



Rechartering for 2022



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Agenda

- What's New
- Key Dates
- Steps to a Successful & On-time Recharter
- Review of UCRS
- Recharter Turn-In





What's New?

- Membership Fee increase.
- YPT each year





YPT

- Each registered adult's YPT Certificate must be valid for the entire membership term.
- Longhorn Council will not complete a registration for those that doesn't comply.





Online Recharter Payments

- Payments can be sent directly to National Council with Recharter
- CC or Electronic Check
- Pay by Credit Card- 3% charge assessed
- Pay by Electronic Check – \$1.00 fee
- LHC Accident Insurance will be configured and collected by National





New Member Coordinator

- Every unit is encouraged to have a NMC
- An NMC is a Member of the unit committee
- Can count as one of the two minimum required committee members
- NMC welcomes new youth and adults, makes them feel welcome and orients them to unit





Key Dates - 2021

- YPT Mandatory Before Registration
- 15 Oct – Unit Charter Renewal System (UCRS) Open
- 12/14/2020 – Recharter Turn-in Party for Payments and Hard Copy Renewals
- December 15- Due date- Please





Steps for Successful & On-time Recharter

- Let LHC enter new members. Ensure all Youth and Adult applications turned in to BSA office before November 15 to have them on your roster.
- Each adult is responsible for updating their personal information (e-mail addresses, contact info.)
(my.scouting.org – Profile)
- Begin collecting recharter & *Boys' Life* fees.
- Keep track of who's paid, who's not going to reregister, any position changes for next year.





Fees for 2020

- Unit Liability Insurance fee \$75.00
- Individual member fee
 - (youth) \$72.00
 - (All adults & Explorer youth) \$45.00
- Accident/Sickness Insurance fee
 - (each member) \$15.00





Fees for 2020

- Youth Joining Fee \$25.00
(- New youth after August 1, 2020)
- Boy's Life subscription \$12.00





Registration Fee Information

- 100% of the Recharter, Registration and Boys' Life fees go to the National Council, BSA
- The Longhorn Council incurs costs to process the fees for the National Council, BSA
- Only the \$15.00 Accident and Sickness Insurance fee for each person stays with the local council





Unit Charter Renewal System

- Internet Rechartering Resources link:
<https://www.scouting.org/resources/internet-rechartering>
- Contains User Guide, FAQ and video
- Log on to
<https://advancements.scouting.org/login>





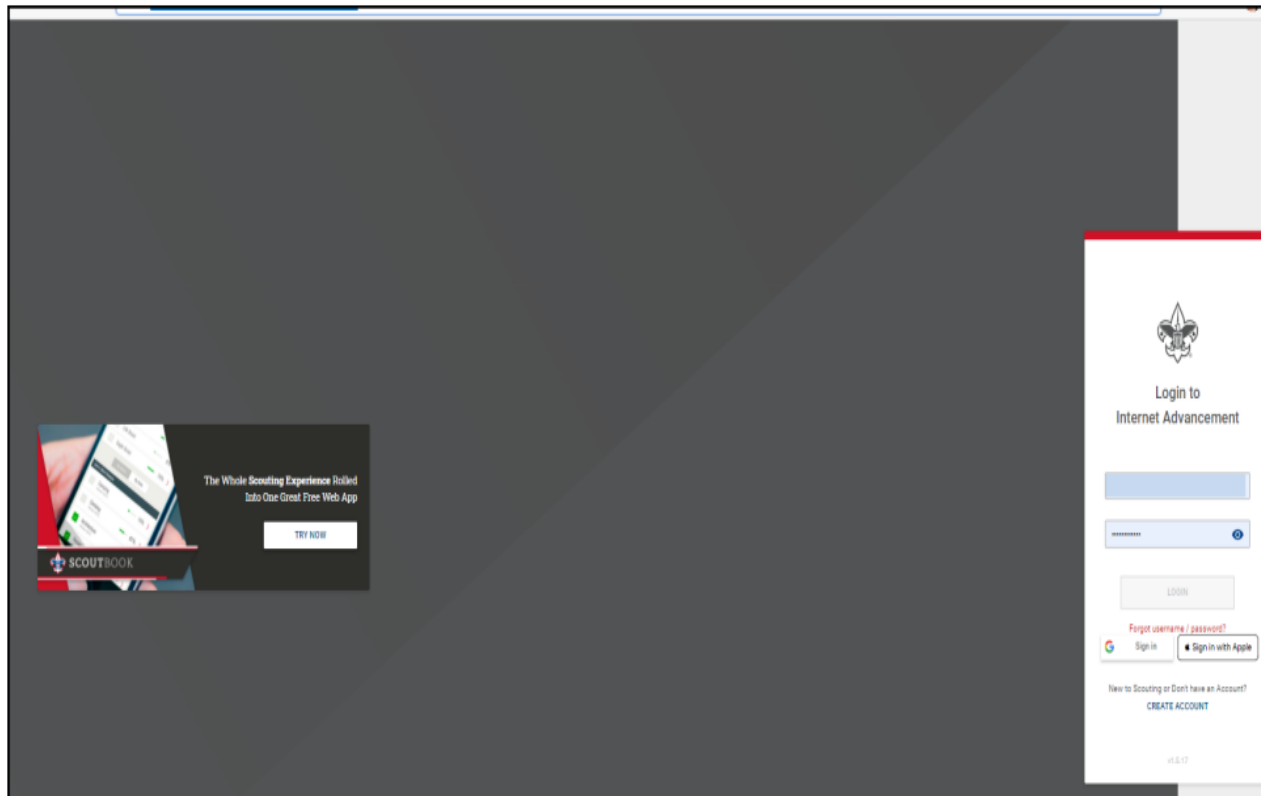
Use Google Chrome or Firefox or Internet Explorer 11

This site supports [Chrome](#) and [Firefox](#) and [Internet Explorer 11](#) (without Compatibility View) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.

