

Thank you for taking the time to recharter your Scouting Unit.

Every Scouting Unit renews its membership with the Boy Scouts of America annually through the rechartering process. In this document you will find all the information and hyperlinks you will need to successfully recharter your Unit. **Your Unit recharter access code can be found by emailing your District Commissioner.**

Important: As tempted as you may be to quickly scan this document, or skip reading it all together, **we highly recommend you take a moment to read through this entire document before you begin.** The five minutes you spend on this now will save you quite a bit of frustration and time later. We promise!

Note: The supported browsers for applications now include Chrome, Firefox, and Internet Explorer 9, 10, and 11. This enhancement provides much greater choice and flexibility for the unit renewal processors.

Important Dates:

October 14, 2016. You may begin the rechartering process.

November 4, 2016. You may access the recharter system.

December 16, 2016. All Charters are due to the Council service center.

If your charter is not able to be processed by January 31st your Unit will not be able to process advancements, make camp reservations, file tour plans, and your current camp reservations will be suspended.

Key Resources (Note: use Google Chrome when viewing this page)

At any time you may consult the [help option](#) or the [tutorial](#) for instructions on using Internet Rechartering. The following resources may be useful during your recharter process:

- [Adult Application](#)
- [Youth Application](#)
- [2016 Journey to Excellence form](#)
- [Training Validation Form](#)
- [Recharter Recap Sheet](#)

Checklist

As you follow the steps below, keep this handy checklist nearby. If you tick off each box, chances are you'll recharter the right way on the first try.

- ☐ Your charter renewal printout application – signed by your executive officer & unit leader.
- ☐ Fully completed applications for each youth and adult listed on the 1st page of your charter renewal package.
- ☐ Ensure each adult has had [youth protection training](#) within the last 2 years. Your charter will not be processed with leaders that do not have Youth Protection Training.
- ☐ All Cubmasters, Den Leaders (which includes Tiger and Webelos Leaders) Scoutmasters, Crew Advisors, Skippers, Committee Chairs, and Committee Members must be fully position-specific trained. Please Check your [My.Scouting account](#) to see updates on anyone's training status. Your Unit will not be rechartered if these leaders are not trained.

- ☐ Include a copy of your [Journey to Excellence \(JTE\) Form](#) (must be signed by your Unit Commissioner).
- ☐ A check made out to Black Swamp Area Council.

FOLLOW THESE STEPS

The following steps are designed to walk you through the rechartering process, step by step, while avoiding common mistakes:

1. [Click here](#) to go online and begin your rechartering process:

Sign onto my.scouting.org, click on Menu located in the upper left of the screen, click on Legacy Web Tools, and then click on Internet Rechartering.

- a. Select 'First Time User' if this is the first time you are using the rechartering system this year.
Only select 'returning user' if you interrupt the rechartering process and need to return to your work at a later time.
- b. Do not attempt to use last year's rechartering access code. It will not work. You must use register as a new user and use your 2016 unit recharter access code. (Your 2016 unit recharter access code can be found by emailing your District Commissioner.)

2. **Select the Unit type** (Pack, Troop, Crew, or Ship) **and enter the Unit number.**

3. **Create a password as instructed.**

4. **Complete the information requested on each screen.**

You may stop at any time, log off the system, and begin again where you left off by logging in as a returning user and reentering your access code and password.

Update Unit roster button allows the renewal processor to import adult and youth members added to the Unit roster by the council into Internet Rechartering at any time. Work already done will not be changed or reset. **Please click this link prior to hitting the submit button.**

5. **When you have completed all the information to recharter the Unit, click the submit button.** You have not finished the electronic portion of the rechartering process until you have clicked 'submit'.

6. **Print the Unit Charter Renewal Report Package**, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults.

7. **Acquire the appropriate signatures on the recharter**, then take the entire packet, along with new applications for any new youth or adults, fees, and Journey to Excellence Form to your district recharter turn-in or contact your Unit commissioner or District Executive. (Contact Information at the bottom of this flyer.)

