

## Internet Rechartering Instructions

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The Laurel Highlands Council will again be processing unit charter renewals utilizing the Internet Rechartering system. You'll be completing the charter renewal yourself and updating your unit's information directly in our online system. This ensures that your unit information will be accurate. Internet Rechartering can be done from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed from the Laurel Highlands Council's Web site ([www.lhc-bsa.org/InternetRechartering](http://www.lhc-bsa.org/InternetRechartering)).

Access to the Rechartering Link will become available on October 1, 2014

### Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. From 60 to 45 days before the unit charter expiration date, the renewal processor should gather recharter material and log onto the council Web site.
3. Select ***First-Time User*** and enter the unit access code.

_____ District Pack/Troop/Crew/Post _#### _____ <i>Charter Partner</i> <b>Access Code: #####</b>
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4. Select the unit type and enter the unit number.
5. Create a password as instructed.
6. Complete the information requested on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

### Here's how to wrap it up:

7. When you've completed all the information to recharter the unit, click the Submit button.
8. **Print the Unit Charter Renewal Report Package**, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the charter renewal paper work and all adult/youth applications.
9. Complete the appropriate (pack, troop, crew, post) *Unit Accident & Sickness Insurance Plan* form.
10. Secure payment for charter and insurance fees.
11. Take the entire packet (including the cover page) along with new applications and fee payments to the district turn-in meeting or to the council service center.

If you need assistance please contact your Unit Commissioner, District Commissioner or Unit Service Executive

Unit Charter Renewal Check List

This checklist is designed to help you correctly recharter your unit. Please review the steps, answer the questions, and put this form in the charter renewal envelope. Remember that signatures must be by the person the form is asking for a signature from (i.e. Committee Chairman must sign their own name not another leader signing for them). Unit Service Executive signatures can be obtained at the council office after your charter paperwork is submitted. If there are questions that cannot be answered, please contact your Unit Commissioner, District Commissioner, or Unit

Unit Type: Crew / Pack / Post / Ship / Team / Troop                      Unit Number:                      District

Check list questions and steps		Yes	No
1	Have you attached an application for every youth and adult listed on page one (1) of the Unit Charter Renewal Report Package?		
2	Has the Executive Officer signed the charter on page 2?		
3	Does your Chartered Organization have a new Executive Officer? If so, include his/her date of birth.		
4	Has the Unit Leader (CM, SM, VC, NL, EA) signed the charter on page 2?		
5	Are parent signatures on all youth applications?		
6	Have the youth applications been signed by the Unit Leader (CM, SM, VC, NL, EA)?		
7	Do Tiger Cub applications have the parent's date of birth?		
8	Is there a Chartered Organization Representative (COR)?		
9	Is there a Committee Chairman (CC)?		
10	Are there at least two (2) members of the Committee (MC)?		
11	Do you have two checks (one for accident/sickness insurance; the other for charter fees)		
12	For Cub Scout Packs, are there a Den Leader (DL), Webelos Leader (WL) and/or Tiger Den Leader (TL)?		
13	For adults currently registered in another unit - circle their position code on the charter renewal paper work or adult application and write in where they paid their primary registration fee. Note: ALL Unit Leader's (CM, SM, VC, NL, EA) are primary positions. Every leader must have a paid registration. Remember that the Executive Officer is a non-paid position. If the Executive Officer is registering as an adult leader, they must fill out an application & pay the registration fee. Be sure to include them in the count of paid adult leaders.		
14	Is the Social Security Number on all adult applications? Social Security Numbers are not required for youths.		
15	Is the Position Code on all adult applications? Position Codes are listed on the inside cover of the adult application.		
16	Have the adult applications been signed by the Committee Chairman?		
17	Have the adult applications been signed by the Executive Officer or Chartered Organization Representative?		
18	Has question # 5 been completed on the adult applications.		
19	Has question # 6 been complete on the adult applications? If yes was circled, an explanation must be given.		
20	Is a youth protection training certificate attached to each adult application?		
21	Are there at least 5 paid youth members (2 on LDS units)?		
22	For youth currently registered in another unit " write " on the re-charter next to their name or on their application. Also indicate the unit where their primary registration was paid.		
23	Is there a grade and date of birth listed with each youth? Both of these are required.		
24	Is the Journey to Excellence Unit Application enclosed?		
25	Add all fees together to get Total Fees Submitted. Write one check to cover charter renewal fees and one for insurance fees. Submit with your charter renewal.		