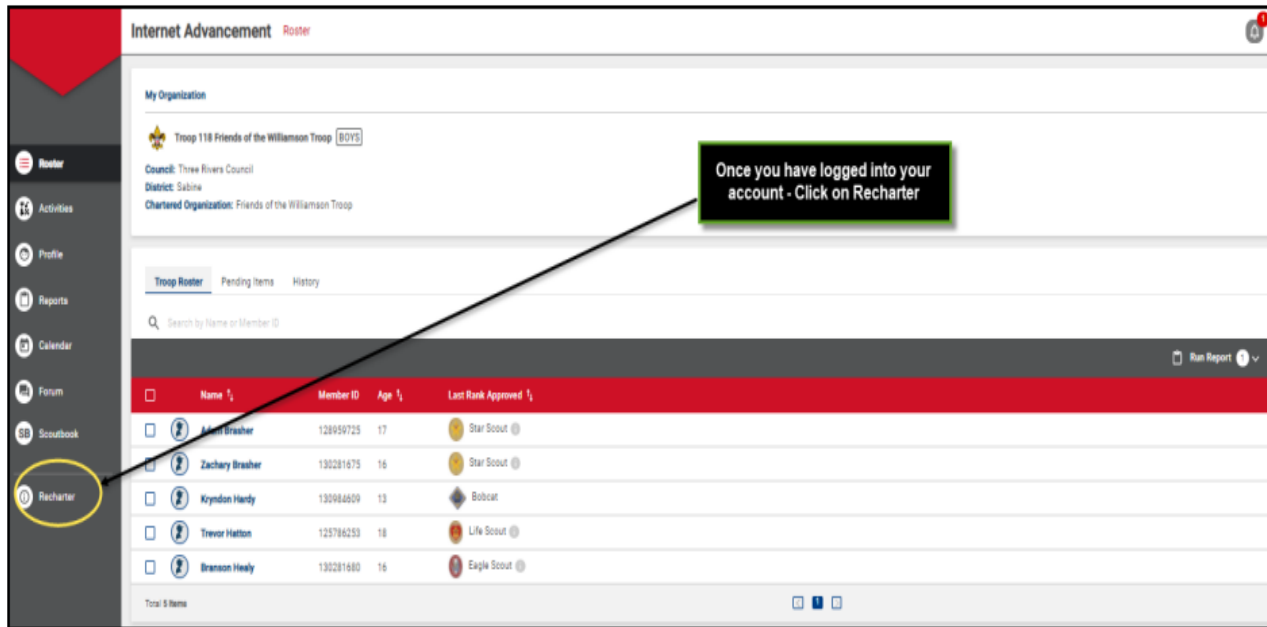


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Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman
or Key 3 Delegate by logging into their Scoutbook.com or My.Scouting Account



Open Recharter



The screenshot shows the "Internet Advancement" web application. On the left is a dark sidebar with navigation icons. The "Recharter" icon, which is a circle with a document symbol, is circled in yellow. A black line points from this icon to a green-bordered callout box. The callout box contains the text: "Once you have logged into your account - Click on Recharter". The main content area shows the "Troop Roster" for "Troop 118 Friends of the Williamson Troop". It includes tabs for "Troop Roster", "Pending Items", and "History". Below these is a search bar and a "Run Report" button. A table lists the troop members with columns for checkboxes, names, member IDs, ages, and last rank approvals.

<input type="checkbox"/>	Name	Member ID	Age	Last Rank Approved
<input type="checkbox"/>	Adam Brasher	128959725	17	Star Scout
<input type="checkbox"/>	Zachary Brasher	130281675	16	Star Scout
<input type="checkbox"/>	Kryndon Hardy	130986809	13	Bobcat
<input type="checkbox"/>	Trevor Hutton	125786253	18	Life Scout
<input type="checkbox"/>	Brennan Hively	130281680	16	Eagle Scout

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT – Green Exclamation Point – Youth Protection Training is current
- CBC – Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Red Exclamation Point – No subscription has been added to the registration
- Scout Life – Green Checkmark – Subscription has been added to the registration
- -- No status (New Members, youth, and no fee adults)

1
 Complete
 Recharter
 Information

2
 Payment and
 Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
 Unit Number: 118
 Unit Expire Date: 09/29/2021 ●
 Chartered Organization: Friends of the Williamson Troop
 District: Sabine
 Council: Three Rivers Council
 Unit Term: 12
 Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
 Chartered Organization Address: 5890 Packard
 Chartered Organization City: Vidor
 Chartered Organization State: TX
 Chartered Organization Zip: 77662-2457

TROOP ROSTER
REMOVED MEMBERS (1)
PENDING MEMBERS (1)
Payment Logs \$
Refresh Roster ↺
Print Roster 🖨

Manage Members ▼
Upload Document 📄
Show: All Roster 🔍

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Brandon Hardy	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	1332946	●	✓	●	\$ 45.00	✎
<input type="checkbox"/>	Bronson Hatten	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	11529012	✓	✓	●	\$ 45.00	✎
<input type="checkbox"/>	Derek Brasher	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	5315 Carnaby St, Irving	Adult	Executive Officer	111086471	--	✓	●	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	5315 Carnaby St, Irving	Adult	Committee Member	111086471	✓	✓	●	\$ 45.00	✎
<input type="checkbox"/>	Jonathan Healy	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	●	\$ 45.00	✎
<input type="checkbox"/>	Joseph Muckleroy	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	●	✓	●	\$ 45.00	✎
<input type="checkbox"/>	Marvin Lopez	--	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	--	Adult	Assistant Scoutmaster	--	●	●	●	\$ 45.00	✎
<input type="checkbox"/>	Adam Brasher	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--	●	\$ 72.00	✎
<input type="checkbox"/>	Bronson Healy	M	<div style="background-color: #ccc; width: 60px; height: 15px;"></div>	1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--	●	\$ 72.00	✎

+ Add Youth (Must have at least 5 youth)

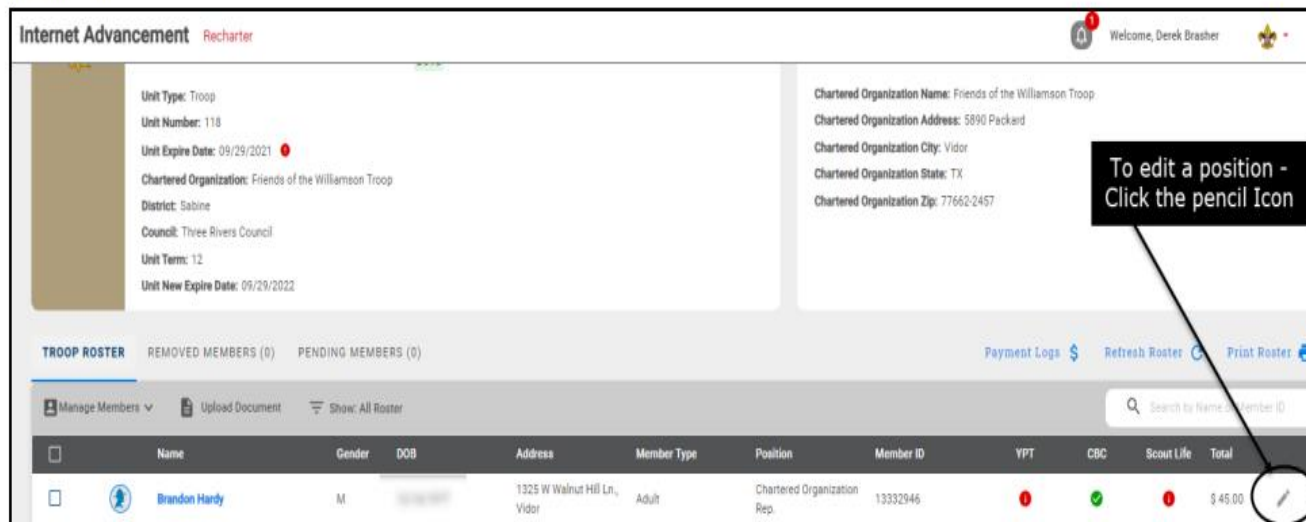
Total 12 Items

 < 1 2 > 15 / page ⌵

Validate Recharter and Pay

Changing a position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.



Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022



Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

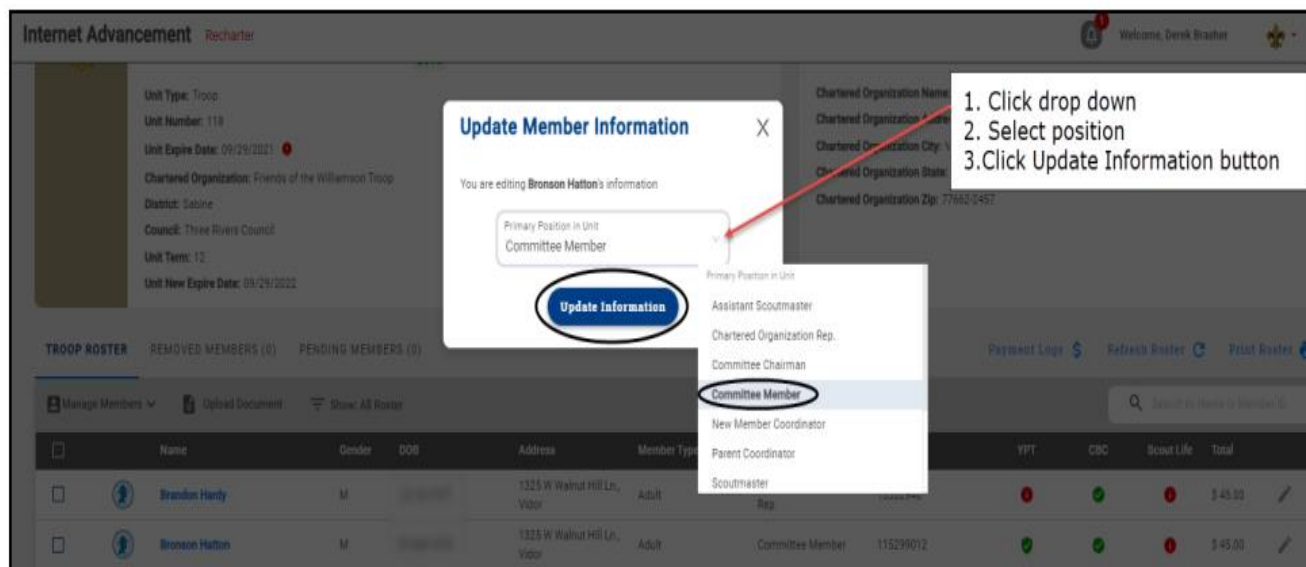
To edit a position - Click the pencil icon

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Manage Members Upload Document Show: All Roster

Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M	09/29/2021	1325 W Walnut Hill Ln, Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00	



Internet Advancement Recharter

Welcome, Derek Brasher

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

Update Member Information

You are editing Bronson Hutton's information

Primary Position in Unit
Committee Member

Update Information

1. Click drop down
2. Select position
3. Click Update Information button





Primary Position in Unit

- Assistant Scoutmaster
- Chartered Organization Rep.
- Committee Chairman
- Committee Member**
- New Member Coordinator
- Parent Coordinator
- Scoutmaster

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)

Manage Members Upload Document Show: All Roster


Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M	09/29/2021	1325 W Walnut Hill Ln, Vidor	Adult	Rep.	13332946	1	✓	1	\$ 45.00	
<input type="checkbox"/>	 Bronson Hutton	M	09/29/2021	1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	11529902	✓	✓	1	\$ 45.00	

Refreshing your roster

Internet Advancement
Recharter
Welcome, Derek Brasher

1 Complete Recharter Information
2 Payment and Confirmation






MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 5890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

After making changes, periodically throughout the rechartering process click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, Registered online or a registrar received a CBC during the Internet recharter process

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)
Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M	09/16/1987	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$45.00	
<input type="checkbox"/>	 Bronson Hutton	M	07/08/1985	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	1	\$45.00	

Manage Members

Add a new adult, mark as multiple, remove from roster and invite new member.

Internet Advancement

Recharter

Welcome, Derek Brasher

1

Complete Recharter Information

2

Payment and Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Sabine

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2022

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 5890 Packard

Chartered Organization City: Vidor

Chartered Organization State: TX

Chartered Organization Zip: 77662-2457

TROOP ROSTER

REMOVED MEMBERS (0)

PENDING MEMBERS (0)

