



# INTERNET RECHARTER FAQ



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# WHEN CAN A UNIT BEGIN THE RENEWAL PROCESS?

- **Answer: RIGHT NOW!**
  - Renewal opened 10/15/21 and is available in your Internet Advancement Account (Unit Key 3 and Key 3 delegate)
  - Recommended to start ASAP to ensure timely submission and time to resolve issues





## WHO IS RESPONSIBLE FOR RECHARTER?

- The **Committee Chair** is responsible for recharter or delegation of the task
- Recommended **NOT** to be the **Unit Leader**, they have enough on their plate already
- Your **Unit Commissioner** is your resource. Spread the wealth and delegate tasks to them or request their assistance
- The council is also available. Unlike previous years, we have access to your system, so we can help walk you through any issues.





# WHO CAN SUBMIT THE RECHARTER?

- **Chartered Organization Representative**
- **Committee Chair**
- **Unit Leader**
- **Key 3 Delegate**





## IS AN ACCESS CODE REQUIRED?

- Unlike previous years, there is no access code required. Authorized individuals will log in using their existing credentials for My.Scouting and ScoutBook





## WHAT ABOUT PAYMENTS?

- **Units will have the option to pay online via credit card or e-check OR to pay in-person**
  - In-person payments will be accepted at the recharter turn-in locations
- **If you are paying in person, please pay via one transaction**
  - Example: if you are collecting payments from your members, please submit one check or payment to the council, rather than individuals paying the council directly





# REQUIRED ADULT LEADERSHIP

- **Required minimum positions:**
  - Unit Leader (Cubmaster, Scoutmaster, Crew Advisor)
  - Committee Chair
  - Chartered Organization Rep (one per organization)
  - Two (2) Committee Members
  - Den Leader (Cub Scouts, at least one)
- **System will give an error and will not allow submission until all required positions are filled**





# WHAT WILL PREVENT AUTO-POST

- **Units will not auto-post if the following conditions are met:**

- \*Fewer than 5 paid youth
- \*More than 100 paid youth
- \*Drop of more than 50% of youth members, or drop of 25+ youth
- No change in membership from the year before
- Documents are uploaded in the renewal process
- Criminal background check (CBC) documentation not received
- Youth Protection Training (YPT) not received

***\*Scout Executive approval required and may require additional documentation***







## SUBMISSIONS WITHOUT YPT OR CBC

- **Units can submit members without current YPT or CBC forms, however, the unit will not auto-post**
  - Will require either a document upload or physical documents submitted to the council





## COR APPROVAL

- **Once the renewal is submitted, the Chartered Organization Representative will receive an email requesting a digital signature.**
- **If given permission, the Key 3 or delegate can sign on behalf of the COR.**
  - Recommended to have documentation of this permission. For example, an email from the COR





# ORDER OF THE ARROW DUES

- **More information will be coming about OA dues payments.**
  - Dues can be paid online by individuals beginning December 1
  - Units will receive a list of OA members who owe 2022 dues
  - Units are not required to submit dues payments as a group, although it would be recommended and simpler for units





## WHAT ABOUT THE UNITED METHODIST CHURCH?

- **Main takeaway: Recharter as normal in November/December, and key modifications for UMC chartered units will appear in the system directly**
- **UMC chartered units can submit questions directly to the council, and they will be answered directly**





# WHAT IS DUE AT THE TURN-IN?

- **The following documents will be requested at the in-person charter renewal turn-in:**
  - **Unit Information Form (coming soon)**
    - Alerts the district of potential dates for camp promotions, FOS presentations, OA elections, etc.
  - **Charter Agreement (non-UMC-chartered units only)**
  - **Journey to Excellence Scoresheet**
  - **\*OA Dues Roster and payments**
  - **\*Physical payment, if not paid online**





## **MORE ABOUT THE TURN-IN**

- **Mon, Dec 4: hosted by Cheat District**
- **Mon, Dec 11: hosted by Heart of WV District**
- **Locations announced soon online**
- **District leadership will also be present, so this is your opportunity to discuss opportunities, concerns, requests, etc. with the district's volunteer leadership team**





**QUESTIONS?**



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