2020 Charter Renewal Instructions

The Charter Renewal Portal opens November 1, 2020

All Charters should be completed and turned into the Garden State Council office by December 13, 2020.

Online Recharter Portal Unit ID: ______ and Access Code: __________

New Registration Fees
The new registration fees for Packs, Troops, Crews & Ships, effective January 1, 2020 are:

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<tr>
<td>National Youth Membership Fee</td>
<td>$60</td>
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<tr>
<td>National Adult Membership Fee</td>
<td>$36</td>
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<tr>
<td>National Annual Charter Fee</td>
<td>$60</td>
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<tr>
<td>Boys’ Life Magazine</td>
<td>$12 per year (Unchanged)</td>
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<tr>
<td>Garden State Council Insurance</td>
<td>$3 per paid member (Unchanged)</td>
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Before You Go Online
- Assign one person in your unit to handle the Charter Renewal process.
- Print a copy of your current unit roster from https://my.scouting.org. Use the printed copy for planning purposes only. Charter Renewals will only be accepted through the Internet Rechartering online portal.
- Identify youth and adults to add and delete during the online process. Follow-up with all dropped youth members to ask if they are interested in rejoining, and if not, make sure to note why since you will have to indicate that during the online Charter Renewal process.
- Verify current leader positions and note any changes in position (New applications are not needed for position changes made during Charter Renewal).
- Every registered adult MUST have completed Youth Protection Training within the last two years and MUST fill out an Additional Disclosures and Background Check Authorization form.
- Collect applications for all new youth & adult members.

Accessing the Internet Rechartering Online Portal
- Sign in to your account on https://My.Scouting.org, click on Home at the top of the page, then Legacy Web Tools, then Internet Rechartering.
- The first time you login to the Internet Rechartering portal this year, select First Time User, after that login as a Returning User.
- Use the Unit ID and Access Code printed above to log in to the system.

If you’ve never used the Online Charter Renewal System before, please go through the tutorial.

Steps for the Online Charter Renewal Process
- Download your roster information.
- Update roster information and select which members to renew. All adult members must have completed the current Youth Protection Training and MUST fill out an Additional Disclosures and Background Check Authorization form.
- Add new Adult & Youth members (Applications will contain the data you need to enter). Remember to Refresh your
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- roster every time you work on your charter to be sure you include any new members that have been added.
- Update member data (E-mail, phone, address, etc.)
- Update leader positions
- Update member fees - Indicate leaders in your unit who are multiples. A multiple is a person registered in more than one unit who is not using your unit for their primary (paid) registration. (For example: A Pack Committee Member is also an Asst. Scoutmaster with a Troop as their primary registration. The Pack would register the person as a multiple and would not have to pay the registration or accident insurance fee for that leader. These would be paid by the Troop.)
- Update Boys’ Life (Add or delete subscriptions).
- Complete survey of why youth are not renewing membership.
- Double check entire roster: drops, adds, etc.
- Your Chartered Organization Representative can authorize your charter renewal electronically.
- Your charter can be paid online via a credit card. A processing fee will be added to your total fees.
- Click Submit to finalize your charter.
- Print the charter paperwork: Two copies, one for your files, and one to submit to the Council. If the charter is labeled DRAFT, that means you printed the “review print” copy and not the final copy.

Clicking Submit doesn’t finish the process—You must return the printed Charter to the Council for processing – even if your charter was approved and paid online. A complete charter package includes: A final (not draft) copy of the charter document, applications for all new youth & adult members, completed 2019 JTE scoresheet, Friends of Scouting form, a background check authorization for each registered leader, and your payment.

Where to Submit your Charter Renewal Packet

Return completed Charter Renewal Packets to the Garden State Council offices during regular business hours.

Rowan Scout Resource Center
693 Rancocas Rd, Westampton, NJ 08060
609-261-5850

Riggins Scout Resource Center
4468 South Main Rd., Millville, NJ, 08332
856-327-1700

Troubleshooting Technical Issues

The Internet Recharter system is designed for Microsoft Windows PCs running Chrome, Firefox or Internet Explorer 9, 10 & 11 web browsers. Chrome and Firefox are also supported on Apple MacOS. The Safari browser is not supported. If you have an issue you can’t resolve call the National BSA Volunteer Support Helpline 1-855-707-2644.

Council & District Contact Information

For the latest information about Rechartering, visit the Council website at:
http://gardenstatescouting.org/internet-rechartering

For questions or problems contact your District Executive or Commissioner.