Payment Logs

Refresh Roster

Print Roster

Manage Members

Upload Document

Show: All Roster

Search by Name or Member ID

Add New Member

Invite New Member

Mark As Multiple

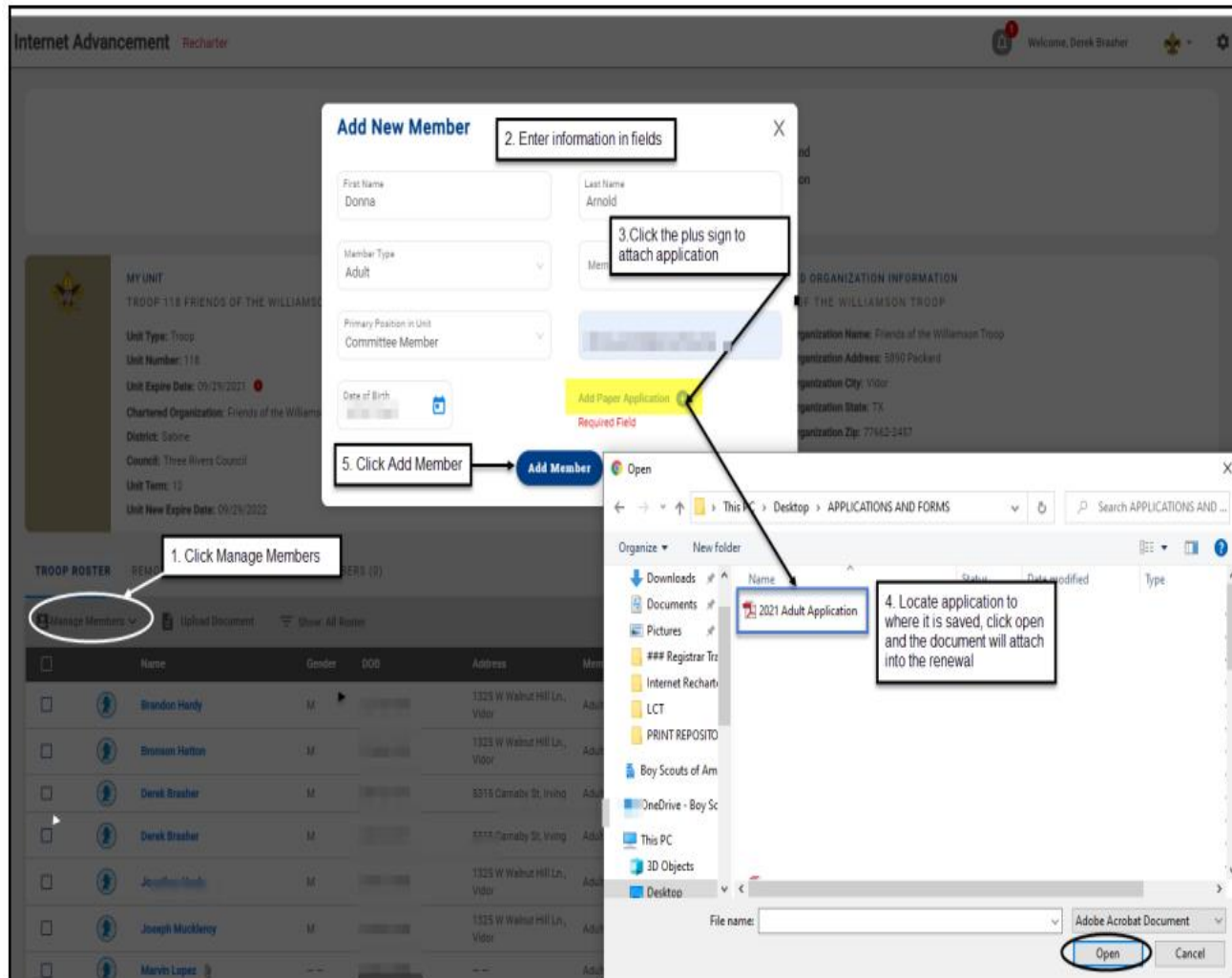
Remove From Roster

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Brandon Hardy	M	01/15/1985	1325 W Walnut Hill Ln, Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00
Brandon Hutton	M	01/15/1985	1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	115299012	✓	✓	1	\$ 45.00

Manage Members

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the Plus sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.



The screenshot shows the 'Internet Advancement' web application interface. The 'Manage Members' dropdown is highlighted with a callout '1. Click Manage Members'. The 'Add New Member' modal is open, with callouts '2. Enter information in fields' pointing to the form fields and '3. Click the plus sign to attach application' pointing to the 'Add Paper Application' button. A callout '4. Locate application to where it is saved, click open and the document will attach into the renewal' points to the '2021 Adult Application' file in the file explorer. A callout '5. Click Add Member' points to the 'Add Member' button. The background shows the 'TROOP ROSTER' table with columns for Name, Gender, DOB, Address, and Member Type.

	Name	Gender	DOB	Address	Member Type
<input type="checkbox"/>	Brandon Hardy	M		1323 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	Brianon Horton	M		1323 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	Derek Brasher	M		8318 Carnaby St, Irving	Adult
<input type="checkbox"/>	Derek Brasher	M		8318 Carnaby St, Irving	Adult
<input type="checkbox"/>	Joseph Hardy	M		1323 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	Joseph Muckleny	M		1323 W Walnut Hill Ln, Vidor	Adult
<input type="checkbox"/>	Marvin Lopez				Adult

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

0 Complete
Recharter
Information

1 Payment and
Confirmation

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expiry Date: 09/29/2021 ●

Chartered Organization: Friends of the Williamson Troop


District: Sabine


Council: Three Rivers Council


Unit Term: 12


Unit New Expiry Date: 09/29/2022

Upload Document


 Brandon Hardy


 Drag file here, or [browse](#)


 Joseph Muckleroy


 Drag file here, or [browse](#)

CANCEL
SAVE

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 5890 Packard







Chartered Organization City: Vidor

Chartered Organization State: TX

Chartered Organization Zip: 77662-0457

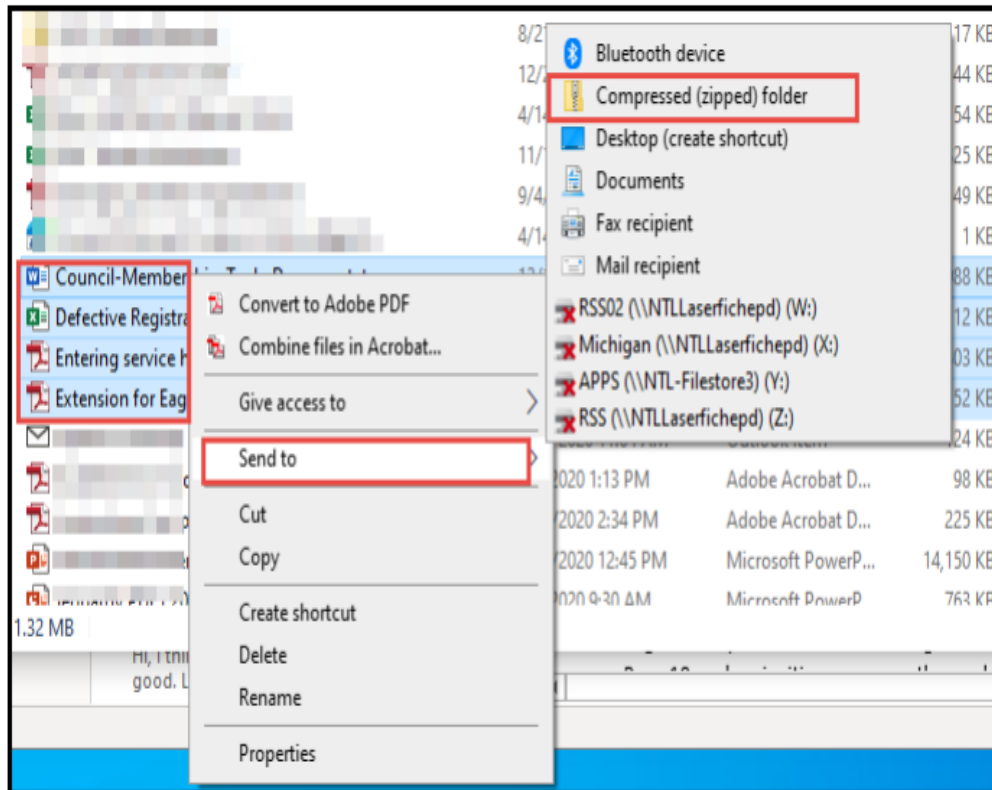
TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0)




