



2016 Unit Charter Renewal



All Packs, Troops, Teams, Crews, Ships and Posts are required to re-charter on-line. On-line re-chartering is the best method to help ensure that the information you provide is accurate and current. On-line re-chartering can be done from the convenience of your home or office. The re-charter paperwork can be accessed from the Great Smoky Mountain Council Web site by going to: <http://www.bsa-gsmc.org/recharter-packet/58002>

Fees: Liability Insurance- \$40 • Membership fee- \$22 • Accident Insurance \$1 per adult and youth • Boy's Life- \$11•

Here's how to get started:

1. Go to <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx> or www.bsa-gsmc.org
2. Determine the adult who will be responsible for renewing your internet re-charter. This person will select a password that they will be responsible for using during the internet re-chartering process. This password should not be confused with the Access Code. The password simply allows the user to save work and come back to it at a later date.
3. **Select First-Time User** (even if you used internet re-chartering last year) & enter the unit's recharter code. (See label above)
4. Select the unit type & enter the unit #
5. Create a password as instructed.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by re-entering your access code and password. Update your member's address and email address. This will help us better serve all Scout families. Add New youth and adult members. Because most of our units renew during the beginning of the year, transfers will need to pay the full registration fee. At the "Update Fee" Stage of the process, you may select Boy's Life subscriptions and choose if a member is registering as a "multiple" (paid in another unit).

Here's how to wrap it up:

7. When you've completed all the information to re-charter the unit, click the Submit button.
8. Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. **Acquire the appropriate signatures on the Charter Renewal Report and any youth or adult applications. An application must be turned in for members transferring to your unit and for any NEW scouts or adults not listed on your current roster. All adults must have their youth protection certificate attached to their adult application if new, or have current Youth Protection if returning.**

-Important Information and helpful tips on the back-

Take the entire packet along with new applications and payment to the council office or to the district turn-in meeting.

- **TURN IN ALL PAGES, EVEN IF PAGE # 1 IS BLANK.**
- **DO NOT TURN IN A DRAFT COPY – DRAFT COPIES WILL NOT BE ACCEPTED.**

Collect all required fees:

- \$40 Liability Insurance fee
- \$22 per youth and adult fee
- \$1 per youth and adult volunteers for accident insurance **(This will not be calculated in the internet recharter program)**
- \$11 per youth or adult for Boys Life

Please Note: All re-charters must be completed by the 15th of the month.

Re-charters are legal documents that must be submitted on time. Units risk liability exposure if their re-charters are not submitted on time. Most individuals do not realize that they can begin work and submit their re-charters 45 to 60 days before the unit's actual due date.

Helpful Tips:

- Online Re-charting will be available per the following:
 - December Units- Nov. 1
 - January Units- Dec. 1
 - February Units- January 1
- You will need to log on as a first time user, last year's code will not work!!!
- The Unit Roster included was printed on 09/28/2016, therefore the online version will be most updated. Anyone added after 9/28/2016 will show in the online recharter system.
- It is highly recommended that you go through the tutorial. It only takes a few minutes & will be very helpful.

Youth Protection. The volunteer board of the Great Smoky Mountain Council now requires that all adults must be youth protection trained by re-charter.

A copy of your unit roster generated by the Council will show you who is not Youth Protection Trained. You will need to review the roster and inform individuals that they will need to take YP Training. Direct them to my.scouting.org web site and have them complete the training and give you a copy of the certificate of completion to turn it with your re-charter paperwork.