# **Internet Rechartering 2.0**

# User Guide Exploring Addendum

updated 9/12/2022

Even though Exploring is part of Learning for Life, an affiliate of the Boy Scouts of America (BSA) and not part of BSA itself, BSA's Internet Recharter is the tool to renew Exploring unit (Post/Club) registration. Exploring units will follow the instructions listed above with the following variations:

# **Terminology**

You will see some BSA terminology in this tool that is different from Exploring terminology

BSA term Exploring term

Chartered Organization Participating Organization

Recharter Renewal

#### Access/Logging on

For Exploring, Internet Rechartering may be accessed by the Unit Leader (Post Advisor, Club Sponsor) or Post Committee Chairman. Exploring does not have a Chartered Organization Representative position, nor does it have the ability to designate a "Key 3 Delegate" to share additional access. If your club has a Post Committee Chairman listed on the existing roster, this individual may be able to access Internet Rechartering. Individuals in eligible positions can access Internet Rechartering by logging into their Scoutbook.com or my.Scouting Account or directly at <a href="https://advancements.scouting.org/">https://advancements.scouting.org/</a>

#### **Editing the roster**

- Scout Life Toggle off No subscription has been added to the registration
- Scout Life Toggle on Subscription has been added to the registration

Scout Life is BSAs youth magazine and results in an additional fee. This should default to "off."

#### **Adding an Existing Member of Another Unit**

Click on Manage Members>Add New Member>Click Existing Member>Enter all required information>Click the Add Member button. The member will show a "+" by their name to indicate they are paying their registration fees in another Exploring unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

For Exploring, no fee 'multiple' registrations can only be performed between Exploring units (posts or clubs). Multiple registrations are **NOT** permitted between Exploring/LFL units and traditional BSA units.

#### **Uploading a Group of Documents into the Renewal**

This function can also be used to upload the Criminal Background Check Exemption Form (Form 28-573) for employees of governmental agencies, if criminal background checks have previously been made as a condition of employment. As noted in "Promoting a Member," to promote an under 18-year-old Explorer to an Exploring Participant you must first delete them from the current roster and then add them as a new member using the "New Paper Application" option. Exploring Participants are not authorized to utilize the Criminal Background Check Exemption and Form 28-573 cannot be used in registering over 18-year-old Exploring Participants.

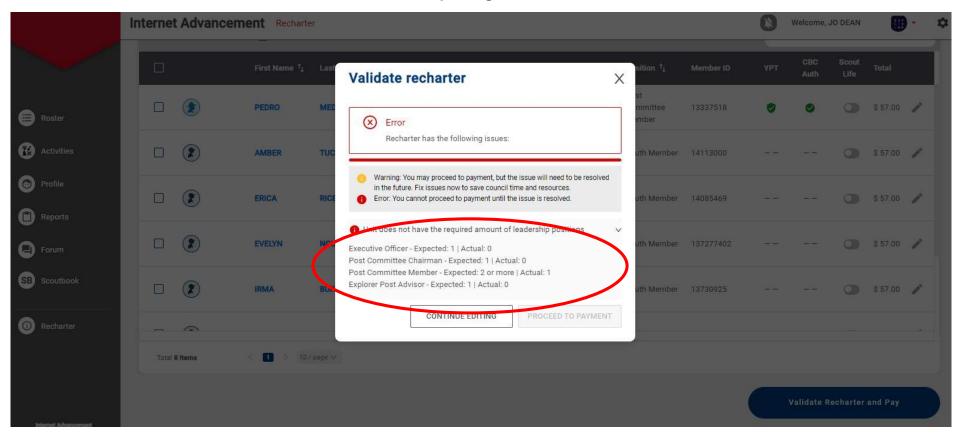
# Adding a Multiple

Note: The Executive Officer can multiple into another adult position in an Exploring unit but must pay the fee for that position.

#### Validate Recharter and Pay

This step is where the minimum number of adult position registrations is validated and is different for posts and clubs.

#### **Exploring Posts**



For Exploring Posts, the required amount of adult leadership positions is:

Executive Officer (IH) - 1

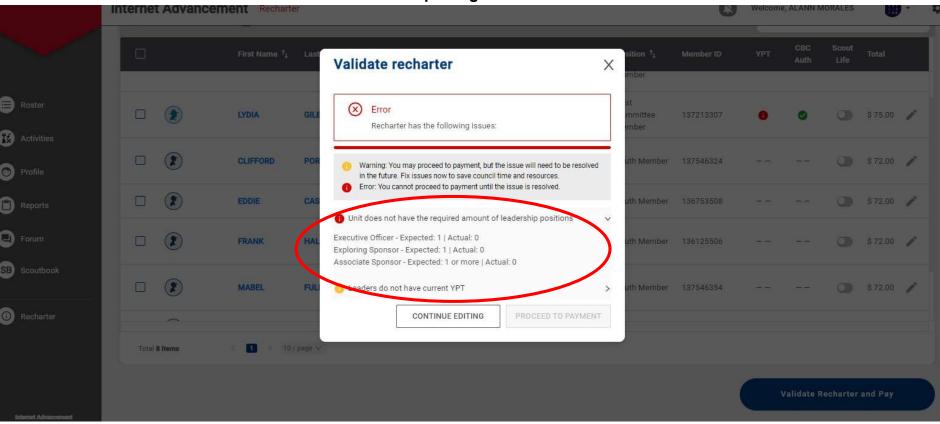
Post Committee Chairman (PCC) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Post Committee Member (PCM) – 2

Exploring Post Advisor (EA) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Post Associate Advisors are not a required position, but one or more Associate Advisors is recommended once the above positions have been filled.

## **Exploring Clubs**



For Exploring Clubs, the required amount of adult leadership positions is:

Executive Officer (IH) - 1

Club Sponsor (ES) – 1 (Can register new youth and adults, add or remove people from the roster at renewal time)

Club Associate Sponsor (AS) - 1 or more

Internet Recharter presently allows the registration of a Post Committee Chairman and Post Committee Members in Exploring Clubs, but these are not actually defined for Exploring Clubs and are not required.

#### **Signature and Approval**

The Adobe Acrobat Sign document that is automatically generated by the Internet Rechartering application and sent to the key unit leaders approves the roster for an Exploring Unit and allows the council registrar to post the renewal. The Memorandum of Understanding (<u>Form 800-737</u>) should be manually signed and given to your Exploring representative.