Manage Members v
Upload Document
Show All Roster

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input checked="" type="checkbox"/>	 Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332948	●	●	<input type="checkbox"/>	\$ 43.00
<input type="checkbox"/>	 Bronson Hutton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	113299012	●	●	<input type="checkbox"/>	\$ 43.00
<input type="checkbox"/>	 Derek Brascher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	●	<input type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	 Derek Brascher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	●	●	<input type="checkbox"/>	\$ 43.00
<input type="checkbox"/>	 Jonathan Healy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	●	●	<input type="checkbox"/>	\$ 43.00
<input checked="" type="checkbox"/>	 Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	●	●	<input type="checkbox"/>	\$ 43.00

Creating a Zip File for loading documents

If you are uploading a group of files, use your Zip File option by highlighting the documents, right click after highlighting the documents and select Send to and next select Compressed (zipped) folder. Once you have created the zip file and named your zip folder, choose the folder when clicking the Upload Document option.



Name	Status	Date modified	Type	Size
 RENEWAL DOCUMENTS		9/9/2021 8:51 AM	Compressed (zipp...	1,289 KB
 11.2021 Registrar Training		8/12/2021 2:48 PM	Microsoft PowerP...	1,001 KB

Invite New Member into the unit (Leads)

Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williams
District: Sabine
Council: Three Rivers Council
Unit Term: 12

1. Select Invite New Member

2. Complete all fields and click on the Invite Member

Invite New Member

Member Type: Adult

Email Address: donna.arnold@scouting.org

First Name: donna

Last Name: arnold

Invite Member

Invite New Member

Member Type: Participant

Email Address

First Name

Last Name

Invite Member

There are three invite options - Adult , Youth and Participant

Invite New Member

Member Type: Adult

Email Address

First Name

Last Name

Invite Member

Invite New Member

Member Type: Youth

Parent/Guardian's Email Address

Parent/Guardian's First Name

Parent/Guardian's Last Name

Youth's First Name


Youth's Last Name

Invite Member



An email is sent with a link to complete an online registration. Reminder: click on Refresh Roster periodically throughout processing your renewal. This will add any new online registrations into your unit. Once the invite is sent, they will appear on the Pending Members Tab.

Recharter Invitation

 Boy Scouts of America <boyscoutsofamerica@email.scouting.org>
To Donna Arnold
Retention Policy 3 Year Delete (3 years)

[View Online](#)

Right-click or
drag and drop

You're Invited to Join Us!

Troop 0118 is waiting for you to join!

donna, you've been invited to join Troop 0118 and become a member of the Boy Scouts of America! To finish the joining process, please click the below.

<https://myqa.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-578taa0118>


If you have any questions or concerns, please reach out to **Troop 0118** directly.

We look forward to all the great things you will accomplish in your Scouting journey.

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TROOP ROSTER REMOVED MEMBERS (1) **PENDING MEMBERS (1)**

Send Reminder

<input type="checkbox"/>	Name	Gender	Member Type	Invited on
<input type="checkbox"/>	 donna arnold	--	Adult	2021-09-07

Total 1 Items < 1 > 10 / page

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER
REMOVED MEMBERS (0)
PENDING MEMBERS (1)

[Payment Logs](#)
[Refresh Roster](#)
[Print Roster](#)

Manage Members
Upload Document
Show: All Roster

Add New Member
Invite New Member
Mark As Multiple
Remove From Recharter

	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
<input type="checkbox"/>	in Hardy	M	1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	1	✓	1	\$ 45.00
<input type="checkbox"/>	in Hatton	M	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	1	\$ 45.00
<input type="checkbox"/>	Derek Brasher	M	5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	1	\$ 0.00
<input type="checkbox"/>	Derek Brasher	M	5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	1	\$ 45.00
<input checked="" type="checkbox"/>	Donna Arnold	--	--	Adult	Committee Member	--	1	1	1	\$ 45.00

Remove from recharter

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold

CANCEL

REMOVE

TROOP ROSTER
REMOVED MEMBERS (1)
PENDING MEMBERS (1)

[Payment Logs](#)
[Refresh Roster](#)
[Print Roster](#)

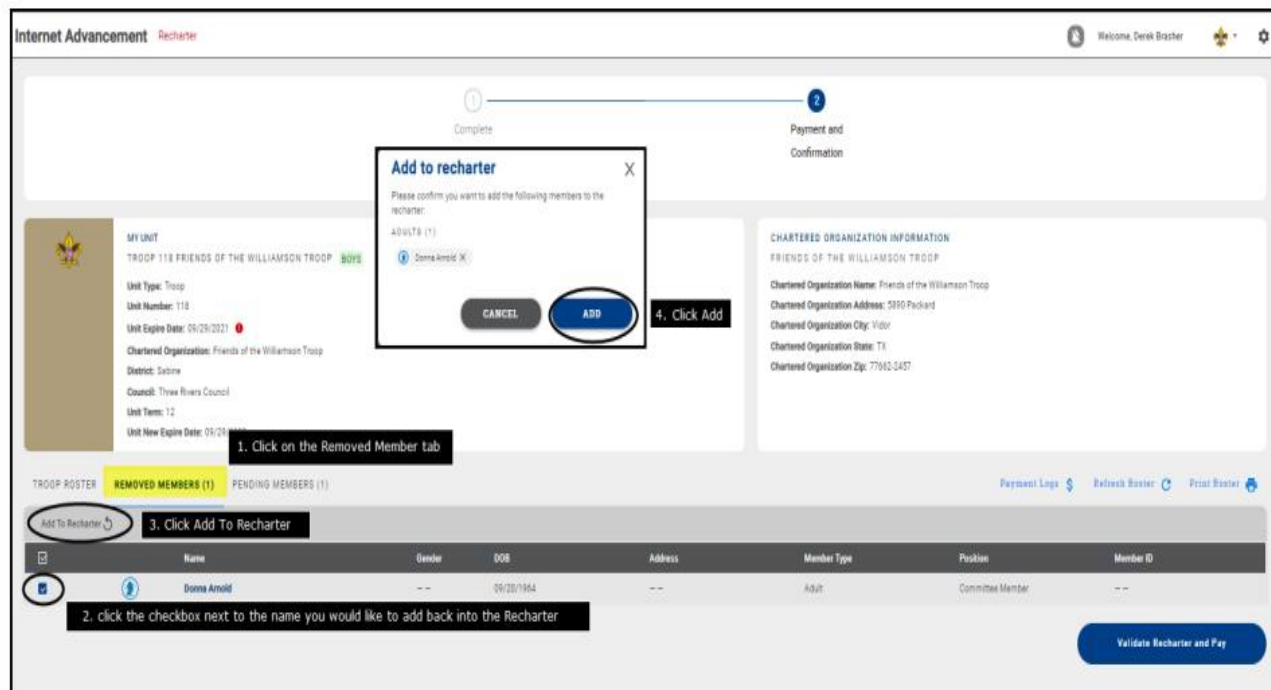
Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add



