

Internet Rechartering

90 days before the renewal date

The unit leader and unit committee chairman will receive a letter outlining the use of the Internet Rechartering system, the council's website address, and the unit's unique access code.

Step 1 - Units will log onto the council's website www.circleten.org

Step 2 - Select Internet Rechartering, located on the right side of the volunteer home page.

Step 3 - Select and complete the tutorial to get acquainted to the new internet web pages.

Step 4 - Log on as a First Time User

Step 5 - Enter access code provide in letter

- Enter unit type
- Enter unit number

Step 6 - Enter user information and create your password

Step 7 - Load Council Roster

- Review the charter organization information
- Determine if any members will not be renewed for the new roster

Step 8 - Update unit roster

- All members are selected for renewal. Deselect the renew check box for any members not renewing. When finished, click next
- Promote members from another unit
- Add new members
- Update member data (address, date of birth, correct spelling)
- Update member positions
- All adults must have a current YPT or you will not be able to complete your recharter.

Step 9 - Check Roster

Step 10 - Summary (verify that all information is correct)

Before the final submittal of the unit renewal, you will have the option to pay online and have your Chartered Organization Rep approve and sign using the electronic authorization feature. If you chose this option there will be no more signatures to obtain or paperwork to turn in. Your recharter will be complete for 2018.

Step 11 - Submit Roster – **If using the paper method please follow the steps below.**

- Print the unit charter renewal report package
 - Obtain the appropriate signatures (Institutional Head and Unit leader)
 - Attach the signed new member applications
 - Attach payment for fees
- Deliver Unit Charter Renewal Package, new member applications, any other requested forms, and payment for fees to council.

Whichever method of submittal, the Annual Charter Agreement must be signed by a Commissioner or DE and the Institutional Head and turned into Council.

Minimum Leader Requirements for:

Pack - Charter Organization Rep, Committee Chairman, Cubmaster, (2) Members of Committee
(1) Den Leader or Webelos Leader, or Tiger Leader

Troop - Charter Organization Rep, Committee Chairman, Scoutmaster, (2) Members of Committee

Crew - Charter Organization Rep, Committee Chairman, Venturing Crew Advisor, (2) Members of Committee

Team - Charter Organization Rep, Committee Chairman, Varsity Coach, (2) Members of Committee

Ship - Charter Organization Rep, Committee Chairman, Skipper (2) Members of Committee

Post - Post Committee Chairman, Exploring Advisor, (2) Members of Committee

❖ **Minimum youth requirement for all programs is 5**