

Internet Rechartering

Using the Internet Rechartering website, you'll be completing the charter renewal information yourself - ensuring it is correct - before delivering the final product to the district.

Here's how to get started on rechartering: (see back for helpful hints)

- 1) Obtain a current roster. (via Internet Advancement website, see your Advancement Processor)
- 2) Review membership. *Members not listed on the roster will need to complete an application.*

Application for new youth	Application for transfers	Change of positions
Application for new adults	Boys' Life purchases	Collect appropriate fees.
- 3) Select an adult to be the renewal processor for Internet Rechartering.
- 4) Go to the council's website, www.cpcbsa.org/charter/
- 5) Review the Preparation information. Click on On-Line Charter Renewal.
Take the time to do the tutorial (#4) - It will show you how the system works.
- 6) You must use Microsoft Internet Explorer. You can access the Internet with AOL, but you must open Internet Explorer to view the Web page correctly.
- 7) Receive the unit's access code from the District Commissioner or District Executive.
- 8) Log onto the council's website, www.cpcbsa.org/charter/ and follow the links to the Unit Charter Renewal System.
- 9) Select First-Time User and enter the unit access code. Select the unit type and enter the unit number (Salem units use 7XXX).
- 10) Create a password as instructed.
- 11) Complete the information requested on each screen. You can stop and start at any time by logging off and beginning again where you left off, by re-entering your access code and password. **See back for entry tips.**

Here's how to wrap it up:

- 12) PLEASE REVIEW ALL CHARTER RENEWAL INFORMATION FIRST.

Review the drop member list.

Do all of this before clicking the submit button.

Once submitted you will be locked out and no longer able to edit any information.

- 13) Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, multiples, and no-fee adults. Acquire the **appropriate signatures** on the application, and then take the entire packet along with new applications and fee payments for 2007 - 2008 to the district turn-in meeting. **(By Nov 15th)**
(2007 fee chart on back)

If it's paper you want.....

If it is necessary to complete the charter renewal using the paper method, simply complete the form below and return it to the council. We'll mail a copy of the recharter application.

- We prefer to use the paper application rather than Internet Rechartering.

Unit Number _____

Unit Leader _____

Send request to:
Cascade Pacific Council
2145 SW Naito Parkway
Portland, OR 97201

Helpful Hints - Read before starting

Type the full legal name

Help us by insuring that the data is the same (legal or originally registered name) or better. Using any other name or nickname will cause a duplicate entry in ScoutNET, thereby creating problems with registration history, advancement, training, and subscriptions

Do not use punctuation.

Internet Rechartering is unable to process punctuation. Please remove any punctuation from any names or addresses where it may appear. For names that use punctuation (O'Hara) delete the punctuation (OHara). For address with punctuation (1345 N.E. Daniel Rd. Apt #13) leave it out (1345 NE Daniel Rd Apt 13).

Double check your work

Typos and misspelled data will cause changes and inaccurate information to what is being used nationally for individual records.

How to move a boy from Pack to Pack or Cub Scout to Boy Scouts,

Boy Scouts to Varsity or Varsity to Venturing

THE EASY WAY: Turn in a completed application and \$1 transfer fee to the Scout Office before you download the unit's charter. This way you will not have to do the data entry for the new scouts. You can receive an email at an address you provide or go online to the Online Advancement Website to verify the scout is indeed registered before you download the charter.

THE HARD WAY: Boys moving to a new program will need a new application.

- Add them as a 'new member' to their Pack, Troop, Team or Crew using the online charter system.
- Make sure you use the exact name spelling they had on their prior unit.
- Make sure they are dropped from the prior unit during rechartering.
- Also remember to add the \$1 transfer fee to register them for 2007 in the correct unit.
- You do not use the Transfer Button in this case.

Remember to pay the fees for the current year (2007) for new youth and adults

Internet Rechartering will not calculate the fees for 2007. The system will only calculate fees for 2008. You will need to add the 2007 fees in addition to the 2008 fees the systems tells you to pay.

Listed are the 2007 prorated fees:

New in:	Reg	Boy's Life	
Oct	2.55	3.00	(Boy's Life paid for in October will start in December)
Nov	1.70	2.00	(Boy's Life paid for in November will start in January)

Boy's Life Note

New Scouts who pay for Boy's Life for 2008 only will have their subscriptions start in March of 2008 and go for 12 months.

The Transfer Button

This button is only for people who come from other councils and have already paid their 2008 registration fees. A copy of the membership card or council information (name & location) will need to be provided at Charter Turn In. *This is not the way to move Cub Scout to Boy Scouts or Boy Scout to Varsity Scouts, etc.*

LDS Wards

LDS Wards need to select one processor to enter all the units for the ward (Pack, Troop, Team & Crew). One processor will ensure members are correctly marked as a multiple when appropriate and help eliminate duplicate registrations of youth and adults.