The screenshot shows the 'Internet Advancement Recharter' interface. A progress bar at the top indicates two steps: 'Complete' (1) and 'Payment and Confirmation' (2). A modal window titled 'Add to recharter' is open, displaying a list of members to be added. The member 'Donna Arnold' is listed with a checkbox next to her name, which is circled in red. A callout box points to this checkbox with the text '2. click the checkbox next to the name you would like to add back into the Recharter'. The modal also has 'CANCEL' and 'ADD' buttons, with the 'ADD' button circled in red and a callout box pointing to it with the text '4. Click Add'. In the background, the 'REMOVED MEMBERS (1)' tab is selected, and the 'Add To Recharter' button is circled in red with a callout box pointing to it with the text '3. Click Add To Recharter'. The 'MY UNIT' section on the left shows details for 'TROOP 118 FRIENDS OF THE WILLIAMSON TROOP'. The 'CHARTERED ORGANIZATION INFORMATION' section on the right shows details for 'FRIENDS OF THE WILLIAMSON TROOP'. At the bottom, there is a table of members with columns for Name, Gender, DOB, Address, Member Type, Position, and Member ID. The member 'Donna Arnold' is listed in the table. A 'Validate Recharter and Pay' button is at the bottom right.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete 2 Payment and Confirmation

Add to recharter

Please confirm you want to add the following members to the recharter:

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop

Unit Number: 118

Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop

District: Seville

Council: Three Rivers Council

Unit Term: 12

Unit New Expire Date: 09/29/2021

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop

Chartered Organization Address: 5800 Packard

Chartered Organization City: Victor

Chartered Organization State: TN

Chartered Organization Zip: 37062-0457

1. Click on the Removed Member tab

TROOP ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (1)

Add To Recharter 3. Click Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/>	Donna Arnold	--	09/20/1954	--	ADULT	Committed Member	--


2. click the checkbox next to the name you would like to add back into the Recharter

Validate Recharter and Pay

Once you click Add, the youth or adult will move back into the unit. Click on Troop Roster tab and the roster should now reflect the add. Once added, click Refresh Roster and continue with renewal submittal.

Internet Advancement
Recharter
Welcome, Derek Brasher

1
Complete Recharter Information
2
Payment and Confirmation











MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP **BOYS**
Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022


CHARTERED ORGANIZATION INFORMATION
FRIENDS OF THE WILLIAMSON TROOP
Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 3810 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-0437

TROOP ROSTER
REMOVED MEMBERS (0)
PENDING MEMBERS (1)
Payment Logs
Refresh Roster
Print Roster

