

INTERNET RE-CHARTERING 2021

PLEASE RETURN THIS FORM WITH YOUR CHARTER

Access Code

Unit Number

Your Password

(YOUR PASSWORD – KEEP IT SIMPLE – WRITE IT DOWN IN THE BLOCK ABOVE – THE ACCESS CODE FROM LAST YEAR WON'T WORK)

TROOP RE-CHARTERING GUIDELINES

The Minsi Trails Council is requesting that all Troops re-charter their units for the new year using the Internet. If this is not convenient or if you have difficulties using a computer advise your commissioner or your executive.

Information is enclosed to help you in the process of Re-chartering.

Go to the Minsi Trails Council Website at www.minsitrails.org “Resources” – “Volunteer/Leader Resources” – “Internet Re-charter.”

When you get on the screen for “Internet Re-chartering” you can find out more about the program and how to proceed by using the “Tutorial”.

If you know what you are doing – go to “Re-charter Now” Note; YOU CANNOT START THE RE-CHARTER PROCESS UNTIL 60 DAYS BEFORE YOUR CHARTER EXPIRATION DATE and you cannot go beyond 60 days after.

REMINDER

All adults in your unit must be current for Youth Protection Training.

You **CANNOT** enter the SS# for your new adults – make sure it is correct on the 2-part adult application you are submitting, and we will enter it at the office. (Application must be form #02/2020 – front bottom)

If you have further questions please contact your executive. Registrar Stephanie Miller is available to assist if you can't resolve the problem in your district. Her e-mail is stephanie.miller@scouting.org

9-1-20

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CREW RE-CHARTERING GUIDELINES

The Minsi Trails Council is requesting that all Crews re-charter their units for the new year using the Internet. If this is not convenient or if you have difficulties using a computer advise your commissioner or your executive.

Information is enclosed to help you in the process of re-chartering. **New youth members who are 18 to 20 years of age AND those who turned 18 years of age since the last charter year MUST use the adult registration form and be current in YPT**

Go to the Minsi Trails Council Website at www.minsitrails.org “Resources” – “Volunteer/Leader Resources” – “Internet Re-charter.”

When you get on the screen for “Internet Re-chartering” you can find out more about the program and how to proceed by using the “Tutorial”.

If you know what you are doing – go to “Re-charter Now” **NOTE: YOU CANNOT START THE RE-CHARTER PROCESS UNTIL 60 DAYS BEFORE YOUR CHARTER EXPIRATION DATE** and you cannot go beyond 60 days after.

REMINDER

All adults in your unit must be current for Youth Protection Training.

You **CANNOT** enter the SS# for your new adults – make sure it is correct on the 2-part adult application you are submitting and we will enter it at the office. (Application must be form#02/2020 – front bottom)

If you have further questions please contact your executive. Registrar Stephanie Miller is available to assist if you can't resolve the problem in your district. Her e-mail is stephanie.miller@scouting.org 9-1-20

INTERNET RE-CHARTERING FOR 2021

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Pack

Unit Number

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**(YOUR PASSWORD – KEEP IT SIMPLE – WRITE IT DOWN IN THE BLOCK ABOVE.
THE ACCESS CODE FROM LAST YEAR WON'T WORK)**

PACK RECHARTERING GUIDELINES

The Minsi Trails Council is requesting that all Packs re-charter their units for the new year using the Internet. If this is not convenient or if you have difficulties using a computer advise your commissioner or your executive.

Information is enclosed to help you in the process of Re-chartering.

Go to the Minsi Trails Council Website at www.minsitrails.org “Resources” – “Volunteer/Leader Resources” – “Internet Re-charter.”

When you get on the screen for “Internet Re-chartering” you can find out more about the program and how to proceed by using the “Tutorial”

If you know what you are doing – go to “Re-charter Now” Note; YOU CANNOT START THE RE-CHARTER PROCESS UNTIL 60 DAYS BEFORE YOUR CHARTER EXPIRATION DATE and you cannot go beyond 60 days after.

REMINDER

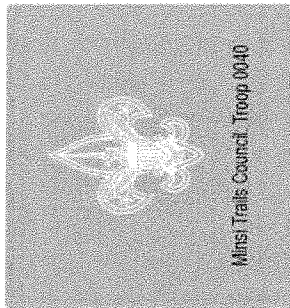
All adults in your unit must be current for Youth Protection Training.

You **CANNOT** enter the SS# for your new adults – make sure it is correct on the adult application you are submitting, and we will enter it at the office. (**Application must be form #02/2020- front bottom**)

If you have further questions please contact your executive. Registrar Stephanie Miller is available to assist if you can't resolve the problem in your district. Her e-mail is stephanie.miller@scouting.org

Important Note for Charter Processor:

The screens below show the ability to have the Executive Officer of the unit approve the charter on line. Minsi Trails Council is not utilizing this option. Please Click "I (We) DO NOT AGREE at this stage of the charter. DO click the NEXT button to go past this stage without a problem. The charter is being submitted to Council but will allow the unit to get the signatures of the Executive Officer on the charter as in previous years.



