



2011 Chattahoochee Recharter Worksheet

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www.CDBSA.org/Membership/Recharter.shtm > Recharter Information (in the Library Column)

NEW this year

- **ALL Adult Leaders being registered MUST be Youth Protection Current through Feb 1, 2012.**
 - Check your BSA roster NOW to see which leaders are not current with Youth Protection Training.
 - Leaders can take the training online through MyScouting.org.
 - Get all leaders current BEFORE completing Recharter.
 - Registered Leaders that have not completed YP training by Feb 1, 2012 will automatically be dropped from the roster.
- The BSA [Journey To Excellence](#) program replaces the national Quality Unit and district Honor Unit programs.
 - Details can be found on the [Journey To Excellence](#) website:
<http://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx>
 - Units should submit a JTE score card at recharter. The JTE website also provides useful spreadsheets to help with the scoring.
 - NOTE – the RETENTION score is based on the specific boys on the roster in Feb 2010, not simply the NUMBER of boys rechartered then and now. You can get a copy of your Feb 2010 roster from District Executive Katie Gunn.
 - If a youth has left your unit, encourage them to [TRANSFER](#) to a different unit. This helps your score. THIS IS ESPECIALLY IMPORTANT FOR WEBELOS CROSS-OVERS!
 - If a youth has truly left Scouting, drop them from your roster.

Recharter Preparation

- 1) Make an appointment with Committee Chair, Charter Organization Head and Charter Organization Representative 1-2 weeks before you submit your recharter paperwork to review the unit's status and to get the necessary signatures.
- 2) Schedule a recharter appointment through Eric Steindorf (EricSteindorf@hotmail.com, 678-587-8811)
Recharter Day is Sat Dec 3 at Rapid Learning Deployment, LLC 1775 Woodstock Road, Suite 300 Roswell, GA 30075. This is 1 mile west of the Target
- 3) Paperwork for recharter
 - Online Rechartering report **signed by the Chartering Organization Head**
 - Signed registration forms for those being added to the Rechartering report
 - 3 signed blank checks to cover fees
 - Unit Godsend recipient _____ (or tell EricSteindorf@hotmail.com 678-587-8811)
 - FOS presentation date and contact person _____
 - District Award of Merit Nomination Form(s) (www.CDBSA.org – check the Honor Roll or [Forms](#) links)
 - Updated Yellow Pages Form (Can be completed online at www.CDBSA.org > [Contacts](#))
 - National Camping Award application (Troops and Crews)
 - [Journey to Excellent Scorecard](#)
 - Updated Merit Badge Counselor list (Troops)
 - MBC's need to complete a separate application form (EVEN IF THEY ARE REGISTERED WITH A UNIT). Proof of Youth Protection Training
 - List of active leaders to add to the district email list (or use the www.CDBSA.org - [Join Email link](#))
 - OA registration list (Adults – all units, and Youth – Troops only)
 - NEW- [Unit Leader Award of Merit](#) nomination packet (ALL UNITS) (if leader eligible)**



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- 4) Generate a copy of the Scoutnet Internet Advancement roster for your unit to compare to your internal roster
 - a) Go to the **Scoutnet Internet Advancement webpage** (NOT the Internet Recharter System):
 - i) <https://scoutnet.scouting.org/iadv/UI/home/default.aspx> or
 - ii) www.CDBSA.org > Recharter (Library column) > Internet Advancement link
 - iii) www.atlantabsa.org > Program/Services > Advancement link > Internet Advancement
 - b) Sign on as a **Returning User** to the **Internet Advancement System**
 - i) You'll need your **Internet Advancement Unit ID Number** and **Password**. Your committee chair should have these. If not, contact District Commissioner Eric Steindorf (EricSteindorf@hotmail.com 678-587-8811) or District Executive Katie Gunn (KGunn@AtlantaBSA.org, 404-580-1069).
 - c) Choose **Load Roster**
 - d) Choose **Review Unit Roster**
 - e) Click on the **printer icon** (upper left) to print your roster
 - f) Log off the system

- 5) Generate a copy of your unit's internal roster
 - a) Packmaster/Troopmaster
 - i) Reports then Scout/Unit General then Council Recharter then Annual Recharter
 - b) ScoutSoft, use the Maintenance> Rechartering
 - c) Consult the user manual for other software

