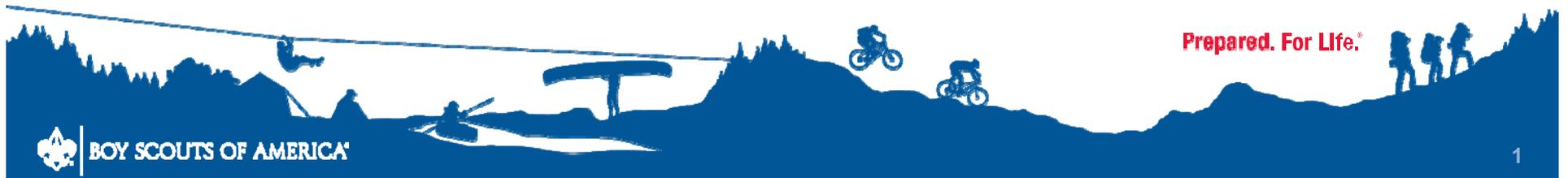




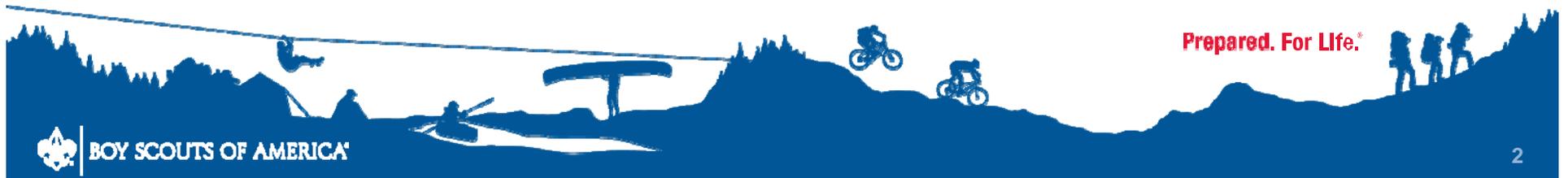
# Rechartering and the rechartering software (Unit Charter Renewal System, “UCRS”)





## An early note

**If you run into problems at any point, call your unit commissioner promptly**



**ADVENTURE IS WAITING.  
BUILD YOURS.**



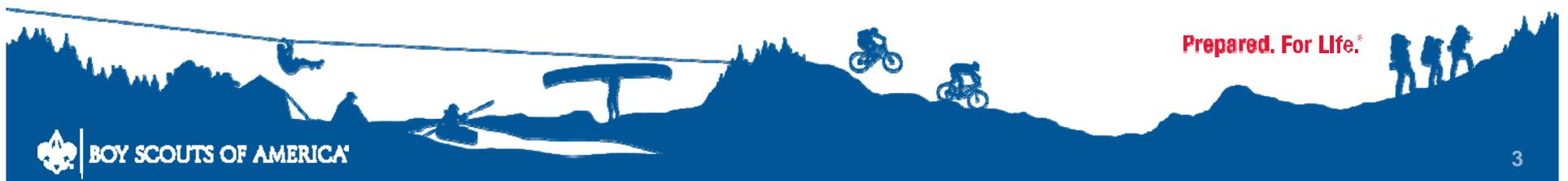
Start at <https://my.scouting.org>

- login

-Home

-Legacy Web Tools

-Internet Rechartering



Sign In

Create Account

[Forgot Password?](#)

[Forgot Username?](#)

experienced using the latest version of Google Chrome or Mozilla Firefox. Also works with the latest Explorer (v11).

During the updating process, unit roster data may not reflect updated information until councils post and update their data on ScoutNET.



# CHECK OUT THE NEW CUB HUB

Your Place for All Things Cub Scouting

[VISIT THE SITE NOW](#)

## Leader Specific Training Released

ers to the learning content they need when they need it is the purpose of the new BSA Venturing content has been added to the learn center consisting of 14 e-learning modules. It i key topics such as selecting youth officers, building a crew budget and annual program possible for Venturing leaders to complete position specific training online.

ining is delivered in three parts, or learning plans. Each learning plan is designed for the specific mended to be taken before the first meeting, within the first 30 days, and within 90 days. The self-paced, allowing volunteers to complete their training at their own pace.

nder Home, My Dashboard, My Training, or, click the Position Specific Training image on the right

## Commissioner Tools Reports

reports are now available in Commissioner Tools:

**er Contacts** - displays all contacts made for units within the council and/or district (replaces r Contact Stats and Commissioner Activity reports). The report displays sub-totals for all assigned -totals for additional contacts will be added soon, as well as grand totals.

**ers Without Contacts** - lists all commissioners that have not made a contact within the council

alid contact date entry on the form has been resolved. Please clear your cache in order to get the are working on additional changes that will be released soon. Watch for further notifications as ; get implemented.

New to Scout  
Click Here To Take



Position Specific  
Click Here for BSA L



CUB SCOUTING



## Position Specific Training Released

...t they need when they need it is the purpose of the new BSA ...  
...en added to the learn center consisting of 14 e-learning modules. It ...  
...ting youth officers, building a crew budget and annual program ...  
...ders to complete position specific training online.

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CUB SCOUTING

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...are working on additional changes that will be released soon. Watch for further notifications as ...  
...get implemented.

## Specific Training Released

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The training is divided into three parts, or learning plans. Each learning plan is designed for the specific position and must be completed before the first meeting, within the first 30 days, and within 90 days. The training is available for volunteers to complete their training at their own pace.

To access the training, click on the Board, My Training, or, click the Position Specific Training image on the right.

## Reports

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**Contacts** - lists all contacts made for units within the council and/or district (replaces Commissioner Activity reports). The report displays sub-totals for all assigned units. Sub-totals for additional contacts will be added soon, as well as grand totals.

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Position Specific  
Click Here for BSA L



CUB SCOUTING

**Note: The supported browsers are Chrome, Firefox, and Internet Explorer 9, 10, and 11.**

**If using IE10, change browser settings to Compatibility Mode. To do so, go to the tool bar at the top of the page, select "Tools", then choose "Compatibility View Settings" from the list.**

**Welcome and thank you for using Internet Rechartering from Boy Scouts of America. Internet Rechartering allows you to renew your unit's charter online and perform the following actions:**

- Select members from your existing charter roster,
- Promote members from another unit,
- Add new members,
- Update member information, and
- Print a summary of costs associated with the new charter.

Before beginning Internet Rechartering, collect all member information, including new member forms with the appropriate signatures. To complete the process, you must be connected to a printer to print the final report for signature.

If you are a new user, you can consult the [help](#) and the [tutorial](#) for instructions on using Internet Rechartering.

#### **New member applications**

For additional adult or youth membership applications: [Membership Applications](#).

#### **Adobe Acrobat Reader**

You will need Adobe Acrobat Reader to view the final print version of the charter renewal application. If you do not have it, you can download the Adobe Reader by clicking on the "Get Adobe Reader" image on this page.

To register, please click here --> [First Time User](#)

To login, please click here --> [Returning User](#)



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This site supports [Internet Explorer 9, 10, 11](#), [Firefox](#) and [Chrome](#) with a minimum screen resolution of 800x600. This site requires JavaScript to be enabled for your browser.

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# Internet Rechartering

**Note: Internet Explorer 9 and lower is the supported browser for this application.**

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**UCRS works with Google Chrome, Firefox, IE9/10/11. For IE10, change browser settings to 'Compatibility Mode' (Notice at the top of the page)**