# Free Rank Advancement Form for 2015

Unit Type and #: \_\_\_\_\_ District: \_\_\_\_\_

Unit Leader's Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

The following three criteria must be met to qualify. These qualifications must be earned in 2014 to receive a Free Advancement in 2015.

## Journey to Excellence

Qualify as a Journey to Excellence Unit – Bronze or higher. (copy of application attached)

Yes \_\_\_\_\_ (Initial)     Bronze     Silver     Gold

## Family Friends of Scouting

Unit *participated* in FOS in 2014? Yes \_\_\_\_\_ (Initial)

Family Friends of Scouting presentation was held on \_\_\_\_\_ 2014.

Unit participating in FOS in 2015? Yes \_\_\_\_\_ (Initial)

Our 2015 FOS presentation is scheduled for \_\_\_\_\_ 2015.

Our FOS Chair is: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Popcorn Sale

Participated in the 2013 popcorn sale? Yes \_\_\_\_\_ (Initial)

Participating in the 2014 popcorn sale? Yes \_\_\_\_\_ (Initial)

Our Unit Popcorn Kernel is: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Your Unit / District Commissioner must certify that this form is correct, all supplemental forms are included, and the charter fees are paid and turned in on time.**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

District Commissioner Signature

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Service Executive / FD

Applies to free cloth rank advancement badges for Bobcat, Tiger, Wolf, Bear, Webelos, Arrow of Light, Scout Tenderfoot, 1<sup>st</sup> Class, 2<sup>nd</sup> Class, Star, Life, Eagle and Venturing Devices.

**Please note: There will be no exceptions regarding the criteria mentioned above.**

**Incomplete forms cannot be accepted**



**CONTACT INFORMATION SHEET**

Throughout the year, district committees will make contact with your unit in support of various programs. While the Unit Leader (Cubmaster, Scoutmaster, Advisor) is often contacted, their primary responsibility is to working with our youth.

This form has been developed to assist you in directing district support to the correct person within your unit. Below, please list which committee member should be contacted for each promotional effort. **NOTE: Any position not included on this form will fall back to the Unit Committee Chair.**

**DISTRICT:** \_\_\_\_\_

Pack # \_\_\_\_\_ Troop # \_\_\_\_\_ Crew # \_\_\_\_\_

1. Family Friends of Scouting Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

2. Camping Promotion Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

3. Popcorn Sales Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Pack # \_\_\_\_\_ Troop# \_\_\_\_\_ Crew# \_\_\_\_\_

4. Spring Round-up Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

5. Fall Round-up Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

6. Leader Training Contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

7. Advancement Secretary:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

8. Community Service / Scouting for Food Drive:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

**UNIT ACCIDENT AND SICKNESS  
INSURANCE PLAN**

**BOY SCOUT TROOPS**

_____		_____
Unit #		District
_____	@	\$2.50 PER PERSON = \$ _____
# Boy Scouts		
_____	@	\$2.50 PER PERSON = \$ _____
# Leaders		
_____		<b>TOTAL AMOUNT</b> \$ _____
Total #		

**PLEASE INCLUDE A SEPARATE CHECK WITH YOUR RE-CHARTERING PAPERS.  
THE CHECK SHOULD BE MADE PAYABLE TO  
“LAUREL HIGHLANDS COUNCIL, B.S.A.”**