FAQs - INTERNET RECHARTERING 2.0

1. When does the new Internet Recharter 2.0 system go into effect? For **ALL** units that have charter expiration dates of December 31, 2021, and beyond. The recharter process to complete the charter online will begin on October 15. Any units with a charter expiration sooner than December will use the current system.

2. Where do I log in to access the new Internet Recharter tool? Advancements.scouting.org

3. Do I need a new login ID to enter the system? Use the same login and password as you do for Scoutbook.

4. Will units use Access Codes? No, units already have access to Internet Advancement.

5. Who is authorized to work on and update the unit charter? Rechartering is only accessible for those with the Key 3 role type (or designate).

6. Who is authorized to identify a designate to help with the charter process? The Charter Organizational Representative (**COR**) can access the Organization Manager through Menu in my.scouting, then click on Position Manager in the left-side column, then on Functional Roles in the upper right Heading and finally creating an ADD in Key 3 Delegate.

7. Will the COR use the same access code to approve the renewal? No, the COR will get an e-signature request from Adobe Sign to approve the charter renewal.

8. Will the COR do the approval in Internet Rechartering or some other way? The COR will approve the charter with an e-signature sent to them via Adobe Signature

9. Will online applications approved after the unit logs into Internet Rechartering automatically be updated on the renewal roster or does the Renewal Processor need to update the roster manually? Any "new" members who have joined the unit will automatically be added to the recharter roster and appear in the charter.

10. Will Internet Rechartering check for completion of a valid Criminal Background Check (**CBC**)? No. A check will be performed for a current CBC authorization, and a warning will be shown if the unit has any adults who do not have a CBC authorization on file.

11. How can a new CBC form be added to the charter summary? The new Internet Rechartering tool will allow for the upload of a CBC authorization if one is not completed for an adult.

12. Will the lack of a valid CBC be identified as a Warning or an Error? It is a warning. You can still process the charter and have the CBC connected by the council after the charter is completed.

13. Will the renewal processor be able to see who does not have a valid CBC? Yes, a marker is shown for all current CBC authorizations and a warning is indicated for those missing a CBC authorization.

14. What actions are needed by the member of a unit or registrar to indicate a valid CBC? The unit can collect a current CBC authorization form (also part of the Application form), upload it in Internet Recharter, and it will automatically be sent to the council when the charter renewal is submitted online. The Council Registrar will process the CBC form. No further action is required by the unit.

15. Will Exploring posts and Clubs use Internet Advancement 2.0 to renew? Yes, Posts/clubs will use the Internet Advancement, same as for all other units..

16. Will the system distinguish Exploring posts and clubs? Yes, the unit type is identified by the system when the Key 3 logs in.

17. Since Posts and Clubs do not have a unit leader, how do those units access the recharter tool? Those units have Advisors and Chairs which are considered Key 3 roles and will have access to the recharter tool.

18. Explorer Posts do not have a COR. Who approves the charter? The Executive Officer.

19. Will the system check for required positions unique to Exploring? Yes, the system follows all the same registration rules.

20. Will Exploring posts and clubs be checked for valid CBCs and for Form 28-573 waiver for Exploring leaders who are government employees (typically law enforcement)? A check for a current CBC authorization will be performed. If none exists, the unit can collect Form 28-573 and upload in Internet Recharter and sent to the council when you submit the charter renewal online. The Registrar will process the form.

21. Will training be available? Yes, in mid-September.

22. Will training materials be available for Exploring units at the same time as traditional units? Yes

23. For units not posted by their expiration date when will leaders lose access to Internet Rechartering? 60 days post charter expiration.

24. For units not posted by their expiration date, when will leaders lose access to my.Scouting tools? All access is back to traditional the 60-day lapsed time.

25. When will the recharter process begin for charters expiring on December 31? On October 15, which for this year is 15 days later than in years past.

26. Why the later start date? The software developers needed the additional time to complete their work. However, since most units have not begun the process until mid-October or later in past years, this reduced time should not pose an issue.

27. Currently, a checkmark and shield in Position Manager indicate a valid CBC. The CBC checkmark is not visible on the Roster. Commissioners cannot see the Position Manager to assist unit leaders to ensure valid CBCs for all members. Can Commissioners get read access to Position Manager or can the CBC validation also be displayed on the Roster? No, not at this time.

28. Will UCRS reports be available to track unit progress? A Dashboard will be developed to track details at both the unit level (see example at bottom) and also across the district and council levels (still in development stage).

29. Will UCRS reports be available to show the unit processor's name, phone number and email address? No, in the new system the unit Key 3 and the delegates are the processor and UCRS reports will no longer be used.

30. How is the registrar notified that a unit has completed the online process? The Charter will come over into the rechartering tool the registrars have, and a notice will be sent.