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**First Time User**

To register, please click here -->

First Time User

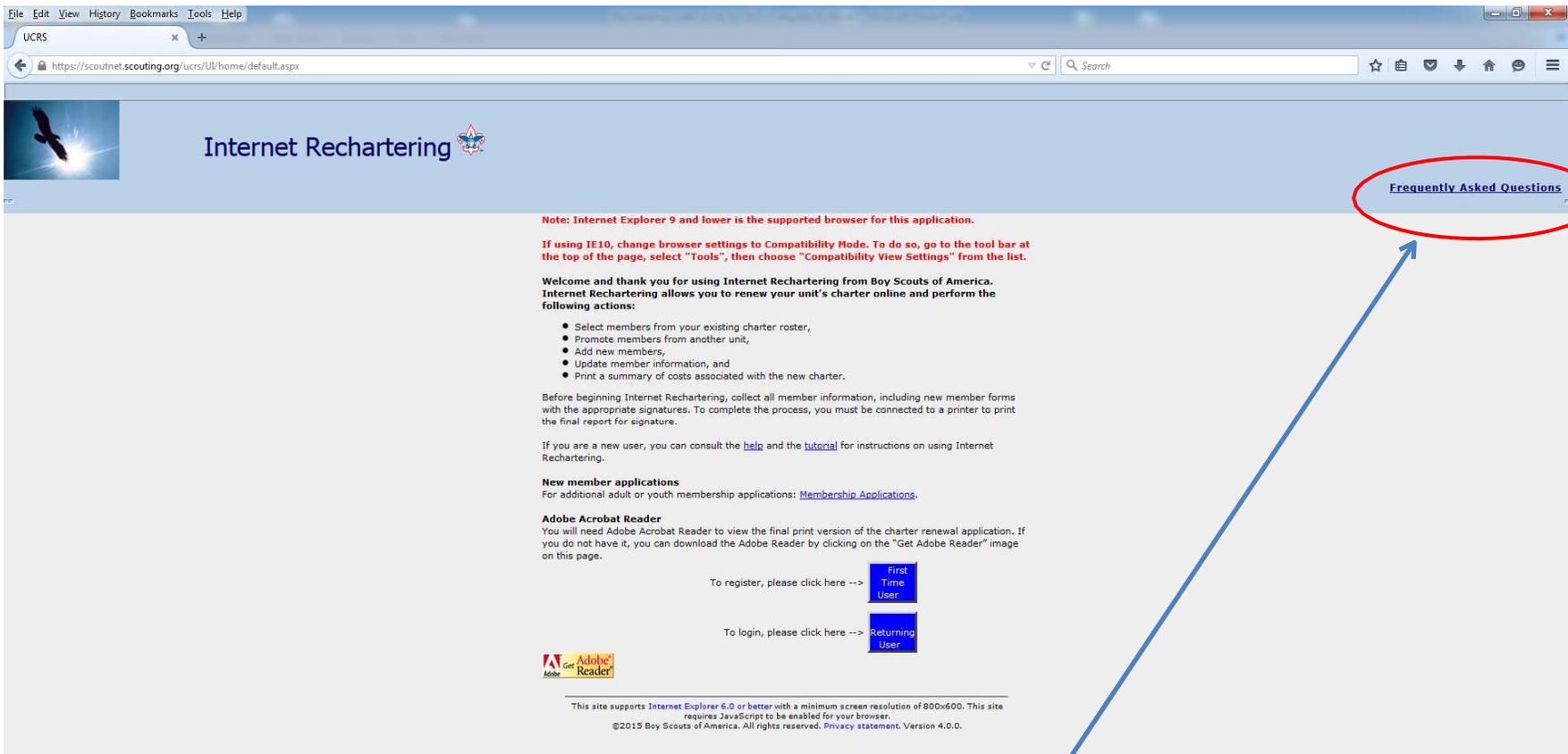
To login, please click here -->

Returning User

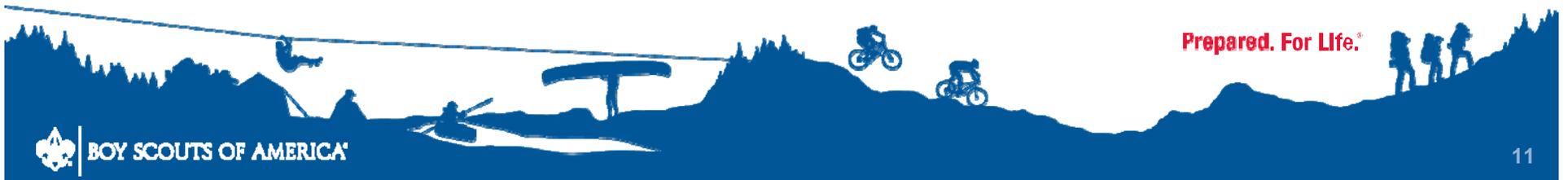


# Everyone is a First-Time User when the Unit Processor first accesses UCRS each Rechartering cycle





Note the 'Frequently Asked Questions' link on most pages as well as links to the 'Help' and 'Internet Tutorial' sites





**Registration**

To register for Internet Rechartering, enter the access code provided by your council, your unit type, and your unit number.  
If you do not have the Access Code, please contact your council.

Access code :

Unit type :

Unit number :

---

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**This is the Registration Page when using UCRS for the first time each year: Enter the Access Code number given in the Rechartering package, select the unit type, and enter the unit number in **4-digit format****





Registration: Information and Password

Please enter your contact information and create your password to complete the registration process.

First name :

Last name :

Password (alpha numeric, 6+ characters) :

Re-enter password :

E-Mail :

Re-enter e-mail :

Phone number :

(ext)

Register

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Identify the user and create a password the first time entering the system for the year





**Log In as a Returning User**

Welcome to Internet Rechartering from the Boy Scouts of America.

Access code :

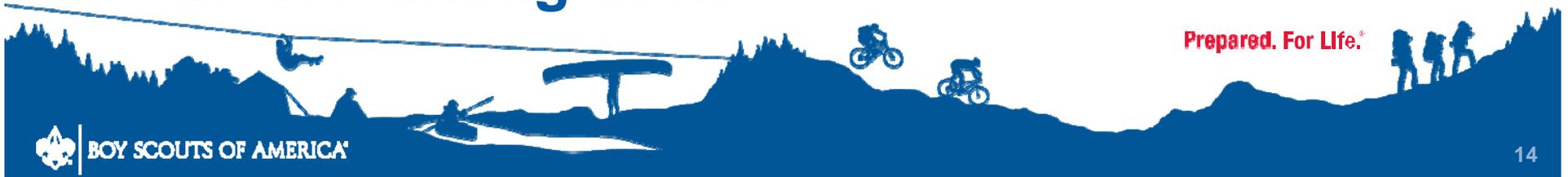
Password :

[Forgot password?](#)

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This site supports [Internet Explorer 6.0 or better](#) with a minimum screen resolution of 800x600.  
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**When logging in after the first time, login as a returning user.**



Main - Mozilla Firefox  
 https://scoutnet.scouting.org/ucrs/UI/home/Main.aspx

National Capital Area Council: Crew 1100

## Internet Rechartering

Stages: **1. Load Roster** | 2. Update Roster | 3. Check Roster | 4. Summary | 5. Submit Roster

Renew: 0 Adult, 0 Youth  
 New: 0 Adult, 0 Youth

Internet Rechartering Overview

There are five stages in the Internet Rechartering process:

<b>Stage 1</b> Load Roster	You choose whether to load the unit information either from the council or upload your unit record information from PackMaster or TroopMaster or TroopSoft.
<b>Stage 2</b> Update Roster	You select the members you wish to renew, promote members, add new members, edit member information, and review the adult positions required in your unit.
<b>Stage 3</b> Check Roster	Internet Rechartering automatically checks the roster against the BSA rules for membership. You make any corrections necessary.
<b>Stage 4</b> Summary	You complete a final review of the membership roster and fees and make any final changes.
<b>Stage 5</b> Submit Roster	You submit your final roster and print your Charter Renewal Packet for submittal to your council.

Internet Rechartering is available until the Last Submit Date shown above.  
 You may leave the process and return later. Internet Rechartering will save your work, and you will begin at the beginning of the stage you were in when you left.

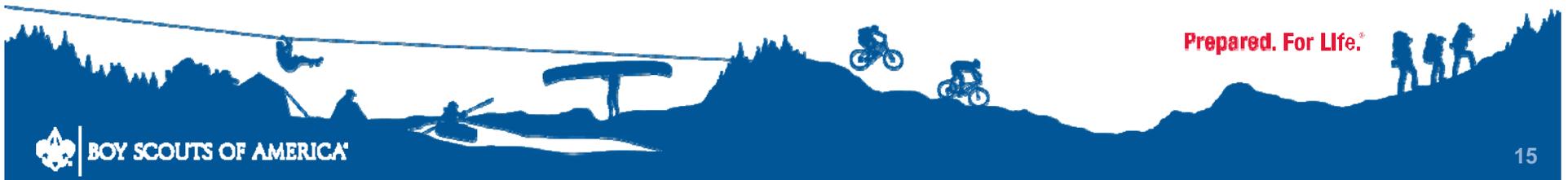
We recommend that you gather all the required information, including new member applications with appropriate signatures, before beginning this process. You must complete Internet Rechartering on a computer connected to a printer.

To begin the process, click here--> **Begin**

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48°  
Fairfax Station, VA

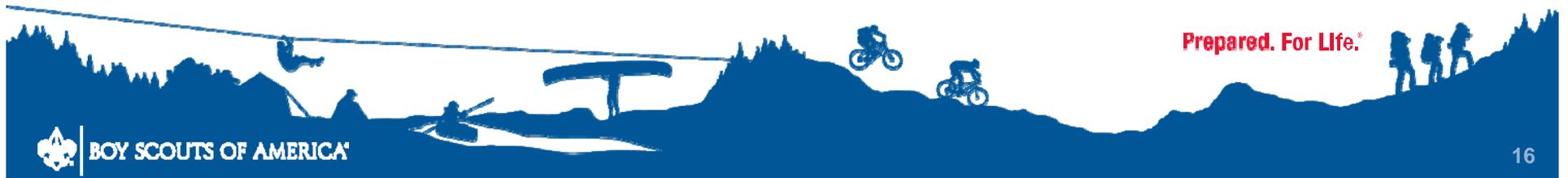
Inside UCRS, the first page shows the 5 stages of Internet Rechartering (Begin with 'Begin')





## The process has 5 stages

- Loading the roster
- Updating the roster
- Checking the roster
- Summary (a final review and last chance to make changes)
- Final submission

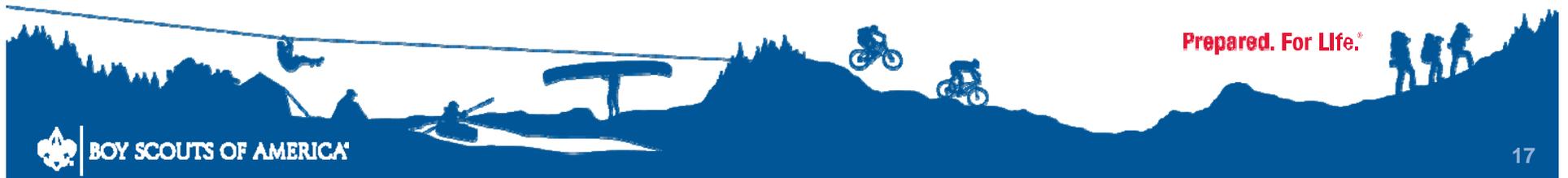




(The process has 5 stages)

You can go back and forth between stages  
from any point in the process

until you make the final submission



### Load Roster

To begin Internet Rechartering, choose one of the following options:

<-- Click here if you want to load your roster with council information and do not have a recharter file.

