Dear Unit Leader,

The holiday season is upon us and that means it’s time for the annual charter renewal process (re-registration of the youth and adults that are active in your Scouting program). This packet contains valuable information that will walk you through this process. I encourage you to review this packet with the person that will be completing your unit’s charter renewal.

1. **Instructions for renewing your unit and your 2018 access code to the online Charter Renewal Portal.** These instructions outline how to complete the process. As noted, when logging on, please use “first time user”, even though you may have used the system in the past. It is reset each year. Be sure all contact information for parents and volunteers is accurate. We rely on email addresses and mailing address for communications to our parents and volunteers.

2. **A unit roster can be found at my.scouting.org and will show who is currently registered in your unit and when someone completed youth protection training.** Be sure everyone’s youth protection training is up to date and will not expire in 2018, if someone’s youth protection training has expired, they will be deleted from the recharter and will need to complete a new adult application and youth protection training to get reregistered.

3. **2017 Journey to Excellence Score Card.** Please return this with your charter renewal paperwork. Journey to Excellence uses a balanced approach to measure performance. It guides program planning before the year begins, monitors activities for continuous improvement during the year, and recognizes performance at the end of the year.

4. **In this letter you will be provided with your Unit’s ID number.** This number is needed to record your Unit’s Community Service Hours and to use with the Internet Advancement Portal. I strongly encourage you to use both of these valuable tools available to you. Not only do they prove to be valuable to the unit, but it also helps us out at the Scout Office as well. I have included instructions on how to use each of these tools.

Thank you for devoting the time to ensure your charter renewal is completed accurately and on time. If your charter is not renewed on time, the unit may not meet; members are not covered by insurance; youth cannot participate in events or activities; and youth cannot advance in rank. I encourage you to plan now to complete a successful renewal process. If you have any questions or need further assistance, please contact Tina Carroll at 336-378-9166.

Yours in Scouting,

Ed Martin
Scout Executive/CEO

Recording Community Service Hours through Scouting’s Journey to Excellence program
a) Go to [www.scouting.org/jte](http://www.scouting.org/jte) and review the section entitled “Service Projects”

b) Click on “service hours website” and select first time user. Enter your unit id and four-digit unit number. Select, [New Users Click Here](http://www.scouting.org/jte) and click I agree at the [Confidentiality Statement](http://www.scouting.org/jte) window. If you disagree, you will not be allowed to enter information into the site.

c) Use the unit ID (five- to 11-digit number) and local unit number (four-digit number) you received from the council to fill in the three fields on the user profile page. In the second field, select the type of unit you are registering. TIP: If your unit number has less than four digits, add zeros in front of the number so that you have four digits

«Unit»     Unit ID #: «Unit_ID»

d) Enter your name, address, city, state, zip code, e-mail address. Set a user name and password. Click [Register](http://www.scouting.org/jte). The Home page of the data collection site appears.

e) The only way for local Scouting to track and share best practices from community service projects is through this on-line “Good Turn for America” portal.

f) Community service hours can be entered through December 31, 2016

**Internet Advancement – Go to [www.bsaonsc.org/Internetadvancement.html](http://www.bsaonsc.org/Internetadvancement.html)**

- Units will be able to submit ranks and awards for packs, troops, teams, and crews
- Units will also be able to print a unit roster
- Units will be able to upload records to the online system used by the Council (ScoutNet) from Troopmaster, Trooptracks and Scoutbook

To use Internet Advancement:

1. Select the unit advancement processor.
2. Obtain a unit ID code from the council office. - 336 378-9166 or see above
3. Gather information for advancement, including merit badge applications and advancement records with dates.
4. Click the Internet Advancement link and follow the instructions in Internet Advancement to process advancements and print an advancement report.
5. Have the appropriate people sign the printed unit advancement report and submit it to the council. Save a copy for your files.