Manage Members
Upload Document
Show: All Roster

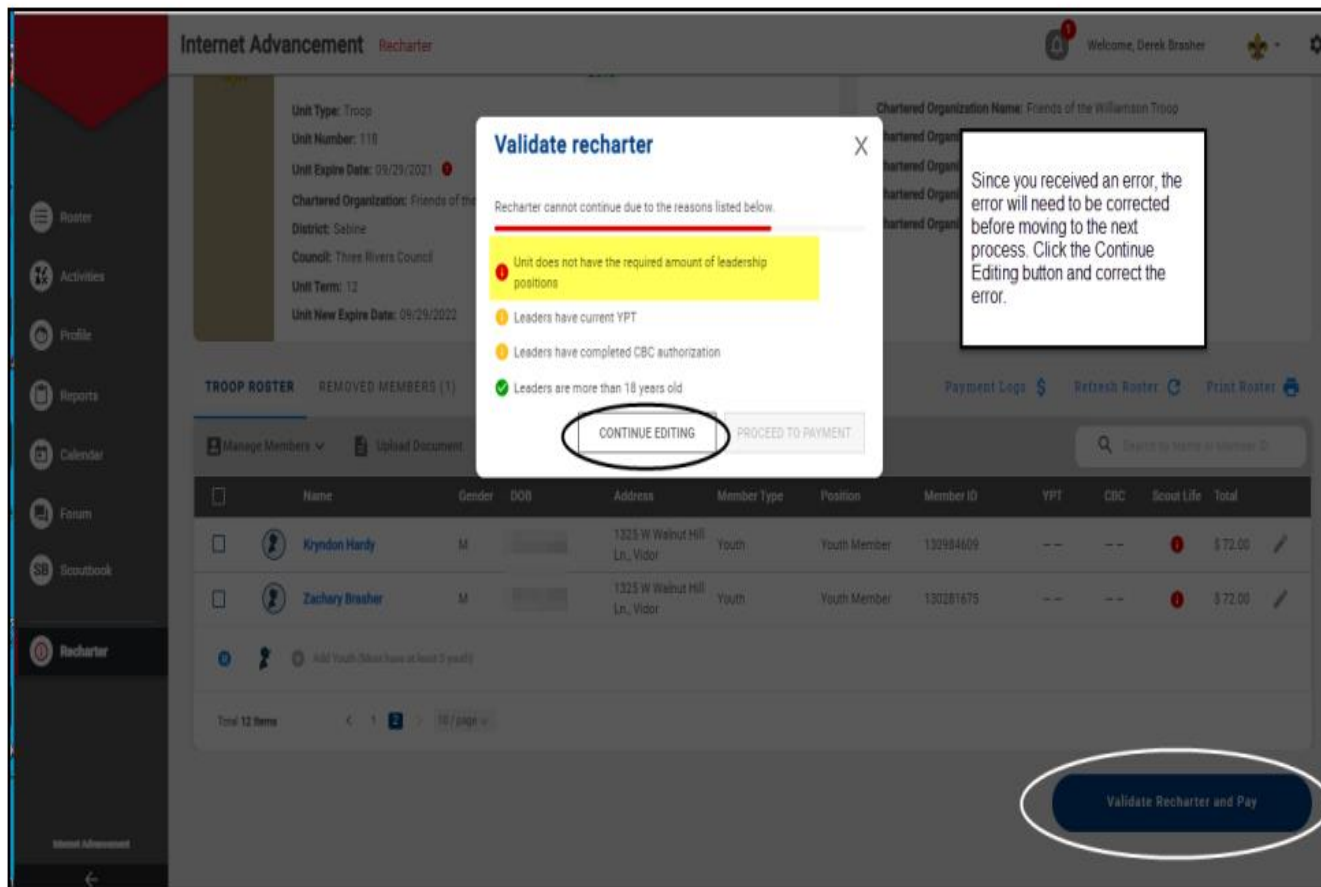
Search by Name or Member ID

<input type="checkbox"/>	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	 Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln, Vidor	Adult	Chartered Organization Rep.	13332948	1	2	1	\$ 45.00	
<input type="checkbox"/>	 Bronson Hutton	M	07/08/1973	1325 W Walnut Hill Ln, Vidor	Adult	Committee Member	115299012	2	2	1	\$ 45.00	
<input type="checkbox"/>	 Derek Brasher	M	08/13/1971	3015 Carnaby St, Irving	Adult	Executive Officer	111098471	--	2	1	\$ 0.00	
<input type="checkbox"/>	 Derek Brasher	M	08/13/1971	3015 Carnaby St, Irving	Adult	Committee Member	111098471	2	2	1	\$ 45.00	
<input type="checkbox"/>	 Donna Arnold	--	09/20/1954	--	Adult	Committee Member	--	1	1	1	\$ 45.00	



Validate Recharter and Pay

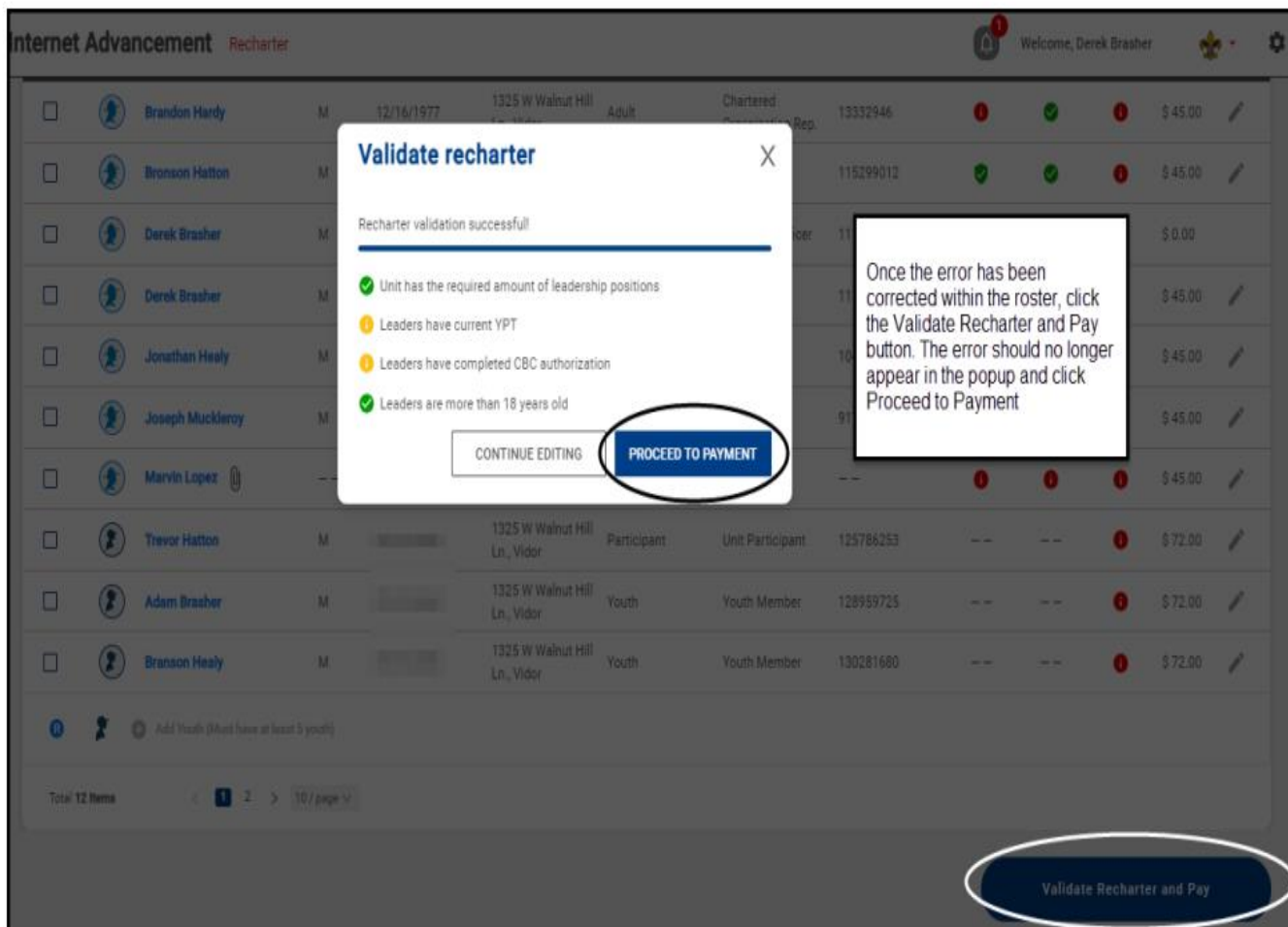
Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the Validate Recharter and Pay. A popup will appear if you have any errors or warnings. At that time you will need to correct the errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning, you have the ability to correct the warnings if possible and continue through the submittal process.



The screenshot shows the 'Internet Advancement Recharter' interface. A modal titled 'Validate recharter' is displayed in the center, listing errors and warnings. The first error, 'Unit does not have the required amount of leadership positions', is highlighted in yellow. Below it are two warnings: 'Leaders have current YPT' and 'Leaders have completed CBC authorization'. At the bottom of the modal are two buttons: 'CONTINUE EDITING' (circled in white) and 'PROCEED TO PAYMENT'. To the right of the modal, a text box explains: 'Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error.' The background interface shows unit details (Unit Type: Troop, Unit Number: 118, Unit Expire Date: 09/29/2021), a list of members (Kyndon Hardy, Zachary Brasher), and a 'Validate Recharter and Pay' button at the bottom right (circled in white).

