

Blueprint for Successful Internet Charter Renewal

- 1. **Conduct Membership Inventories (Youth and Adult)**

This simple means: Determine who is going to be part of each unit organization (Pack, Troop, Team, or Crew) based on their age as of the upcoming January 1st. Prepare a list of all youth and adults for each unit.

 - For your **LIST OF YOUTH**, use the preferred Youth Membership Inventory Worksheet to create a separate list of Cub Scout age boys, Boy Scout age boys, Varsity Scout age boys, and Venturing age boys. *LDS Units: Names can be taken from a ward membership listing, but should include all boys within the ward boundaries that could potentially participate.*
 - For your **LIST OF ADULTS**, use the preferred Adult Membership Inventory Worksheet and list all adults in your organization. The worksheet provides additional space to list adult positions in excess of the minimum positions required to renew the charter. The completed worksheet should reflect the reality of your unit organization, and should contain all adults serving or associated with each individual unit. *Example: All adults serving a Scout Troop should appear in the "Troop" column, all adults serving a Cub Pack should appear in the "Pack" column, etc.*
- 2. **Recruit the Volunteer(s) to update the Unit Roster(s).**

This "volunteer" could be assigned to update just one unit roster, in which case you'll need multiple volunteers, or one volunteer can update several or all of your unit rosters. Those designated to actually update the roster(s) must have access to the Internet and should be somewhat computer literate. This could be a Unit Committee Member or other trusted volunteer. This volunteer will be designated to represent your unit(s) in completing a Confidentiality Agreement and should be available to participate throughout the entire process, including the Charter Turn-in Meeting.
- 3. **Train the Volunteer(s) in the "Unit Charter Renewal Process".**

Study or review the Internet Charter Renewal process. (See Commissioner Training DVD "Internet Recharter Training"). *Note: The volunteer(s) should attend the Charter Renewal Kickoff Meeting, complete the Internet Charter Renewal Process, assist with the preparation of the Unit Charter Renewal Report Package, and attend the Charter Turn-in Meeting.*
- 4. **Access the ScoutNet Database via the GSLC Website.**

The Great Salt Lake Council Homepage is www.gslc-bsa.org. The Internet Rechartering Link will require the access code provided in your Recharter Packet. Prior to "submitting" an updated roster, there is opportunity to "stop at any time, and return later to pick up where they left off", by means of a Re-enter Password determined by your designated volunteer.
- 5. **Update the Charter Roster.**

This requires that the designated volunteer compare the lists of youth and adults for the unit(s) with the displayed data from the ScoutNet Database. The goal is to make the names on the database match the names on your unit lists. If the database doesn't match your Youth Membership Inventory or Adult Membership Inventory Worksheets, you need to correct the database by **Adding**, **Modifying**, or **Deleting** as necessary.

Example: 1) The completed Cub Scout Charter should include all the adult names listed in the "Pack" column of your Adult Membership Inventory Worksheet and all the Cub Scout age boys listed on the Youth Membership Inventory Worksheet, 2) The Boy Scout Charter should include all the adult names listed in the "Troop" column of your Adult Membership Inventory Worksheet and all the Boy Scout age boys listed on the Youth Membership Inventory Worksheet, etc.

Processing Adults

- **Modify.** You can modify data for an adult already appearing on your Charter, and a new application is not required. An adult already on the Charter doesn't require a new application. Follow on-line instructions to change a person's position, telephone number, birth date, etc.
- **Delete.** You can remove an adult from a Charter by un-checking the check box.
- **Add.** Follow on-line instructions to add an adult whose name does not appear on the Charter. Adding an adult will require information found on their completed Adult Application. Having the adult application ready before trying to add the name will simplify this step. The system allows a person to be registered in more than one unit and not be charged multiple registration fees. This is made simple by using the Adult Membership Inventory Worksheet with all unit leadership positions listed, the primary place of registration indicated, and multiple positions for the same individual marked as multiples. A new, completed application will be required at the Charter Turn-in Meeting. If a person is being added to multiple Charters with a new application, only one original is necessary, and photocopies of the two original pages (one page has the Social Security Number and one page has the authorizing signature) can be submitted as the application with the other Charters. *Note: Each original application and photocopy should state the correct Unit Type and Unit Number in the boxes near the top of the application, and have the correct position code and position description filled in (located near the bottom left of the application).*

Processing Youth

- **Modify.** You can modify data for a boy already appearing on your Charter, and a new application is not required. You can change the phone number, birth date, address, update his rank, etc. *Example: You can correct an address, change a Star Scout to a Life Scout, change the telephone number, change a Tenderfoot Scout to a Second Class Scout, etc.*
- **Delete.** You can remove a youth from a Charter by un-checking the check box. In effect, that boy will not be a part of that unit any longer. Care should be taken to not inadvertently "drop" the boy from Scouting altogether. Promote, advance, or otherwise see that he is added to another unit. *Not registering a boy removes him from the unit's "Radar Screen" preventing Scout Leaders from reaching out to include him.*
- **Add.** Follow on-line instructions to add a boy whose name does not appear on the Charter. Having a youth application ready before trying to add the name will simplify this step. You'll need information such as birth date, school grade, address and phone number, current rank, etc. A new, completed application will be required at the Charter Turn-in Meeting unless there's a Charter Overflow page with the youths information listed or the youths name appears in the "New Youth" section of the Charter Renewal Report and it's been signed by a leader.

6. **Print the Unit Charter Renewal Report.**

After completing phase 5, print the finished report. A draft report can be printed for review by others, but only the final report requiring signatures and will be accepted for Charter Renewal.

7. **Verify Signatures.**

The signature of the Institutional Head (Bishop, Vice-Principle, etc.) should be on the Charter Renewal Report. The signature of the unit leader (*Scoutmaster, Cubmaster, Team Coach, or Crew Advisor*) must be on the specified signature line. The signature of someone representing the Chartered Organization should be on the Charter Agreement, and the three (3) signature approval lines on each adult application must be signed. The three signatures are (1) the **individual applicant**, (2) the **Committee Chair**, and (3) the **Chartered Organization Representative**.

Note: The Unit Leader's signature constitutes a formal recognition that these, the boys listed on the Charter, the applications, and the overflow pages, are "their" boys. These are the boys that they are agreeing to lead and train, and these boys are now on their "Radar Screen".