

## 2012 RECHARTERING TIPS FOR PACKS Due December 1<sup>st</sup>!

### Before beginning the On-Line Recharter Process you will need to:

1. Read all instructions! Many of your questions will be answered in this document.
2. **Print a current roster from the Internet Recharter website. This can be done at Stage 2, step 2 after you have logged on and registered.**
3. Review your roster with your volunteers, Scouts, and everyone who is listed on your roster. Double check addresses, Unit positions, phone numbers and email address and write these changes on your printed roster. This will allow you to go to your computer and make these changes in a very organized way.
4. Collect completed "Youth Application for new Scouts", signed by the parent and unit leader and completed "Adult Leader Applications for adults" being added to your unit. The leader application must be signed by the applicant, the committee chair, and the chartered organization representative. The leader applications must list the correct social security number. The leader application must also be submitted with the signed Disclosure/Authorization page.

**Now you are ready to begin!**

### Rechartering Tips:

- Use Internet Explorer only (**Firefox, Safari, and Chrome are not compatible**)!
- Log on as a first time user with your new access code even if you did the charter last year. New internet recharter access codes are issued every year. Use the one provided with this packet.
- Disable your "popup blocker" to allow all processes.
- Leave all grades as shown. However, if a Scout is currently listed in the wrong grade, change only that Scout. The National office automatically advances all grades on June 1.
- Keep all Tiger Cub Adult Partners. However, if you delete a Tiger Cub, delete his adult partner.
- If a Tiger Cub Adult Partner wishes to register in a paid membership position such as Den Leader, they must fill out an adult leader application and Disclosure/Authorization form.
- Do not type over an existing leader's record. Create a new record for new leaders. Attach a completed application for any new member.
- A chartering organization that registers more than one unit **MUST** register the same Executive Officer and Chartered Organization Representative on all units. The Chartered Org. Rep. only pays on one unit.
- Ranks can only be updated through Internet Advancement or a Unit Advancement Report submitted to the Council office.
- Once submitted online, print all pages, obtain required signatures, attach completed applications for anyone listed on page 1, and hand in at your local Council office.
- Submit one check payable to Southwest Michigan Council, BSA. The amount due is calculated on the charter worksheet page that is on the rechartering CD or can be found online at **www.bsaswmc.org**
- If you have any questions about the online rechartering process please contact:

**Laura Lyster at 269-962-8513**



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