As BSA policies for rank entry are enforced, what units enter will meet these requirements:

*Units should submit reports monthly, before the end of each month, as needed. Units must submit anything not yet reported before December 31 each year. Internet Advancement accepts advancement upload files from unit-management software. If you have a scout earning advancement that is not listed on your roster in ScoutNet. That scout needs to be registered. Please turn in an application for the scout and a separate advancement form that lists his advancement(s). It is still required that advancement reports are turned into the Council Office or the Scout Shop. The Scout Shop requires an advancement report to be handed in before purchasing badges and ranks.*
All Packs, Troops, Teams, Crews and Posts are required to re-charter on-line. On-line re-chartering is the best method to help insure that the information you provide is accurate and current. On-line re-chartering can be done from the convenience of your home or office. It’s secure and easy-to-use. The re-charter paperwork can be accessed from the Old North State Council Web site by going to:
http://www.bsaonsc.org/internetrechartering.html

**Fees:** Liability Insurance- $40 ● Membership fee- $33 ($2.75/month) ● Boys’ Life- $12 ($1/month) ● Accident Insurance-$1 per person

**Here’s how to get started:**

1. Go to http://www.bsaonsc.org/internetrechartering.html

2. Determine the adult who will be responsible for renewing your internet re-charter. This person will select a password that they will be responsible for using during the internet re-chartering process. This password should not be confused with the Access Code. The password simply allows the user to save work and come back to it at a later date.

3. **Select First-Time User** (even if you used internet re-chartering last year) & enter the unit’s recharter code: ___________

4. Select the unit type & enter the unit #. (include all 4 digits as shown above)

5. Create a password as instructed.

6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password. 
   - Update your member’s address and email address (This is important for communication!)
   - Add New youth and adult members. Because most all of our units renew during the beginning of the year, transfers will need to pay the full registration fee. At the “Update Fee” Stage of the process, you may select Boy’s Life subscriptions and choose if a member is registering as a “multiple” (paid in another unit).

**Here’s how to wrap it up:**

7. When you’ve completed all the information to re-charter the unit, click the Submit button.

8. Print the Unit Charter Renewal Report Package (unless your file and pay electronically), which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. **Acquire the appropriate signatures on the Charter Renewal Report and any youth or adult applications.** An application must be turned in for members transferring to your unit and for any NEW scouts or adults not listed on your current re-charter. All new adults must have their youth protection certificate attached to their adult application.

   -Important Information on the back-
Take the entire packet along with new applications and payment to the council office or to the
district turn-in meeting. **TURN IN ALL PAGES, EVEN IF PAGE # 1 IS BLANK. DO NOT
TURN IN A DRAFT COPY – DRAFT COPIES WILL NOT BE ACCEPTED.**
Collect all required fees: $40 Liability Insurance fee, $33 per youth and adult fee, $12 per youth or
adult for Boys Life, and $1 per youth, tiger cub adult partner and adult volunteers for accident
insurance. Note that $1 insurance per member is due at re-charter time.

**Please Note: All re-charters must be completed by the 15th of the month.** Re-charters are legal
documents that must be submitted on time. Units risk liability exposure if their re-charters are not
submitted on time and additionally cannot receive advancement or participate in council or district
activities.

**Helpful Tips:**

Online Rechartering will be available for Units that renew in January on December 1 and Units that
renew in February on January 1.

How to prepare in advance: **Log into My.scouting.org and review your unit’s roster and training
report. ANYONE NOT APPEARING ON THE ROSTER WILL NEED TO COMPLETE AN
APPLICATION TO TURN IT IN BEFORE YOU START THE RECHARTER PROCESS, OR TURN
IT IN WITH YOUR RECHARTER PAPERWORK.** Any adult that did not take YPT in 2017 will need
to complete the course. Please review the training report inform individuals that they will need to take
YPT Training before they can be renewed. Direct them to my.scouting.org web site and have them
complete the training and give you a copy of the certificate of completion.

It is highly recommended that you go through the tutorial. It only takes a few minutes & will be very
helpful. It can be found at [http://www.bsaonsc.org/internetrechartering.html](http://www.bsaonsc.org/internetrechartering.html)

Note: The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.
If using IE10, change browser settings to Compatibility Mode. To do so, go to the tool bar at the top of
the page, select "Tools", then choose "Compatibility View Settings" from the list.

**You will need to log on as a first time user, last year’s code will not work!!!**

In some cases, adults are registered in 2 units (a pack & troop). These adults only need to pay in one
position. In the “Update Fees” position of online recharting, towards the end of the process, will give
you the opportunity to indicate those adults paid in another position. Please coordinate with the other
unit who is paying for those adults.

You will have 2 options to file your recharter:

1. File the entire recharter electronically and pay online by coordinating with your Executive Officer
or Chartered Representative to sign electronically. If you have new Adults, you may not file
electronically.

2. If you are not filing electronically, when you get to that option, click cancel and submit your
recharter to Council, print your recharter paperwork, obtain necessary signature and bring or mail
your rechart to the council office or give to your Dist. Executive.

If you have any questions – please email Tina Carroll at tina.carroll@scouting.org or call 336-378-9166