

# **FAQ – Internet Rechartering 2.0**

## **1. When can a unit begin the renewal process?**

The window to begin submitting the renewal is based on what the council has requested. There is normally a 60- and 90-day window which will open on 10/15/2021 for units with an Expire date of 12/31/2021.

## **2. Who can submit the Internet Recharter?**

The Charter Organization Rep, Committee Chairman, Unit Leader, or any key 3 delegate has the ability to submit the Renewal.

## **3. Is an access code required?**

No, an access code is not required. The Key 3 and any Key 3 Delegate access Internet Rechartering using the same credentials used to access Scoutbook.com or My.Scouting.

## **4. Will there be an Internet Recharter Status Report?**

Yes, reports will be available showing the stages of the submittal process of a unit.

## **5. Will a unit have the ability to upload documents into the renewal before submitting?**

Yes, the unit will have the ability to load Youth Protection Training Certificates, CBC Disclosure Authorizations, Adult and Youth applications and PA Background and CORI forms into the renewal. When this is performed the unit will not auto-post and the council will be required to review the renewal, pull the forms loaded and enter the document information into my.scouting to post the unit.

## **6. Can the online payment option be turned off?**

No, the ability for a unit to pay online cannot be turned off.

## **7. Is a unit required to pay their registration fees online?**

No, there is an option to pay by ACH, Credit Card or to pay at the council. If they choose to pay at the council, the unit will not auto-post and the council will review the renewal, collect registration fees, and post the unit.

## **8. Can a unit add adults and youth who have applied online into the renewal after they have loaded the roster?**

Yes, there is a refresh button which we encourage the person processing the renewal to use throughout the renewal process before submitting their unit.

## **9. Can a unit add multiples into a renewal?**

Yes, they will enter the volunteer as a multiple and notate what unit/Non-Unit position and council that they are registered in. The unit will not auto-post and the council will be required to verify the multiple registration before posting the unit.

## **10. Can a unit submit a unit without the required leadership?**

No. A unit will receive an error if the required leadership is not met, or they attempt to assign multiple leader positions to a volunteer and they cannot move forward in the process until the error is corrected.

**11. Can a unit enter Youth Protection Dates into a person profile through Internet Charter Renewal?**

No, the renewal processor does not have the ability to enter Youth Protection Dates into a person's profile.

**12. What if the New CBC Authorization has not been submitted by the volunteer?**

The unit can upload the CBC Authorization to the individual before submitting the renewal. Otherwise, the renewal can still be submitted, and council will collect the form, verify the information, and post the unit. The renewal will not auto-post.

**13. Can a unit submit their unit if a volunteer does not current Youth Protection Training?**

Yes, the unit can submit the renewal, however, it will not auto-post . The council will review the renewal, verify YPT requirements and post once the YPT has been completed. Additionally, completed YPT Certificates can be uploaded to the individual and submitted with the renewal.

**14. Will the Council have the ability to print the Charter Renewal Agreement when a unit does not auto-post?**

Yes, this will be necessary for a registrar to post the unit effectively.

**15. How will a COR sign the Renewal?**

Once submitted, the Key 3 and Key 3 Delegates will receive an email requesting a digital signature. If necessary, the CC, UL and Key 3 Delegate may sign on behalf of the COR.

**16. What are the BSA requirements that must be met for a unit to auto-post?**

***The unit cannot auto-post if any of the requirements below are not met***

- Must have 5 or more paid youth
- Register with less than 100 youth
- Cannot have a drop of over 50% of 25 or more youth
- Must have a change in membership from the previous year

***Also, the below will prevent a unit from auto-posting***

- Documents that are uploaded with the renewal
- New CBC Authorization not received
- Youth Protection Training Required