

## Powahay District Unit Charter Renewal Day Saturday, November 19, 8 to 11 AM



New location — The First United Methodist Church, 46 Cross St., Stamford (off Long Ridge Rd., near Lord & Taylor and same location as the Webelos Activity Badge College)  
Charter Renewal is the process of renewing the charter agreement between the BSA and your charter organization, and renewing the registration of youth and adult members. Every unit must recharter annually.

- All **NEW** applications (youth and adults) must be submitted to council by Oct. 28 to avoid the problems of data entry of new scouts and adults during the online rechartering process.
  - Online Rechartering is available starting November 1. Start the process early.
- Here are some easy steps to get you through the process.**

### Computer Requirements

- Internet Rechartering will require that the user have access to a computer with and a browser that is Internet Explorer 5.5 or greater.
- The computer also needs to be connected to a printer.
- Disable your "popup blocker" to allow all processes.

### For All Units – Pack, Troops, Crews, Ship

**Charter Renewal Person:** The unit designates an adult member as the CRP (Charter Renewal Person) who has knowledge of scouting terminology and familiarity with a computer and Internet. This is NOT a good position for parents new to Scouting. It also should be a trusted person in your unit as they will deal with sensitive and personal information. They will be required to acknowledge a "Confidentiality Statement."

**Charter Organizations:** A charter organization that registers more than one unit MUST register the same Executive Officer and Chartered Organization Representative on all units. The Charter Org Rep only pays on one unit.

- Example: If your charter organization has a Troop and a Pack then the Executive Officer and the Charter Org Rep must be the same for both units.

### Rechartering Tips

1. Read all instructions.
2. Print a current roster from the Internet Advance.
3. Review your roster and make changes on paper so you know changes and additions need to be made on your charter and which applications to collect to complete your on-line rechartering.
4. Collect completed Youth Application for new Scouts signed by parent and unit leader and completed
5. Adult Leader Application signed by the applicant, the committee chair and the charter organization representative.
  - The leader application must list the CORRECT social security number. If you do not have the correct social security number, do not register that leader.
  - The leader application must also be submitted with the signed Disclosure/Authorization page.

### On-Line Rechartering Tips

1. New Internet Recharter access codes are issued every year. Use the one provided with this year on the postcard. Log on as a first time user with your new access code even if you did the charter last year. All rechartering documents can be found at [www.ctyankee.org/recharter](http://www.ctyankee.org/recharter).
2. Ensure adequate leadership entries and youth are available:
  - Cub Scout Packs must have: Cubmaster (CM), Committee Chair (CC), Chartered Organization Representative (CR- may be dual registered as CC or MC), two Committee Members (MC) or one MC plus one Pack Trainer (PT), and at least one Den Leader (DL). Den Leaders cannot be dual registered in the positions listed above.
  - Boy Scout Troops/Venturing Crews or Ships must have: Scoutmaster (SM), Crew Advisor (NL) or Skipper (SK), Committee Chairman (CC), Chartered Organization Representative (CR- may be dual registered as CC or MC), plus two Committee Members (MC). Scoutmasters and Assistant Scoutmasters cannot be dual registered as a Committee Member.
  - Units must have 5 paid youth to recharter. Multiple youth do not count toward the 5 youth.
  - Software will advise on these areas for online rechartering.
3. **Position changes and new applications:**
  - New Applications are not needed for position changes within a unit at rechartering.
  - Returning Youth/Adults DO NOT need new applications.
  - Multiple Registration- An adult who paid a registration fee in another unit (in a district or Council position) does not pay a registration fee in this unit. All adults must pay, or primary, in one position. Youth members paid in one unit are not required to pay more than once.
  - Transfer Fees- Adult and youth members who transfer from one unit to another, from one program to another must pay a \$1.00 transfer fee.
  - Internet Rechartering does not calculate the \$5.00/youth and adult insurance fee.

On time Rechartering will ensure uninterrupted registration critical for receiving rank advancement and for important accident and liability insurance coverage. Need help... please let us know.

- John Hanks, District Commissioner, Home 325-9077 or [johnwhanks@hotmail.com](mailto:johnwhanks@hotmail.com)
- David Rennie, Sr. District Executive, 203-876-6868 ext 238 or [drennie@bsaemail.org](mailto:drennie@bsaemail.org)