- 6) Compare the Internet Advancement roster to your Unit's Roster
 - a) If you plan to update the BSA recharter database using your PC database, **all personal data in your PC database must adjusted to match the Internet Advancement entries EXACTLY** to avoid creating a new entry. So update your unit roster accordingly.
 - b) If Internet Advancement details for an individual are wrong
 - i) You can change entries during the internet recharter process
 - ii) You can change entries through the council office once your recharter paperwork has been processed
 - iii) Don't forget to update your unit's records as well
 - c) If someone is missing from the Internet Advancement roster, you will need to submit a **NEW** completed and signed application form with recharter paperwork for them, even if they have submitted one before. Copies of the unit's form won't have the SSN. **Add the BSA ID on the form if you know it** to ensure they use the existing record.
 - i) **DO NOT submit application forms within 3 weeks before rechartering.** The change will not hit Scoutnet in time.
 - ii) Youth Application Forms (www.CDBSA.org > Forms):
 - (1) Parent signature (or youth's signature if they are a Venturer)
 - (2) Unit leader signature
 - iii) Adult applications (www.CDBSA.org > Forms)
 - (1) **NEW Form** – they must sign the BACK of the second sheet acknowledging a background check
 - (2) Social security number
 - (3) All questions answered
 - (4) Adult volunteer signature
 - (5) Committee Chair signature
 - (6) Charter Organization Representative (COR) signature
 - d) Tiger Partners taking on any other role, will need to submit a signed Adult Application complete with their SSN.

- 7) Prepare Your Data for Online Recharter
 - a) Decide which database you are going to use to recharter



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- i) OPTION A – Upload your updated roster from your unit's PC database (Pack/Troopmaster, Scoutsoft, etc.)
 - (1) Create a database transfer file in CSV format – Note the file name and location, you'll need it later. (example - c:\recharter\CHTT989.csv)
 - (a) PackMaster / TroopMaster: Reports > Scout/Unit General > Council Recharter > Annual Recharter Follow the screen prompts to create your transfer file.
 - (b) ScoutSoft: Maintenance > Rechartering subsystem to create the transfer file.
 - (c) See the manual for other software packages
- ii) OPTION B – Council Internet Advancement database –Proceed to Step 8, Online-recharter

8) On-line Internet Recharter (AFTER OCT 1)

- a) If you're not familiar with the on-line system, take the tutorial:
 - i) <https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>
- b) Sign on to the INTERNET RECHARTER SYSTEM - After OCT 1
 - i) <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>
 - ii) www.CDBSA.org > Recharter (Library column) > Internet Advancement link
 - iii) www.atlantabsa.org > Program/Services > Commissioners link > Rechartering sublink > Internet Rechartering
 - iv) Sign on to the Internet Recharter System.
 - (1) The first time you sign on THIS YEAR, click on **First Time User**, no matter how many years you have done this
 - (2) Enter Access Code, Unit Type, Unit Number
 - (3) Agree to the Confidentiality Agreement
 - (4) Enter your contact info, create **and record** a new password
 - (5) After this first sign on, you can click on Returning User and you will enter your access code and new password – RECORD YOUR PASSWORD
 - v) From any screen, you can get help by clicking on Frequently Asked Questions or by clicking Help, both on the upper right hand corner
- c) Stage 1 – Load Roster
 - i) Option A – Upload from your unit software - choose Upload Recharter File
 - (1) Browse to the location of the file of your data that you created above
 - (2) Click on the file and then on Open
 - (3) Click on Verify File and then Continue
 - ii) Option B – Using Council (Internet Advancement) Database - click on Load Council Information on the next screen
- d) Stages 2-5 - Follow the online instructions.
- e) After you finish Stage 5 – Click **Submit Roster**, and **print three copies** of your Charter Renewal Application (called the Recharter Packet)

9) Signatures –

- a) Meet with your unit leader (cubmaster, scoutmaster, etc.), committee chairman, the Charter Organization Representative and the Charter Organization's Executive Officer (the head of the CO, not the COR).
- b) Get all three copies of the Recharter Packet signed
- c) Get all application and transfer forms signed

10) Submit recharter paperwork to the district's commissioner team at your recharter appointment. They will review the paperwork and calculate the fees.

For Help:

Eric Steindorf, 678-587-8811 EricSteindorf@hotmail.com, District Commissioner

Katie Gunn, 404-580-1069 KGunn@AtlantaBSA.org, District Executive

Geoff Barnes, (770) 329-7137 gwb999@bellsouth.net, Assistant Council Commissioner for Membership