

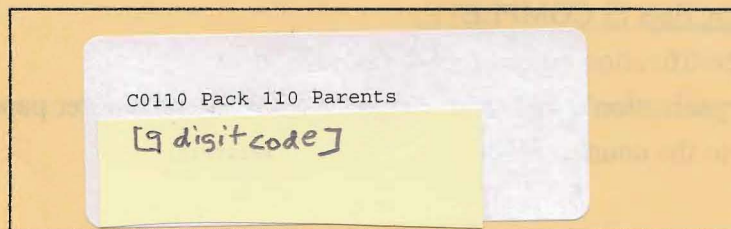
## UNIT RECHARTER PROCESS 2012

Welcome to the unit recharter process for 2012. You will see some changes with our new on-line charter process. However, with your district training and this procedure sheet, we hope you will feel as excited as we are with this process. Remember, with your district tech support, help is only a phone call or e-mail away.

In your recharter packet you should have received the following materials:

- Unit Charter On-Line Renewal Instruction sheet with unit Access Code
- Charter Renewal Roster
- Charter Renewal Worksheet
- Insurance Information Letter
- ~~Annual Charter Agreement~~
- Information & Reminder Letters
- Youth Applications
- Adult Applications

### YOUR UNIT ON-LINE ACCESS CODE



**Please note – You cannot log on to the recharter web page until November 2.**

## ON-LINE RECHARTER PROCEDURE

- Select a unit renewal processor
- Processor logs in at <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx>
- Enter unit access code and unit number.
- Agree with confidentiality statement.
- Enter contact information data and password.
- Register.
- Follow instructions as displayed on each page:
  1. **Load Roster**  
Electronically retrieve roster information from council.
  2. **Update Roster**  
Select youth and adults you wish to renew, add any new members, edit membership roster and review required unit adult positions.
  3. **Check Roster**  
After making all changes, check roster for accuracy.
    - A. **ERRORS MUST BE CORRECTED!!!**
    - B. **WARNINGS** – Check to see if data can be corrected, then proceed.
  4. **Summary**  
Make final review of membership and fees, making any changes before submitting.
  5. **Submit Roster**  
Electronically submit final roster and print Charter Renewal Packet for submittal to council prior to November 30, 2011.

### AFTER ON-LINE PROCESS IS COMPLETE:

- Obtain unit leader certification on charter paperwork.
- Obtain chartered organization's institutional head's signature on charter paperwork.
- Turn in paperwork to the council office, along with:
  - Recharter fees.
  - New youth applications (or copy of previously turned in applications).
  - New adult applications or applications of adults changing positions (or copy of previously turned in applications).
- Deadline for receiving these materials is November 30, 2011.

**Units rechartering by Nov. 30, 2011 will receive their charter and membership cards at the January Roundtable.**