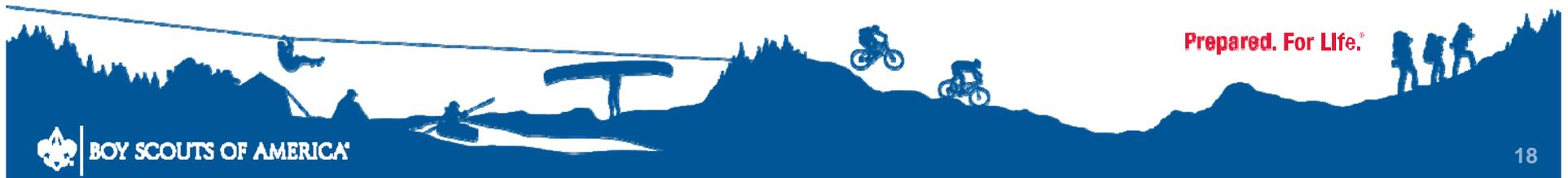
<-- Click here if you are prepared to upload your unit records from a recharter file from PackMaster or TroopMaster or TroopSoft.

**Warning:** Once you have chosen one of the above options, you cannot choose the other. If you wish to change your choice, you must call the council and ask them to reset your unit. You must then reregister as a first time user and begin the process again.

---

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# Stage 1 – Always select the first choice and download the existing Unit Roster from the National Database (my.Scouting)



### Update Roster

Welcome to Stage 2: Update Roster.

To update your roster, you perform the following steps:

- 1. Update chartered organization information.**  
Review your chartered organization information and make any necessary changes.
- 2. Select members for renewal.**  
Select for renewal only the members who will be renewing with your unit.
- 3. Promote members.**  
Select members from another unit to become members of your unit
- 4. Add new members.**  
Add new adults and/or new youth to your roster.
- 5. Update member data.**  
Update the personal information about the members on your roster, such as birthday, e-mail address, or occupation.
- 6. Update adult positions.**  
Update the adult positions. Internet Rechartering will assist you in making sure each required adult position is filled.

To proceed to the first step, click **Next Step**.

Please wait for the roster to load completely. This may take a few minutes, depending on the size of your unit.

Next Step

Stage 2 is the “meat” of the process. In 6 steps, you update all of the information about Scouts and Scouters to be listed in the Rechartering Application



# Internet Rechartering

Steps:

1. Load Roster
2. Update Roster
3. Check Roster
4. Summary
5. Submit Roster

**Review / Print Roster**

Renew: 11 Adult, 9 Youth  
New: 0 Adult, 0 Youth  
Fees = \$520.00

Step 1 of 6 : Update Charter Information

Please review and update your chartered organization information.  
When you have completed the changes, click **Next Step**.

Unit type:	Crew	Unit number:	1100
Unit expire date:	12/31/2013	District:	Patriot
Chartered organization:	Church of the Nativity		
Country:	<input type="text" value="US"/>		
Address 1:	<input type="text" value="6400 Nativity Ln"/>		
Address 2:	<input type="text"/>		
City:	<input type="text" value="Burke"/>	ZIP code:	<input type="text" value="22015"/> <input type="text" value="4006"/>
State:	<input type="text" value="VA"/>		
U.S. telephone number:	<input type="text" value="703"/> <input type="text" value="- 455"/> <input type="text" value="2400"/> <input type="text"/>	Foreign telephone number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(ext)		(ext)	
Unit term (months):	12	Unit new expire date:	12-31-2014

**Note that from this point on, the system is giving you a running account of registrants and costs (fee & BL – but not insurance) in the upper left corner**

Roster | 4. Summary | 5. Submit Roster

**Step 2 of 6 : Select Members for Renewal**

| Home | Logout | Help |

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

**Note:** Non-paid members should be automatically selected to renew. Fee status will be determined later.

Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	Carol C	Personal data masked here	Adult	1.Committee Member	5070622
<input checked="" type="checkbox"/>	Leland		Adult	1.Committee Member	5070623
<input checked="" type="checkbox"/>	John Je		Adult	1.Committee Member	5070603
<input checked="" type="checkbox"/>	Richard		Adult	1.Executive Officer	5057756
<input checked="" type="checkbox"/>	Terenc		Adult	1.Venturing Crew Assoc. Advisor	5061459
<input checked="" type="checkbox"/>	Jane M		Adult	1.Committee Member	106944211
<input checked="" type="checkbox"/>	Robert		Adult	1.Venturing Crew Advisor	5070602
<input checked="" type="checkbox"/>	David Z		Adult	1.Committee Chairman 2.Chartered Organization Rep.	101267760
Renew	Name		Youth	Position	Person ID
<input checked="" type="checkbox"/>	James		Youth	1.Youth Member	115786086
<input checked="" type="checkbox"/>	Laura H	Youth	1.Youth Member	124901569	
<input checked="" type="checkbox"/>	Grace	Youth	1.Youth Member	127180894	

**Stage 2, Step 2 begins by offering a list of all members currently in my.Scouting, with a default checkmark for renewals. Click on the check to uncheck for non-renewal**

Roster | 4. Summary | 5. Submit Roster

Step 2 of 6 : Select Members for Renewal

Home | Logout | Help

Click **Update unit roster** to refresh unit member data and Youth Protection status from the council's unit roster information.

Update unit roster

Below is your current roster.

All members are selected for renewal. Deselect the **Renew** check box for any members not renewing. When finished, click **Next**.

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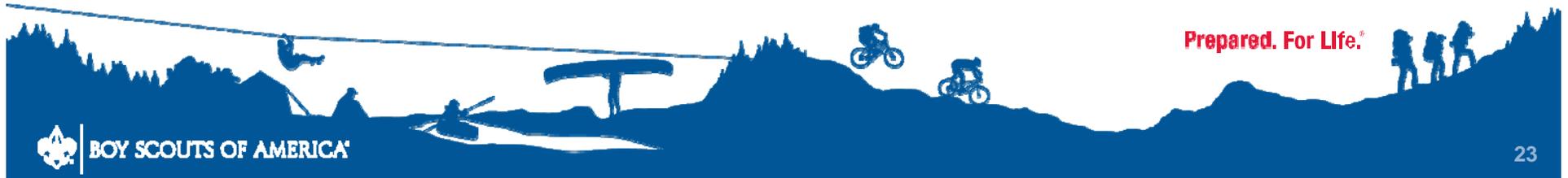
Renew	Name	Street Address	Adult	Position	Person ID
<input checked="" type="checkbox"/>	Carol C		Adult	1.Committee Member	5070622
<input checked="" type="checkbox"/>	Leland		Adult	1.Committee Member	5070623
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<input checked="" type="checkbox"/>	Richard		Adult	1.Executive Officer	5057
<input checked="" type="checkbox"/>	Terenc		Adult	1.Venturing Crew Assoc. Advisor	50614
<input checked="" type="checkbox"/>	Jane M		Adult	1.Committee Member	106944211
<input checked="" type="checkbox"/>	Robert		Adult	1.Venturing Crew Advisor	5070602
<input checked="" type="checkbox"/>	David		Adult	1.Committee Chairman 2.Chartered Organization Rep.	101267760

Personal data masked here

Renew	Name	Youth	Position	Person ID
<input checked="" type="checkbox"/>	James	Youth	1.Youth Member	115786086
<input checked="" type="checkbox"/>	Laura H	Youth	1.Youth Member	124901569
<input checked="" type="checkbox"/>	Grace	Youth	1.Youth Member	127180894

**Update Unit Roster**

There is an “Update Unit Roster” link near the upper right corner of the page





## “Update unit roster”

At any time during the process until final submission --

- This updates the roster with any registrations processed since you started
- And any adult YPT completed since you started
- So that you don't have to submit paperwork for either

**Click this every day** you are in UCRS!



ster | 4. Summary | 5. Submit Roster

**Step 2 of 6 : Select Members for Renewal**

Below is a summary of the members who will be renewed with your unit and the members who will not be renewed.

If the information is incorrect, click **Previous** to make corrections. When the information is correct, click **Next Step**.