31. Does the unit submit a hard copy of the final application? No

32. What happens if a COR does not have an email address? The COR will need an email address to sign off on the charter.

33. Does the new system require a review of the charter prior to submitting to National? The unit submittal will be sent directly to the corresponding council. Each council will review and then post with national.
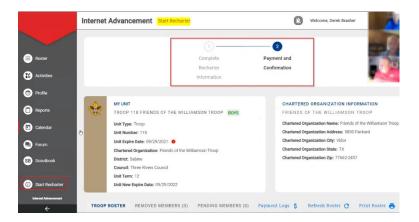
34. What is the process for new members being added at rechartering that were not done online? A paper copy is to be scanned and uploaded which one of the options in the process.

35. If I don't have a scanner, what is an alternative? A unit can scan or just take a photo with the phone or computer camera.

36. How are members with registrations in multiple positions managed? Multiples are noted on the front page, as such. When someone is multipled in a council/district position, select the council, then in the "unit type" dropdown, select the "non unit position" option and ignore the "unit number" dropdown. This will then be sent to the council for verification. No additional action is required on the unit's part.

37. Who does the unit contact if they need help with a warning or an error? Contact the council registrar.

38. How are flags reports between the council and the unit? All the warnings and errors are a pop-up notice. If it's an error, it would also be a blocker, so a notice will keep someone from processing. If it's only a warning, only a pop up appears, letting them know something will need to be further addressed.

39. What happens when a unit does not meet the minimum required number of youth? It raises a flag that the council needs to address with the unit.

40. If I do everything online, is there anything to turn into the Scout Office? If a payment was made online, there is nothing to turn in. Otherwise, payment is due at the council Service Center.

41. If I pay our registration with a credit card, will there be a service fee? Yes. It depends on the local unit, but the fee is generally 3%. There is also the option to use an online bank withdrawal at $1.00 service fee.

42. If a unit is receiving financial aid from a third party, how should they handle their payment? Units should use the "pay at council" option so that the "financial aid" can be properly handled.

43. Can a commissioner view the charter online to help address questions? No, only Key 3 members have access to view the charter. This is similar to the previous online recharter process. However, a commissioner can work one-on-one with a unit to assist. Commissioners are also encouraged to view the training so that they are fully familiar with the new charter renewal process for how it functions.

There is also a sandbox available to view and practice how the new system works.

44. How is the Charter Partner Agreement handled? It should be turned is as a paper copy at the council Service Center.

45. How do we handle special forms that our state requires to complete our recharter process? The "Upload CBC" button will be changed to an "upload documents" button that <u>any files</u> can be added to for that person. We strongly encourage zip files or a combined pdf file to be uploaded.

46. Special Needs and Exploring/Venturing can still register as a participant if they are older than 18 years. How do they do that? There will be a drop-down menu appear for each youth participation positions under Update Member Information.

Pictorial Examples of the New Internet Recharter Pages

<u>Start/Working Pages</u>

Internet Advancement Start Recharter

Welcome, Derek Brasher

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) Payment Logs $ Refresh Roster Prin

Manage Members ∨   Send Waiver   Show: All Roster

Search by Name or M

☐	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Te
☑	Brandon	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13	●	●	●	$ 45.00
☑	Bronson	M	07/08/1973	1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	11	●	●	●	$ 45.00
☐	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Executive Officer	11	●	●	●	$ 0.00
☐	Derek Brasher	M	08/13/1971	5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	11	●	●	●	$ 45.00
☐	Jonathan	M	09/07/1969	1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	10	●	●	●	$ 45.00
☐	Joseph	M	07/29/1978	1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	91	●	●	●	$ 45.00

Check-out /Payment Page

Internet Advancement Start Recharter

Welcome, Derek Brasher

Information

PAYMENT DETAILS

Select Payment Method:

○ Credit Card

Extra credit card fee 2.3% + $.30

Card Type ∨

Expiration Date

Month ∨   Year ∨

RENEWAL ROSTER FEES   TO

REGISTRATION	QUANTITY	FEE
Paid Youth	5	$360.00
Pre Paid Youth	0	$0.00
Multiple Youth	0	$0.00
Paid Youth SL	0	$0.00
Pre Paid Youth SL	0	$0.00
Paid Adults	5	$225.00
Pre Paid Adults	0	$0.00
Multiple Adults	0	$0.00
No Fee Adults	1	$0.00
Paid Adult SL	0	$0.00
Pre Paid Adult SL	0	$0.00
Charter Fee		$75.00

Example of Commissioner Dashboard Data

Charter Renewal Status

90857 Total Units

90857 Units Available for Renewal

90857 Renewals Not Started

90857 In Process Renewals

90857 Units Submitted Internet Recharter

90857 Manual Charter Received

90857 Units Completed /COR Approved

90857 Pre-posted Units

90857 Units Posted

If you have a question that was not listed and you need help to complete your charter, please either contact your council's registrar or email Michael Weber, Commissioner Technology Chair at **mfweber112@comcast.net**.