

Cornhusker Council

Helpful Guide to Re-Chartering 2018

This guide is specific to: **Unit #####** (use all 4 digits)

Your unit's Internet Re-chartering Access Code is: **XXXXXX**
(Be sure to log-in as a "New User")

New in 2018:

1. Any adult leaders who does not have current youth protection **will not** be eligible for renewal or registration. Youth Protection Training must be verified in the system for anyone who has not completed the new youth protection dated 1 March 2018 or later or is a new adult. A unit will not be able to submit the charter with expired youth protection.
2. Paying online with a credit card when you submit the re-charter is an efficient method. (This method will not work for youth members paid for by WellCare or scholarship)
3. The Chartering Organization may use a digital signature to sign for the charter.
4. If you utilize all these new On-line features, your Unit will not need to submit a paper form to the council office. Unit Re-charter will be complete if it meets all requirements.

Why re-charter?

- Renews partnership between charter organization and BSA.
- Allows continued registration in district/council activities and rank advancement.
- Makes the unit eligible to qualify for Journey to Excellence Recognition.

Process:

- September 2018—Meeting with Charter Organization Executive Officer to:
 - Discuss success and needs of unit
 - Review role of the Charter Partner and local council
 - Consider key unit personnel to determine replacements, additions, and recognitions
- September 2018—Conduct membership inventory of youth and adults. Visit or contact every inactive youth and adult. Recruit additional youth.
- October 2018—Charter renewal meeting that identifies youth and adults to re-charter, complete forms, and collects fees. If a youth member is a member of WellCare (Medicaid) get their member ID number.
- November 16, 2018—Submit paperwork and money into office. (Check with your district commissioner for additional district turn in dates, times, and locations.)

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

For help or to turn in your charter contact your unit commissioner or District Executive:

Prairie Winds -- Liz Robak, Liz.Robak@Scouting.org or 402-413-9212

Seven Feathers – Lee Peterson, Lee.Peterson@Scouting.org or 402-413-9206

Salt Valley – Rob Gilkerson, Rob.Gilkerson@Scouting.org or 402-413-9203

Impact – Akeem Holmes, Akeem.Holmes@Scouting.org or 402-413-9208

Availability

Internet re-chartering is available on **Oct. 1, 2018 after 11:00 a.m.** Units are urged to wait a few days if they recently submitted applications or youth protection trainings, to allow time for them to be processed.

Important Note: On some weekends (Saturday 9 a.m. to Sunday 6 p.m.) the national office has the system down for upgrades. You may not be able to log in during this time.

System Requirements

- Most recent version of Internet Explorer, Chrome or Firefox
- Minimum 56 KB Dialup modem connection, however, faster connection such as DSL or cable internet recommended.

Internet Re-chartering - How to

- **WellCare of Nebraska** (Medicaid program) will pay the \$33 membership fee for youth members. The Wellcare member ID must be submitted with the charter to be accepted.
- Unit designates an adult member to be the “renewal processor (RP)”
- RP uses *this year’s* access code for internet re-chartering to log onto the system.
- Go to CornhuskerCouncil.org and click on “Internet Re-Chartering”
- Either download unit roster information from ScoutNet or upload from 3rd party software
- As a best practice, do not transfer unit information until all training has been completed and loaded
- Update roster
- Update information
 - Select which current members to renew
 - Add adult members
 - Add youth members
 - Update member data
 - Update member positions
- Update member fees
 - Assign multiple status
 - Update *Boys’ Life*
- Complete survey of why people are not re-chartering
- Double check everything, submit to council on-line, and print charter paperwork.
- Get paperwork signed by Charter Organization Executive Officer and unit leader (CM, SM, NL). Now available as an online step.
- Submit signed paperwork to Scout office with payment (if not completing all new online steps)

Note: You are not done when you hit “Submit to Council”. All paperwork must be printed, signed, fees paid, and taken to the Council office. We cannot process until this happens. Do not send in “Draft” copy.

Special Note for Venture Crews

Any one older than 18 must fill out an adult application. If they are between the ages of **18-20** and in a Venture Crew, they are still able to participate in the same programs **as a youth**. They need to be registered as a Venture Participant (VP). They will need to complete **Youth Protection Training**. If they are not already in this position you will need to drop them as a youth member and collect an adult application. They will need to complete Youth Protection training.

Common Omissions

- Unit is missing the following required positions
 - Chartered Organization Representative
 - Committee Chairman
 - 2 Members of Committee
 - Cubmaster, Scoutmaster, or Crew Advisor
 - Den Leader (packs only)
- Re-Charter paperwork and applications not signed
 - Chartered Organization Executive Officer and Unit Leader sign charter
 - Chartered Organization Executive Officer or Chartered Organization Representative sign adult applications
 - Parents and Unit Leader sign youth applications
- Applications for new youth and new adults are not submitted with re-charter as required.
- Social security numbers are mandatory for all adult leaders along with authorization form to conduct criminal background check.
- Chartered Organization Executive Officer and Chartered Organization Representative are the **only** positions that can hold more than one position within the unit.
- Follow up with all dropped members asking them if they are interested in rejoining and asking “why” leaving
- Webelos - Packs **should** re-charter your Webelos in the spring. We cannot process their Arrow of Light rank if they are not registered. Once the Arrow of Light Award has been recorded and they have crossed over into a troop a transfer application will need to be submitted.
- Information Input
 - Change wrong information (Address, phone #, utilize current information, current cell numbers, email that would be looked at on a regular basis, etc.)
 - Change grades if incorrect, but don’t “update” to the next year’s grade. The system will do that automatically on June 1.
 - No Spaces in last names (DeCarlo not De Carlo)
 - No apostrophes (OBrian not O’Brian)
 - No initials for first names
 - Prefixes are Dr., Rev. etc. and Suffixes are Jr., III, etc.
 - Do not enter Mr. or Mrs.
- Applications not completely filled out. Including question 5 & 6 on adult application, signatures and signed disclosure page of application.
- No training certificates attached for new adults or Youth Protection training dated earlier than 1 March 2018 for existing and new adults.