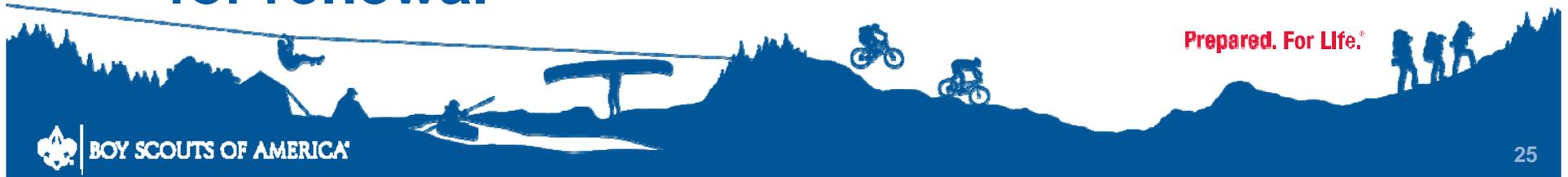
**NOTE:** You will be able to add members and change member information later in the process.

**Following members are selected for renewal.**

No.	Name	Street Address	Adult/Youth
1.	Carol Ca		Adult
2.	Leland C		Adult
3.	Maureen		Adult
4.	Timothy		Adult
5.	John Jad		Adult
6.	Richard I		Adult
7.	Terence		Adult
8.	Jane Mel		Adult
9.	Robert M		Adult
10.	Andrea C		Adult
11.	Cooper V		Adult
12.	David Zi		Adult
13.	Michael A		Youth
14.	Emily Gr		Youth
15.	Teaghan		Youth
16.	Laura He		Youth
17.	Chayton		Youth
18.	Matthew		Youth
19.	Mikhail P		Youth
20.	Shirley N		Youth
21.	Katherin		Youth

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## UCRS then shows a list of those selected for renewal



Step 3 of 6 : Promote Members

In Step 3 you have the option to Promote Members from another unit. To begin Promotions, click the **Promote** button. If you do not want to Promote anyone at this time, click **Next Step** to continue or click **Previous** button to return to Select Members for Renewal. When you have completed the Promotions process, you will be returned to this page.

When you click **Promote** you will see a Unit Selection screen that will display any units that are chartered to the same organization as your unit. If you are in a unit eligible to convert youth members into adult leaders (troop, team, crew, and ship only) you will see your own unit listed also.

By selecting the radio button shown below the unit you wish to view and clicking **Continue**, you will obtain the records available for this unit, if any. If you do not complete all promotions at this time, you will be able to return to this unit later. This process is available until your charter renewal has been submitted. You may select only one unit at a time.

If the unit from which you want to promote is not shown, you may access the unit's records by entering the correct Access Code, the Unit Type, and four-digit Unit Number into the fields provided. To obtain the Access Code you should contact the unit from which you will Promote Members. You may also contact your local council about this process if necessary. The entered unit must have the same expiration date as your unit.

Previous

Promote

Next Step

**Stage 2, Step 3 lets you promote a member from another unit if the unit has the same Chartered Organization and if you have their unit access code. Otherwise, you can enter the information about the member directly**

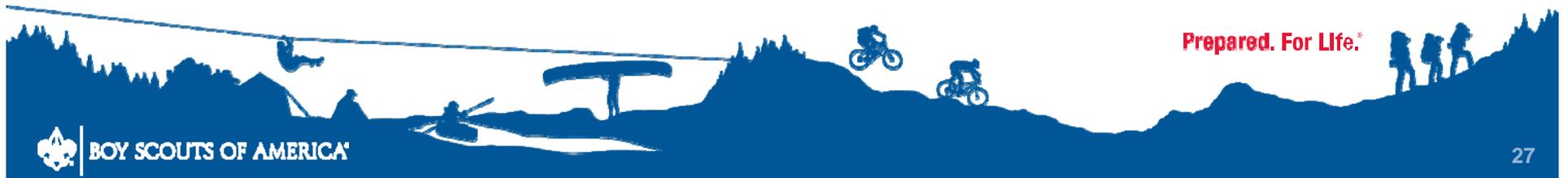


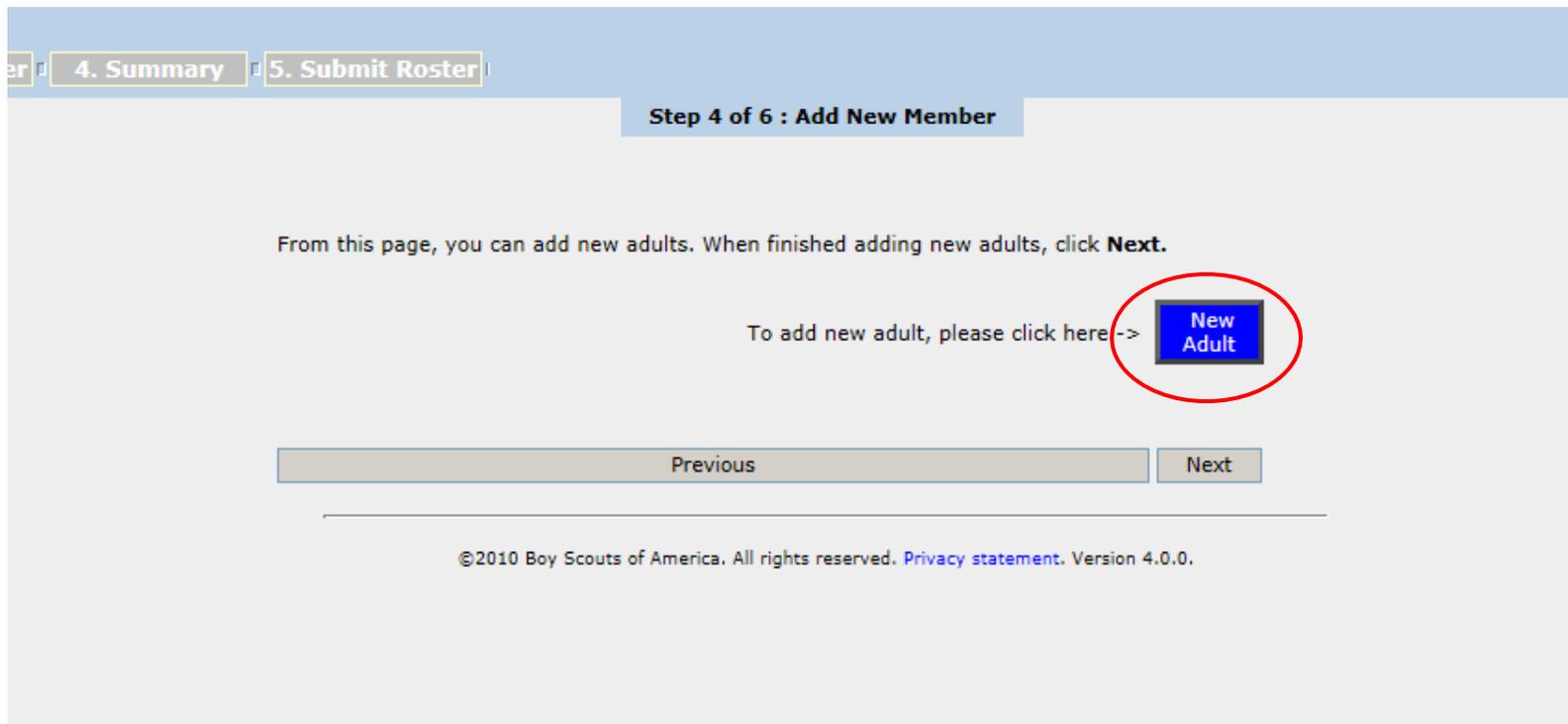
Prepared. For Life.®



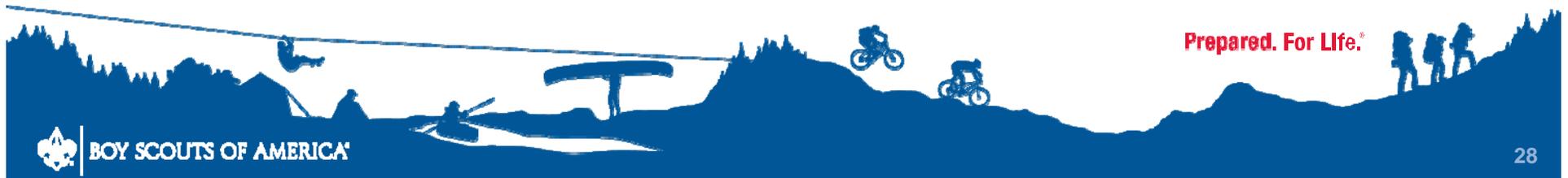
## Promoting a Member

Promoting a member takes them out of the other unit. Don't use this feature if the person is also remaining a member of the other unit.





**Stage 2, Step 4 is the addition of new members, beginning with adults**



4. Summary | 5. Submit Roster

Step 4 of 6 : Add New Member

Page 1 : Add Adult

Transfer into this Unit :

First name :

Last name :

Primary position in unit :

Position 3 :

Position 5 :

Note: To remove a position, click the dropdown arrow and select "None".