NOTE: If your printout says, "**Draft Version**", you have **not** completed your internet rechartering, and must go back and hit the button that says "Submit to Council." Only then will you be able to get the correct printout.

- 8. All direct contact leaders must have completed their basic training.** All Cubmasters, Den Leaders (including Tiger and Webelos Leaders), Scoutmasters, Crew Advisors, Sea Scout Skippers, Committee Chairs, and Committee Members must be basic trained for your Unit to recharter. Registered adults must be current in Youth Protection Training for your unit to recharter. Training certificates for new adult leaders must be attached to the Unit Charter Renewal Report Package when it is turned in. If you submit a charter renewal that lists new adult leaders and Youth Protection Training certificates are not attached for the new adult leaders, the applications for the adult leaders will not be accepted and will be returned to you during the time you submit the recharter.

COMMON OVERSITES

1. Not including applications

If you add any youth or adults, you will need to include a new [youth application](#) or an [adult application](#) with the recharter.

2. Not signing everything

- The Charter requires the Unit Leader's signature, as well as the Executive Officer's signature.
- Youth Applications require a parent's signature and a Unit leader signature.

3. Leaving critical information off Adult Applications. Adult applications require:

- The applicant's signature
- The Charter Organization Rep's signature
- The Committee Chair's signature
- You must include the applicant's **SSN**
- The application must include the **Criminal Background Check** Page (page 4) of the Adult application.
- All of questions 1-6 on right hand side of adult application must be fully completed and filled out. If information is not available then enter N/A to show that it was not missed.

4. The correct Fees are.

- **\$22 - per person (youth and adult)**
- **\$11 - per subscription to Boys' Life magazine.**
- **\$40 - Unit liability insurance fee**

Suggestion: Use the [Recharter Recap sheet](#) to help tabulate fees correctly.

FREQUENTLY ASKED QUESTIONS

We get these a lot, so we thought we'd give you the inside track...

Q: Who needs to be involved in a recharter?

A:

- Unit leader (Scoutmaster, Cubmaster, or Venturing Crew Advisor).
- Executive Officer
- Committee Chairman

- Chartered Organization Representative
- Council Rep (Unit Commissioner or District Commissioner)

Q: What do they sign?

A:

- The Printed Recharter Document: Unit Leader, Chartering Org. Rep., Executive Officer, & District Executive
- New Adult Applications: District Executive, Committee Chair, Executive Officer or Chartering Org. Rep., & the applicant
- New Scout Applications: Unit Leader & Parent
- Journey to Excellence Scorecard: Unit Leader & Committee Chair

Q: What Forms are needed during recharter?

A:

- The Printed Recharter Document (printed when you complete the rechartering process online)
- [New Adult Apps](#)
- [New Youth Apps](#)
- [Journey to Excellence Scorecard](#)

Access the system at the link below

[Internet Rechartering System](#)

For questions and assistance please contact below your District Commissioner or District Executive

Districts	Counties Served
Arrowwood	Hancock, Seneca
Chinquapin	Defiance, Fulton, Henry, Williams
Great Oaks	Allen, Hardin
Hawthorn	Paulding, Putnam, Van Wert
Old Sycamore	Auglaize, Mercer
Exploring/LFL	All 13 counties within the council

District	District Commissioner	Phone	Email
Arrowwood	Tod Craft	419-934-9313	todandcathycraft@yahoo.com
Chinquapin	Anthony Lockmiller	419-438-9172	lockmiller@hotmail.com
Great Oaks	Jim Shilling	419-634-3290	
Hawthorn	Michelle Waggoner	260-580-8101	waggoner03@msn.com
Old Sycamore	Brian Rempe	419-305-3033	hbrempe@bright.net

District	District Executive	Phone	Email
Arrowwood	Marc Garcia	419-581-9190	marc.garcia@scouting.org
Chinquapin	Colin Earl	419-701-4911	colin.earl@scouting.org
Great Oaks	Jim Mason	937-597-8886	jim.mason@scouting.org
Hawthorn	Adam Warnement	419-439-2316	adam.warnement@scouting.org
Old Sycamore	Stacy Perkins	419-234-1717	stacy.perkins@scouting.org