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kyndon Hardy	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130284609	--	--	1	\$72.00
Zachary Brasher	M		1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281675	--	--	1	\$72.00

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and only warnings and you are ready to submit your unit, click the Proceed to Payment button. There is a possibility that you will have no errors or warnings and in this case you may also proceed to payment. You have the option to print your roster by clicking the Print Roster once you have validated all information and before you move to the payment page.



Internet Advancement Recharter

Welcome, Derek Brasher

Validate recharter

Recharter validation successful!

- Unit has the required amount of leadership positions
- Leaders have current YPT
- Leaders have completed CBC authorization
- Leaders are more than 18 years old

CONTINUE EDITING **PROCEED TO PAYMENT**

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Unit	Member	Age	Address	Position	Category	Registration	Fee	Amount
13332946	Brandon Hardy	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	13332946	\$ 45.00	
115299012	Bronson Hatton	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 45.00	
115299012	Derek Brasher	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 0.00	
115299012	Derek Brasher	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 45.00	
115299012	Jonathan Healy	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 45.00	
115299012	Joseph Muckleroy	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 45.00	
115299012	Marvin Lopez	M	1325 W Walnut Hill Ln, Vidor	Adult	Chartered	115299012	\$ 45.00	
125786253	Trevor Hatton	M	1325 W Walnut Hill Ln, Vidor	Participant	Unit Participant	125786253	\$ 72.00	
128959725	Adam Brasher	M	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	128959725	\$ 72.00	
130281680	Branson Healy	M	1325 W Walnut Hill Ln, Vidor	Youth	Youth Member	130281680	\$ 72.00	

Total: 12 Items

Validate Recharter and Pay



Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

[← Back to: Recharter Info](#)

1

Complete
Recharter
Information

2

Payment and
Confirmation

BILLING INFORMATION ?

First Name

Last Name

Code
USA Phone Number

Email Address

Country
USA (US)

Address

City

State

Zip Code

PAYMENT METHOD

☒ Credit Card

Take credit card fee (3%)

Credit Card payment

Card Type

Cardholder's Name

Card Number

Exp. Month

Exp. Year

CVV Number

☐ E-CHECK

Extra fee \$1

E Check payment

☐ Pay at Council

No extra fee

Pay at Council

RENEWAL ROSTER FEES

TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

Pay and Post Renewal

During this process you have the ability to verify all fees and choose your payment option. The payment option is Check (\$1 fee), Credit Card (3% fee) and Pay at Council. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.



Recharter Turn-in 12/14/2020

- Alert your Unit Commissioner that you sent your recharter on to National so that they don't need to track you down
- What to bring
 - JTE Unit Award Form
 - Family FOS Presentation Date





Recharter Check List

Longhorn Council	Summary or Full Form Recharter Turn-In Check List	Boy Scouts of America
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Unit Type _____	Unit Number _____	Charter Expiration Date _____
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Date Received by District Representative _____	District Representative _____	
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☐ **First Page of Recharter Printout is attached- Even if it is blank**

☐ Original Online Recharter Printout. *Cannot be from a third party software or online recharter draft copy.*

☐ Original Signature of Executive Officer. Executive Officer is the head of the Chartered Organization and not the Chartered Organization Representative.

☐ Original Signature of the Unit Leader (CM, SM, VC, NL, SK or CC).

☐ **Adult Applications Listed on the First Page of recharter are attached. Copies are accepted with original signatures affixed.**

☐ Disclosure forms for each new adult applicant are attached.

☐ Information is complete for all adult Applicants. SSN, DOB, YPT Bubbles filled in, Position, Unit #.

☐ Original Signatures on Adult Applications (Signatures should not be traced by the signer on a copy of an application).

☐ YPT Certificates are attached to the recharter.

☐ **Youth Applications Listed on the First Page of the recharter are attached. Copies are accepted if original signatures are affixed.**

☐ Youth in Venturing or Exploring over 18 years old must have completed an Adult application.

☐ Information is complete for all youth Applicants DOB, Unit Number Parents information and DOB if first grader or kindergarten.

☐ Original Signatures of Unit Leader and Parent.

☐ Count of Youth and Adults being registered is verified by District Representative.

☐ Count of members subscribing to Boys' Life is verified.

☐ **Field Receipt is complete**

☐ Unit Liability Insurance Fee of \$40 marked.

☐ \$33 per person fee is collected for registration.

☐ Accident and Sickness Insurance of \$2.50 per person is figured.

☐ Boys' Life Fees are calculated.

☐ Prorated fee to recharter unit with a December expiration date is calculated if necessary.

☐ One check is received recharter. *Note: Latter Day Saints units are paid through the church.*

☐ Checks received are no more than 60 days old.

☐ Funds in Unit Account verified if possible.

☐ Authorization is given to pay for Recharter out of the unit account if funds are available.

☐ **Unit JTE Award Form Completed and Turned in with Recharter**

☐ **Charter Partner Agreement- If available- Not required by Unit for Turn-In Meeting**





Journey to Excellence (JTE)

- To evaluate the unit's progress toward achieving the Journey to Excellence Performance Unit Recognition
- To review the unit's goals, successes, and vision for the coming year, including a succession plan for future key leadership.
- To identify any areas of improvement—leadership, program, membership, youth and unit retention.
- To determine any specific actions needing to be taken to assist with unit improvements and determine who will follow up on those actions



[illegible]



Data Collection in the 21st Century

- Digital collection of JTE form
 - Unit JTE data can be filed electronically using this link:
 - https://docs.google.com/forms/d/11SZA2C8OgO02c--eJHPKGQxofUsvvHr1KENiZjZSFeo/edit?usp=forms_home&ths=true





Data Collection in the 21st Century

- Collect District Data such as:
 - New Member Coordinator
 - FOS Unit Champion
 - Scout Saver program
 - Summer Camp/Day Camp/Treks
 - Using the following electronic form
 - https://docs.google.com/forms/d/19APN9Cu3jsN5SuuhBMtpKifetwhxPsqXajgaNIUPv_Y/edit





Best Practices

- Rechartering often held up by a few individuals who are slow to pay up.
- Give a deadline for payment and proceed with recharter with those who paid on time.
- Those who don't pay may submit a new paper application with fees before 31 Dec without losing their membership.





Best Practices Continued

- Alert all leaders that they must have the new YPT certification each year.
- Hit the “Refresh” button before submitting the recharter to ensure online registrations that occurred after you started are captured and included in the recharter process.





Best Practices Continued

- For those who will be a MULTIPLE on your charter, identify the unit where they are paying their fees.





Questions?



Prepared. For Life.™



Call 817-614-2340 or email
james.goreham@gmail.com



**Remember your
Unit Commissioner,
like the government,
is there for you if you
need help.**





Thank you for Coming



Prepared. For Life.™