Middle name :

Suffix :

Position 2 :  ▼

Position 4 :  ▼

Position 6 :  ▼

which is an empty space.

Cancel OK Next

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**Message from webpage**

Following fields are required

- First name
- Last name
- One or more Position(s) required.

OK

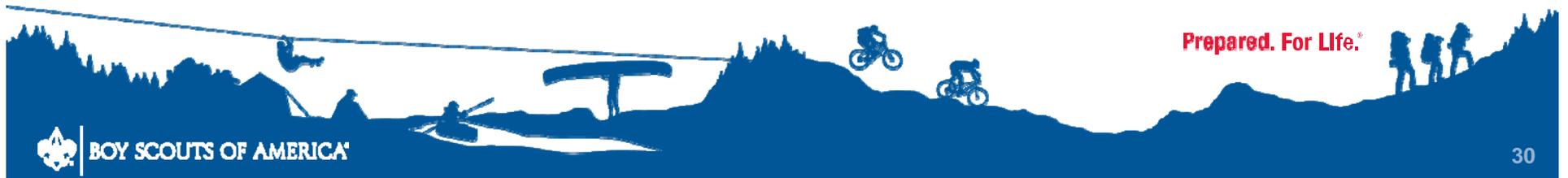
At the first screen for an adult, enter the name and primary position in the unit. Note the message if you don't





## Adding a member (“transfer”)

Note that there is a block to check, “Transfer into this unit.” **Don’t use this for either an adult or a scout during rechartering.**



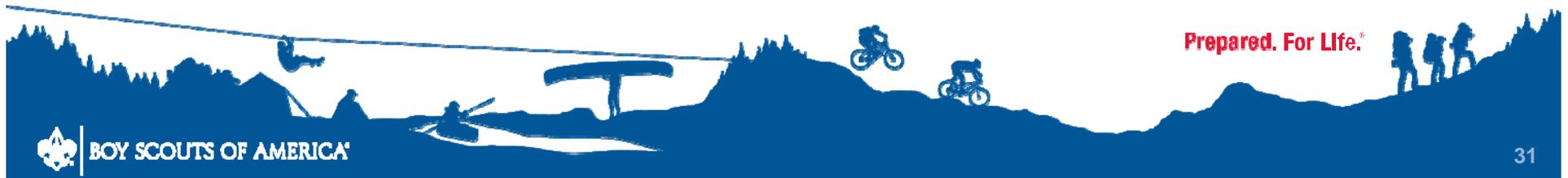


## Parents as Tiger Partners

**An adult Lion/Tiger partner is not a registered position (but they are assigned a BSA ID)**

**A previous or current Tiger partner registering in a committee or leader/assistant leader position must fill out an adult application, with the required attachments**

- If you write in the Tiger Parent BSA ID on the new adult application, previous training is transferred to the new registered adult profile





## **Tiger partners registering**

**Although an adult Lion/Tiger partner is not in a registered position, they will be listed on the rechartering roster as a Lion/Tiger partner.**

**It may be possible to add a registered position for a Lion/Tiger partner in the ‘Update Roster’ stage without having to enter them here –**

**But they will still have to complete an adult application**



Step 4 of 6 : Add New Member

Page 2 : Add Personal Data for John Smith

**\*\* Social Security number is required and will be entered by your council from the adult application.**

Country :  Address type :

Address 1 :

Address 2 :

City :  State :

ZIP Code :

Home telephone type :  Home telephone :

Business telephone type :  Business telephone :

Date of birth(mm/dd/yyyy) :    ext:

Driver's license number :  Ethnic background :

Sex :  Driver's license state :

Mother's Last Name :

Next, enter address, phone, birth date, driver's license, and gender. Note that the SSN is not entered; it comes from the paper application



oster | 4. Summary | 5. Submit Roster

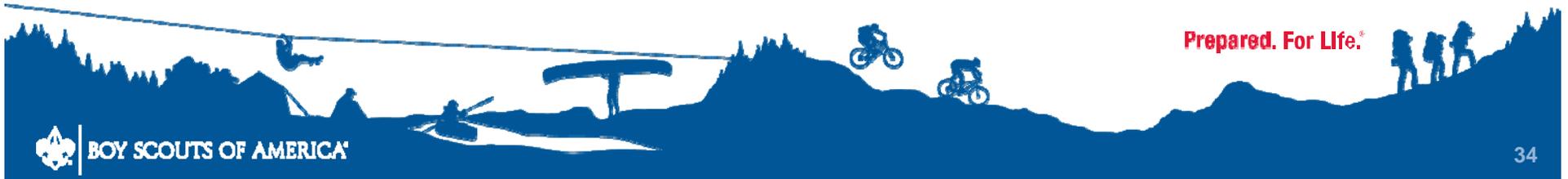
**Step 4 of 6 : Add New Member**

---

**Page 3: Add Adult Business Data for John Smith**

Eagle Scout : <input type="checkbox"/>	Eagle Scout date : Month <input type="text"/> Day <input type="text"/>
Occupation : Choose Occupation <input type="text"/>	Employer : <input type="text"/>
Business country : US <input type="text"/>	Address type : Business
Business address 1 : <input type="text"/>	
Business address 2 : <input type="text"/>	
Business city : <input type="text"/>	Business state : <input type="text"/>
Business ZIP : <input type="text"/>	
Boys' Life : <input type="checkbox"/>	
Business e-mail : <input type="text"/>	Home e-mail : <input type="text"/>
Home page : <input type="text"/>	

**This page lets you enter business information, any history as an Eagle Scout, and sign up for Boy's Life. UCRS does not require entries on this page**



## Step 4 of 6 : Add New Member

From this page, you can add new youth. When all new youth are added, click **Next Step**.

New Youth

<-- To add new youth, please click here.

Previous

Next Step

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**This part of Stage 2, Step 4  
lets you add new Scouts**

Step 4 of 6 : Add New Member

Page 1 : Youth

Check this box if Youth is

Transfer to this Unit :

First name :

Last name :

Country :  

Address 1 :

Address 2 :

City :

ZIP code :  -

Middle name :

Suffix :

Address type :  

State :  

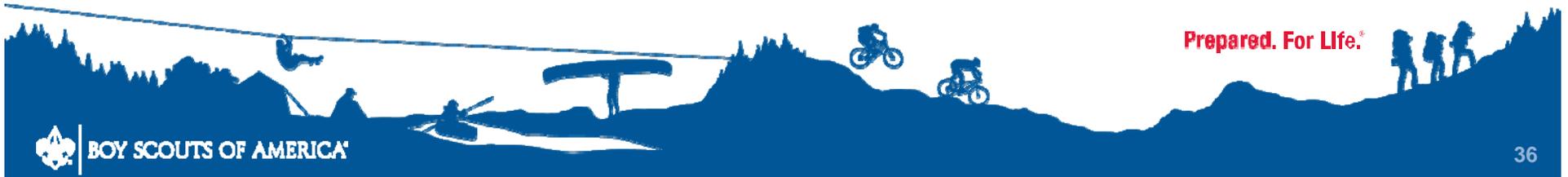
Cancel

Reset

Next

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## Enter name and address



Page 2 : Youth Data for Jane Smith

Telephone type :	US telephone	Home telephone :		-		-		-
Date of birth :	2	-	22	-	1994	Youth grade :	Choose Youth grade	
(mm-dd-yyyy)								
Ethnic background :	Not Provided	Boys' Life :	<input type="checkbox"/>					
Sex :	Female							
Youth e-mail :								

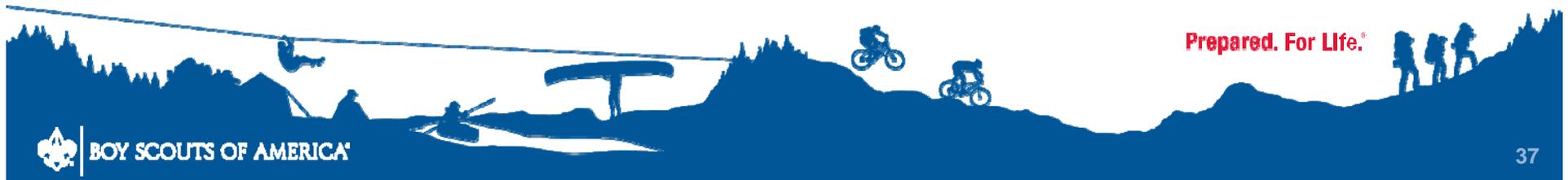
Cancel

Reset

Next

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Enter phone, date of birth, grade and gender



4. Summary | 5. Submit Roster

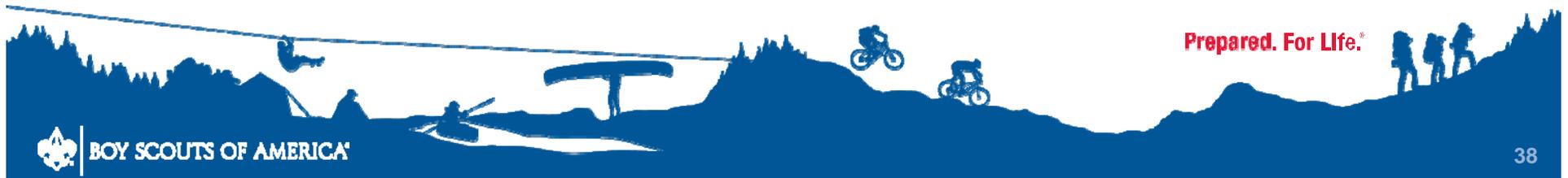
Step 4 of 6 : Add New Member

Page 3 : Parent / Guardian for Jane Smith

Is the Parent / Guardian an adult member of this unit?

