

Rechartering is coming up! Two Lakes Units recharter in January, and Western Gates Units recharter in February. To help you through this process, here are some,

COMMON CHARTER QUESTIONS & INFORMATION

The Charter Fee is \$40.00.

Registration for 1 year is \$24 + \$1 Insurance for a total of \$25 for each adult & youth.

***Important Note ***
Journey to Excellence forms MUST be included in your packet when you send your Charter back to Council to receive your \$20 per boy discount for on-time Charter.

Multiples (registered & paying in another unit) are Free. Multiples MUST be marked as such, indicating where their fee is paid.

ALL Adult applications must have: Unit #, Name, Address, Phone, Email, Social Security #, Date of Birth, Position, Signature of Applicant AND Unit, Signed Disclosure Form (found inside the 2nd page of the application, and Proof of Youth Protection Training or they can not be accepted. Youth Protection Training is done through my.scouting.org which is another website. At the end of the training, the applicant can type their name on the training card, print it out, & staple it right to their application. If the training is done by someone who is already registered & has a member ID, they can enter their Member ID # in the beginning of their training and all training will automatically be attached to their record. New members, of course, do not have a Member ID # yet, so they MUST print out the card at the end.

- Youth Protection Training is "Program Specific" meaning there is a separate training for Crews, Posts, & Traditional Units. Please be sure to take the correct course.
- Units should **keep** the "**Unit Copy**" of each application for their files. Council only needs the "Local Council Copy" which is the original & is also the only copy showing the Social Security # for Adults.
- Cross off all names listed on your paper charter that will no longer be registered in your unit. All additional registrants MUST have an application for your unit, even if they are registered in another unit. We must be able to see on paper that each position is approved by the applicant AND the unit.
- Please be sure to watch for the Boys Life box that may be checked on some applications & add this \$12 fee to your total.
- Please make sure that EACH application is marked with the Unit # and position (for adults).
- Both Youth and Adult applications need unit signatures showing approval of the applicant. Adult applications need the inside Disclosure Page signed.
- A position change requires a new adult application signed by the applicant AND the unit. Otherwise I would have people coming through my door saying they want to be the new leader & the unit is not even aware of this. Position changes do not need to fill in private info again, such as social security #, etc.
- Please make sure that you have the correct amount of adult leaders for your unit.

There is an email sheet in with the charter packet for a handy email list for units & council. This is very important.

It is important to fill out the contact sheet with numbers where key people can be reached during office hours.

Don't forget the signed Charter Agreement form.

Internet Rechartering

How To:

First you should identify someone in your unit that is comfortable working online. Go to the council web page, www.alleghenyhighlands.org and click on the online rechartering link.

Before you attempt your recharter process, go through the tutorial to familiarize yourself with the process. Once familiar follow the steps below to complete your charter.

1. Click on the **Recharter Now** button below.
2. Select First-Time User and enter the unit access code provided in your recharter packet. The access code changes each year, so be sure you use this year's number.
3. Select the unit type and enter the unit number.
4. Create a password as instructed.
5. Complete the information requested on each screen. You can stop at any time, log off by reentering your access code and password.
6. When you've completed all the information to recharter the unit, click the Submit button.
7. Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the unit leader and chartered organization representative signatures on the applications and fee payments to the Scout Service Center before your expiration date.

The one thing that you need to remember when doing your online recharter is to mail a finished copy of the charter along with your check.

If you have any questions about the process, don't hesitate to call us.



VERY IMPORTANT NOTE

This process does not include the \$1.00 per member accident insurance, which must be submitted at the time of recharter. Please include that when submitting your fees to the Scout Service Center. The fees for youth and adults are \$24 plus \$1, and the charter fee is \$40. Those funds are now called a liability insurance fee. Because of high insurance claims, we have to help pay for it. Believe it or not, even after this increase, National still has to kick in a couple more million.....

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