** The purpose of the National Parent Initiative is for each unit to involve more parents/mentors with their unit's program. Every parent should be asked to help with at least one specific task. Go to www.scoutparents.org for more details and tools available to support these efforts. Other adults who do not have children in the unit can also be recruited as mentors.
- 4. We will have ___ percent of our youth earn advancement awards.** This includes the basic rank awards in Cub Scouting, Boy Scouting, and Varsity Scouting. For Venturing, this includes the earning of individual core requirements and electives in the Ranger, Quest, Trust, Bronze, Gold, Silver, and Quartermaster awards, as well as completion of the Venturing Leadership Skills, Kodiak, Kodiak X, or SEAL courses.
- 5. We will have ___ percent of our youth participate in at least ___ outdoor experiences or group activities.** Specify in advance the events that will be used and how many are required to qualify. For Cub Scouting, this could include pack meetings. For Boy Scouts or Varsity Scouts, the emphasis is outdoor activities, not meetings. The types of outdoor activities may vary for each type of program. Venturing crews can develop an activity schedule centered on their planned programs of emphasis.
- 6. We will conduct annual program planning and will provide the financial resources to deliver a quality program to all members.** Your unit should develop an annual program plan and share it with all members. The unit develops a budget of expenses and a plan to provide the finances to achieve quality programs, through unit fund-raisers and member dues.

Additional Goals: When commissioners meet with unit leaders as part of the **annual action planning meeting**, they can review other important areas. Use the **unit self-assessment** tools as a part of this process. To include, but not limited to: 100 percent of families subscribing to *Boys' Life*, service projects recorded on the Good Turn for America Web site, two-deep leadership, active committee, youth training for Boy Scouting and Venturing, use of patrol method for Boy Scouting, and other important items.

The following services are provided by your Friends of Scouting Donations and Popcorn Sale Participation.

- Council Service Center
- Camp Tapico Scout Reservation and Camp Holaka
- Prevailing Winds II
- Roundtable materials, fliers and mailings
- The “Counciline” newsletter
- Internet Recharter tools
- The Council Website: www.tpcbsa.org
- General Liability Insurance
- Inventory at Council Scout Shop
- Professional and Support Staff
- And much more...

Our Unit Access Code is _____

Thank you for your support.

Tall Pine Council
Boy Scouts of America
507 W. Atherton Rd.
Flint, MI 48507
Phone (810) 235-2531
Fax (810) 235-5052
www.tpcbsa.org