No Yes

**Page 3 starts the process of adding parent/ guardian information. Is the parent or guardian an adult member of the unit?**



ster | 4. Summary | 5. Submit Roster

**Step 4 of 6 : Add New Member**

---

**Page 4 : Parent / Guardian for Jane Smith**

Relationship :        Guardian :       Tiger cub adult partner :

Select	Name
<input type="radio"/>	Leland
<input type="radio"/>	Carol
<input type="radio"/>	Maure
<input type="radio"/>	Timoth
<input type="radio"/>	John J
<input type="radio"/>	Richar
<input type="radio"/>	Terenc
<input type="radio"/>	Jane M
<input type="radio"/>	Robert
<input type="radio"/>	Andrea
<input checked="" type="radio"/>	John S
<input type="radio"/>	Coope
<input type="radio"/>	David

**If yes, choose the member**



Summary | 5. Submit Roster

Step 4 of 6 : Add New Member

Page 4 : Parent / Guardian for Jane Smith

Relationship : Choose Relationship

Guardian :

First name :

Middle name :

Last name :

Suffix :

Mother's Last Name :

Address same as youth :

Country : US

Address type : Home

Address 1 :

Address 2 :

City :

State :

ZIP code :  -

Reset Next

If no, enter the information manually





## **18 year-old Venturers**

**A new Venturing youth registrant 18 or older must submit an adult application (the 2017 version, with application, disclosure / authorization form, and Youth Protection training certificate.)**

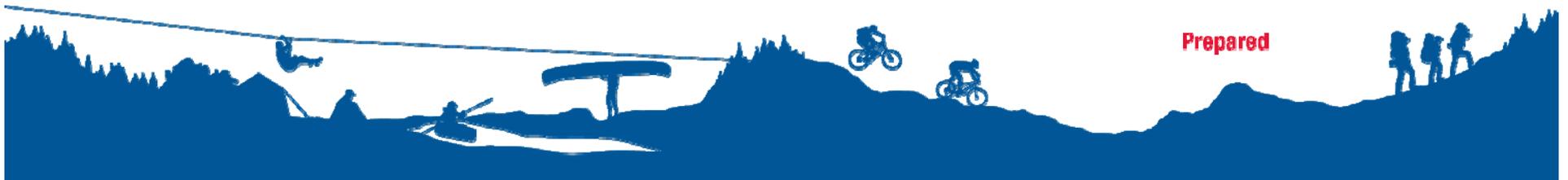
**A previous member turning 18 on or after March 1, 2017, must submit the same information, or have previously submitted, in order to recharter.**

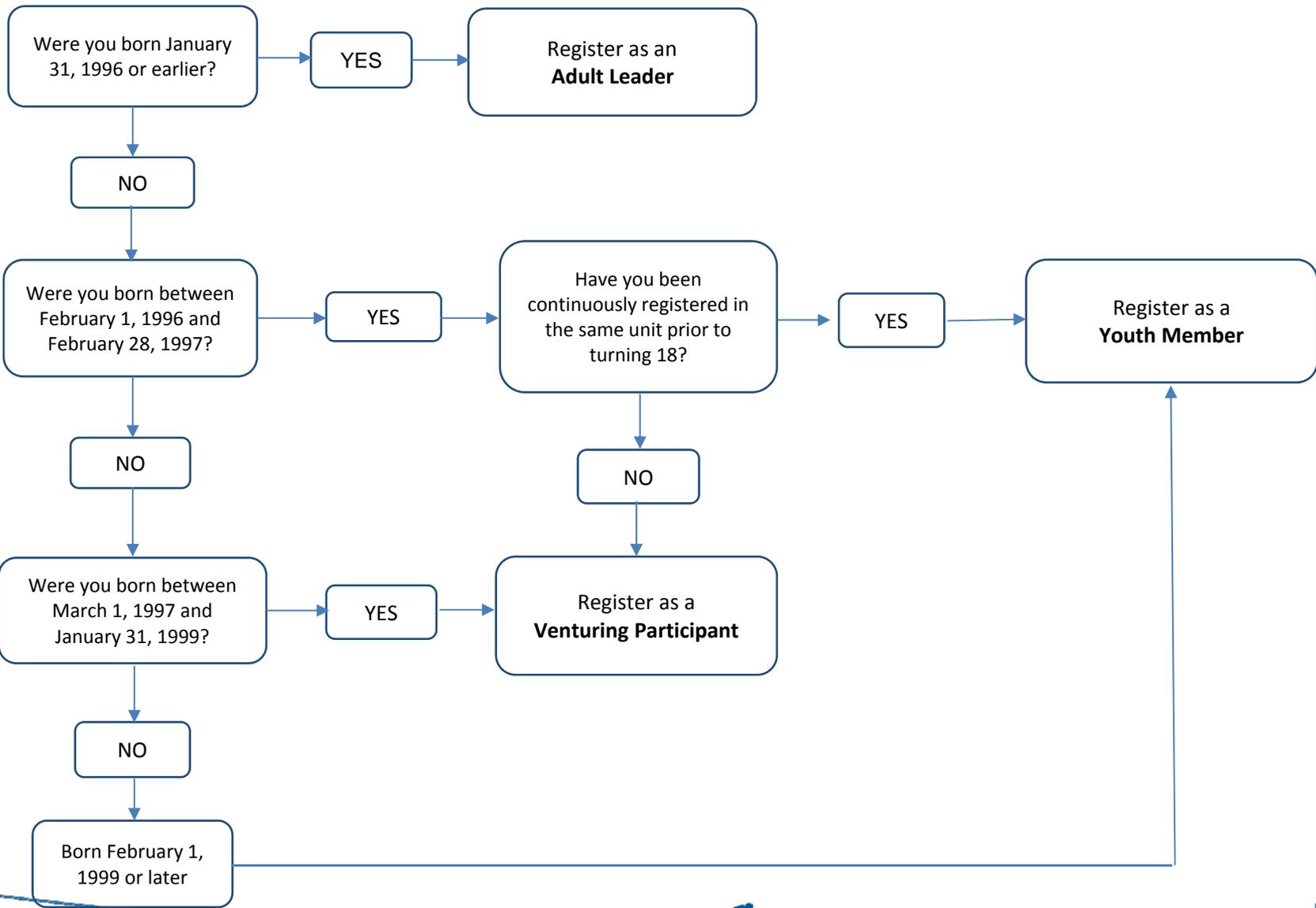




**What does that mean for your recharter?**

**Follow the chart:**





**Prepared**

Step 5 of 6 : Update Member Data

Please scroll through your roster and ensure the personal information is correct. If the personal information is not correct, click the **Update** button to the left of the name.

When roster is complete, click **Next Step**.

**Note:** You will have the option to signup members for *Boys' Life* during the Update Fees stage.

Make Update	Remove from Roster	Name	Birth Date	Address / Phone	Position	Boys' Life	YPT Trained	YPT Date
Update	Remove	Leland 50706			1.Committee Member	Y	Y	05/27/2012
Update	Remove	Carol 50706			1.Committee Member	N	Y	10/15/2012
Update	Remove	Maure 50577			1.Venturing Crew Assoc. Advisor	N	Y	02/04/2013
Update	Remove	Timoth 10142			1.Venturing Crew Assoc. Advisor	N	Y	05/06/2012
Update	Remove	John J 50706			1.Committee Member	N	Y	10/02/2012
Update	Remove	Richar 50577			1.Executive Officer	N		
Update	Remove	Terenc 50614			1.Venturing Crew Assoc. Advisor	N	Y	11/12/2012

Stage 2, Step 5 lets you see, review, and update personal information (This view shows only the top of the page with the adults)



Step 6 of 6 : Update Member Position

Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Positions table presents a summary of required positions. The number in the **Current** column must be within the minimum and maximum requirements. To change the position(s) for an individual, click the **Update** button to the left of the individual's name.

When the Current column is within the min/max range, click **Next Step**.