- 1 Load Roster
- 2 Update Roster
 - Update Charter Information
 - Select Members for Renewal
 - Promote Members
 - Add a New Member
 - Update Member Data
 - Update Member Position
- 3 Check Roster
- 4 Summary

APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver: Gary Walbart - Executive Officer, Charter

I (we) verify that the name selected as approving this unit Charter Renewal has consented to this approval. I (we) understand that the unit key adults will receive e-mail notification of this approval.

I (WE) AGREE

I (WE) DO NOT AGREE

REGISTRATION

Paid Youth	12	\$396.00
Paid Youth BL	1	\$12.00
Paid Adults	6	\$198.00
Unit Liability Insurance Fee	1	\$40.00
Accident and Sickness Insurance Fee @ \$2	18	\$36.00
Total Fee		\$682.00

NEXT

2021 Internet Re-Chartering Training Status for Key Leaders and PA Act 15 Compliance

ACT 15 Compliance

All leaders who have direct contact with youth must have submitted copies of their PA Act 15 Clearances with the Minsi Trails Council office.

Leaders who do not have direct contact should have submitted the Minsi Trails Council wavier.

A leader WILL NOT be re-chartered unless his clearances are on file. Please see the included list for everyone's dates.

Training Status

The scout leaders listed below need to complete training for their current position to remain in that position on the new charter. If they are changing to another position which requires training they must be trained for the new position.

INTERNET RE-CHARTERING COMPUTER USE – 2021

You must use the latest version of Chrome, Firefox, or Internet Explorer – 11.0 or higher. Go to the Minsi Trails website – www.minsitrails.org – “Resources” – “Volunteer/Leader Resources” – “Internet Re-Charter”

Please note – Information from last year’s re-chartering will not work for the new charter year. New access code numbers are provided in your charter kit. You must sign in as a first-time user.

Once you get on line these are the stages that you follow to re-charter for next year – **you cannot start more than 60 days prior to your expiration date** and you cannot go beyond 60 days after your charter expiration date. After 60 days, you must contact your district executive or commissioner to re-charter.

Please note – All paid adult leaders on your charter must have completed The Youth Protection Training. New youth members who are 18 to 20 years of age and those who turned 18 years of age since the last charter year must use the adult registration form and be current in YPT.

Stages are located on the left side of the screen:

Stage 1 – Load Roster: Choice is “Local Council or Upload Re-Charter File”
Use “Local Council”

Stage 2 – Update Roster –

- Step 1** - Organization information – (Must be the same as other units with this Sponsor)
- Step 2** - Select members for renewal
- Step 3** - Promote members - You can select members from units within your sponsoring organization to join your unit. **DO NOT** promote anyone unless you have a completed application and proof of YPT for adults.
- Step 4** - Add new members - You must have a new application for everyone you add to your roster and submit it with your charter – make sure the information is correct. **Adult applications must have #02/2020 on lower right corner of front page.**
- Step 5** - Update member data – Check addresses, phone numbers and e-mail addresses.
- Step 6** - Update Member Position - Charter Institution Head Information (Must be the same as other units with this sponsor) If the IH is only serving in that position he/she does not need to fill out a new application, but we do need a DOB. IH doesn’t have to have Youth Protection. If they move to a paid position, all the rules apply. **NOTE** – Minsi Trails Council requires that you have a den leader for each level of Cub Scouting that have youth.

Stage 3 – Check Roster

“Check Roster” – below this button are choices from areas you have been into and it will allow you to go back and fix as needed. This area will also advise on problems on roster such as a youth is too old and must register as an adult, etc. Be sure you have all members listed on the roster.

Validation –if you have problems you must fix them before moving forward. Please note once you have validated your roster and hit “next” to go to the summary, you can no longer make changes to the charter.

Stage 4 – Summary

This is where you add or delete Boys’ Life and enter your “multiples”, etc. You must advise where the fee is paid. There are many areas in here which you must “double click” to make them work. You **MUST** complete the membership inventory.

Stage 5 – Submit Roster: (See enclosed sheet for instructions)

~ Approve Roster: Do Not complete this stage. DO click “I(We) do not agree”. DO Click “NEXT” to advance to Payment screen.

~ Payment: Select “CASH” which will allow you to bring a check to re-charter day. **DO NOT select Credit Card or E-Check options.**

~ User Survey: Complete as needed

~ Submit Confirmation

IMPORTANT

Please DO NOT use the *Credit Card Or E-Check* Option for payment. Please BRING a blank check to Re-chartering for payment.

Please Note:

Registration Fees for 2021

Are

Youth: \$66 per year + \$2 Insurance = \$68

Adult: \$42 per year + \$2 Insurance = \$44

Charter Fee is \$75