**Note:** Quality Unit Recognition requires an assistant unit leader.

Update	Name	Unit Position
Update	Richard	Executive Officer
Update	David Z	Chartered Organization Rep.
Update	David Z	Committee Chairman
Update	Carol C	Committee Member
Update	Leland	Committee Member
Update	John Ja	Committee Member
Update	Jane M	Committee Member
Update	Andrea	Committee Member
Update	Robert	Venturing Crew Advisor
Update	Mauree	Venturing Crew Assoc. Advisor
Update	Timoth	Venturing Crew Assoc. Advisor
Update	Terence	Venturing Crew Assoc. Advisor
Update	Cooper	Venturing Crew Assoc. Advisor

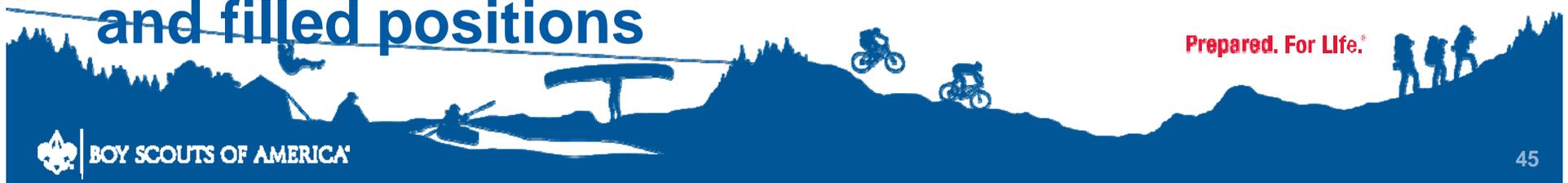
Unit Adult Positions :

Position	Min	Max	Current
Executive Officer	1	1	1
Chartered Organization Rep.	1	1	1
Committee Chairman	1	1	1
Committee Member	2	-	5
Parent Coordinator	-	-	0
Venturing Crew Advisor	1	1	1
Venturing Crew Assoc. Advisor	-	-	4
Unit Scouter Reserve	-	-	0
Venturing College Sctr Reserve	-	-	0

Previous

Next Stage

Stage 2, Step 6 begins by letting you update unit positions. Note on the right a list of required and filled positions



Below is the list of required positions for your unit and information on who is filling these positions.

The Unit Adult Position must be within the minimum and maximum number of the individual's name. The position must be within the minimum and maximum number of the individual's name.

When the Current Count is 0, the position must be within the minimum and maximum number of the individual's name.

**Note:** Quality Unit

Please update the position(s) for Leland Cass

Primary position in unit : **Committee Member**

Second position :

Third position :

Fourth position :

Fifth position :

Six position :

Note: To remove a position select the first option in the drop down list which is an empty space.

Save Don't Save

Update	Name	Position	Max	Current
Update	Richard		1	1
Update	David		1	1
Update	David		1	1
Update	Carol C		5	0
Update	Leland		1	1
Update	John J	Committee Member	4	4
Update	Jane F	Committee Member	0	0
Update	Andre	Committee Member	0	0
Update	Robert	Venturing Crew Advisor	0	0
Update	Maure	Venturing Crew Assoc. Advisor	0	0
Update	Timot	Venturing Crew Assoc. Advisor	0	0
Update	Teren	Venturing Crew Assoc. Advisor	0	0
Update	Coode	Venturing Crew Assoc. Advisor	0	0

Previous Next Stage

It allows changing the position (or adding a second position) using pull down lists. **Only CR can have multiple positions within same unit (CC or MC).**



er | 4. Summary | 5. Submit Roster |

**Check Roster**

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here--> [Check Roster](#)

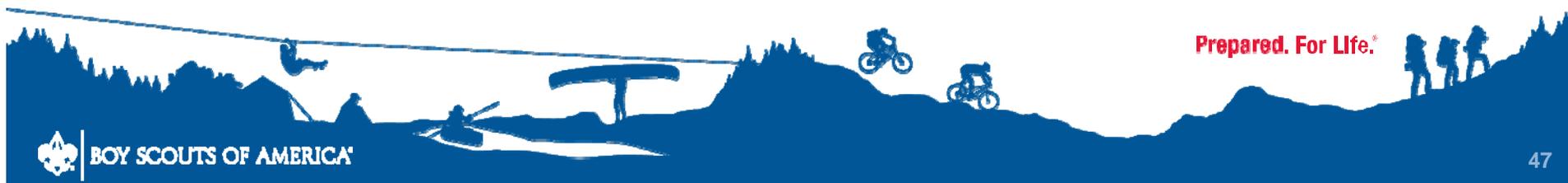
If you wish to make more changes to your roster before you continue, you can:

[Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

---

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## The next stage is checking the roster



Summary | 5. Submit Roster |

**Check Roster**

In this stage, your unit information will be validated against BSA unit requirements. When Internet Rechartering has finished validating your information, you will be informed of any errors or warnings concerning your roster.

You cannot proceed to the next stage until all errors have been resolved. Warnings should be reviewed and corrected if possible but will not prevent you from continuing to the next stage. Internet Rechartering will provide you with suggestions on how to correct errors and warnings.

To begin validation, please click here -> **Check Roster**

If you wish to make more changes to your roster before you continue, you can:

[Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

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Here you have an easy option to return to any of the previous stages

“Check Roster” starts the validation process



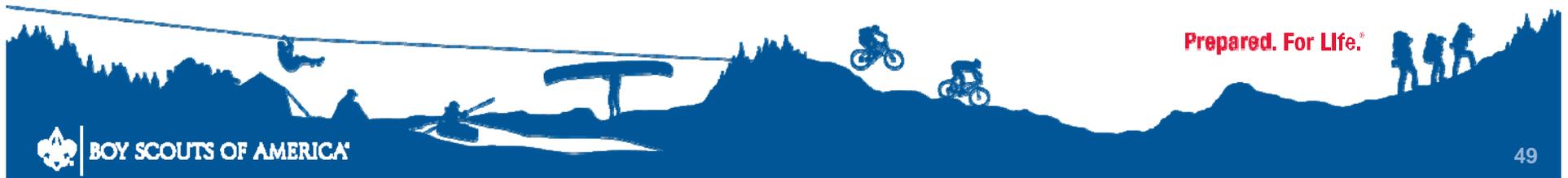


## **Check Roster -**

**... provides two kinds of information –**

**Warnings that should be reviewed to see if there is a problem**

**Errors that must be corrected before rechartering can be completed**



Check Roster: Errors and Warnings

Validation completed with Warnings:

**WARNING:** Teaghan Grayson is too old for Youth Member.  
Reconcile Warning Options:

- [Click here](#) to enter the correct date of birth for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

**WARNING:** Mikhail Payson is too old for Youth Member.  
Reconcile Warning Options:

- [Click here](#) to enter the correct date of birth for the unit registrant.
- [Click here](#) to remove the unit registrant from the renewal roster.

Please review the errors and warnings to see if corrective action if needed. All errors must be corrected. Warnings should be reviewed and appropriate action taken.

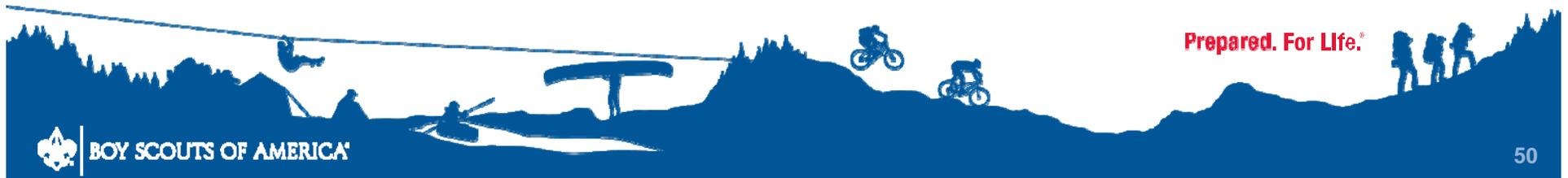
If action is needed, click the appropriate links to change the information, and then click **Re-Validate**.

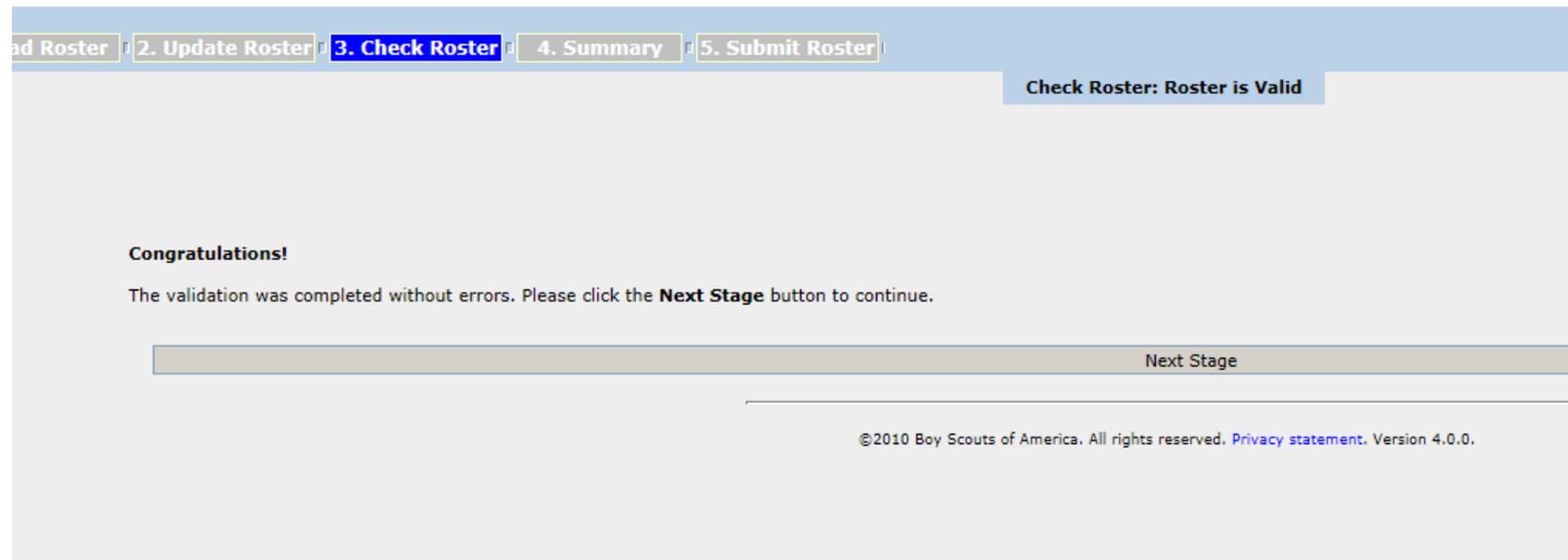
If the warnings are for appropriate exceptions, click **Re-Validate**.

Re-Validate

Next Stage

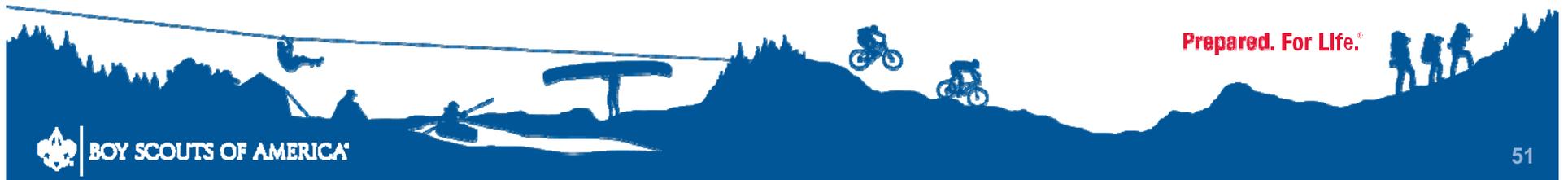
# (Warnings)





Correct any errors

With errors corrected, go to the Summary Stage



4. Summary

Submit Roster

Summary

Your unit roster has been completed and validated. You can now review the final roster and fees.

To review your final roster, please click here-->

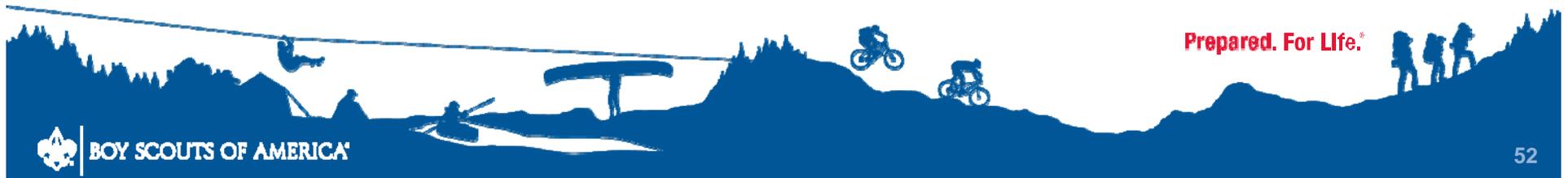
Summary

If you wish to make more changes to your roster before you continue, you can:

[Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

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**The Summary Stage lets you review the final roster or return easily to a previous stage**



Step 1 of 2: Update Fees: Multiple Registrations and Boys' Life.

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** to update fee status for the individuals in your unit and to subscribe individuals to Boys' Life. From the Update screen, you can make an individual a multiple member of your unit and pay no registration fee.

Update Fees	Name	Birth Date	Boys' Life Fee	Member Fee	Total Fee	Adult / Youth
Update	Carol		\$0.00	\$24.00	\$24.00	Adult
Update	Lelan		\$12.00	\$24.00	\$36.00	Adult
Update	Maur		\$0.00	\$24.00	\$24.00	Adult
Update	Timot		\$0.00	\$24.00	\$24.00	Adult
Update	John		\$0.00	\$24.00	\$24.00	Adult
Update	Richa		\$0.00	\$0.00	\$0.00	Adult
Update	Teren		\$0.00	\$24.00	\$24.00	Adult
Update	Jane		\$0.00	\$24.00	\$24.00	Adult
Update	Robert		\$0.00	\$24.00	\$24.00	Adult
Update	Andre		\$0.00	\$24.00	\$24.00	Adult
Update	Coop		\$0.00	\$24.00	\$24.00	Adult
Update	David		\$0.00	\$24.00	\$24.00	Adult
Update	Micha		\$0.00	\$24.00	\$24.00	Youth
Update	Emily		\$0.00	\$24.00	\$24.00	Youth
Update	Laura		\$0.00	\$24.00	\$24.00	Youth
Update	Chay		\$0.00	\$24.00	\$24.00	Youth
Update	Matth		\$0.00	\$24.00	\$24.00	Youth
Update	Shirle		\$0.00	\$24.00	\$24.00	Youth
Update	Kathe		\$12.00	\$24.00	\$36.00	Youth

Next

If you wish to make more changes to your roster before you continue, you can:

- [Update Charter](#) | [Select Members for Renewal](#) | [Promote Members](#) | [Add Member](#) | [Update Member](#) | [Update Member Position](#) |

# Summary, Step 1, lets you update fees for multiple registrations and Boy's Life

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## **“Multiple” registrations**

**A “multiple” registration is a person (adult or scout) whose primary (i.e., paid) registration is in another unit.**

**Payment of the \$24 registration fee (and \$7 council insurance fee) is required only once for each registered person**



ster | 4. Summary | 5. Submit Roster

**Step 1 of 2: Update Fees: Multiple Registrations and Boys' Life.**

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click **Update** and to subscribe individuals and pay no registration fee.

Update Fee Status -- Webpage Dialog  
 https://scoutnet.scouting.org/lucrs/UI/Summary/Update

**Fee status for Leland Cass**

Member paid in this unit  
 Member paid in another unit

Sign up for Boys' Life

Reset Save

Update Fees	Name	Total Fee	Adult / Youth		
Update	Carol C	\$24.00	Adult		
Update	Leland	<b>\$36.00</b>	<b>Adult</b>		
Update	Maure	\$24.00	Adult		
Update	Timoth	\$24.00	Adult		
Update	John J.	\$24.00	Adult		
Update	Richar	\$0.00	Adult		
Update	Terenc	\$24.00	Adult		
Update	Jane M	\$24.00	Adult		
Update	Robert	\$24.00	Adult		
Update	Andrea	\$24.00	Adult		
Update	Cooper	\$24.00	Adult		
Update	David	\$24.00	Adult		
Update	Michae	\$24.00	Youth		
Update	Emily C	\$24.00	Youth		
Update	Laura	\$0.00	\$24.00	\$24.00	Youth
Update	Chayto	\$0.00	\$24.00	\$24.00	Youth
Update	Matthe	\$0.00	\$24.00	\$24.00	Youth
Update	Shirley	\$0.00	\$24.00	\$24.00	Youth
Update	Kather	\$12.00	\$24.00	\$36.00	Youth

Next

If you wish to make more changes to your roster before you continue, you can:

[Update Charter](#) | 
 [Select Members for Renewal](#) | 
 [Promote Members](#) | 
 [Add Member](#) | 
 [Update Member](#) | 
 [Update Member Position](#)

Selecting "Update" lets you show that the primary registration is in another unit and sign up for, or remove, a Boy's Life subscription

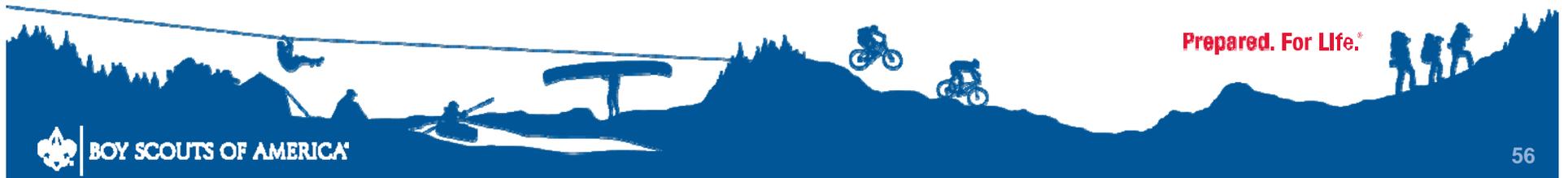
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## Fees

**Check the fees shown carefully.**

**The system defaults to “Member paid in this unit” even if that wasn’t the case at the last rechartering**



4. Summary | 5. Submit Roster

**Step 1 of 2: Update Fees: Multiple Registrations and Boys' Life.**

If all members are selected for renewal, Step 2 will not be required.

Below is your current unit roster. Click to update the fee status for each member and to subscribe individuals to Boys' Life. From the Update screen, you can also pay no registration fee.

Update Fees	Name
Update	Carol
Update	Leland
Update	Maurice
Update	Timothy
Update	John
Update	Richard
Update	Terence
Update	Jane
Update	Robert
Update	Andre
Update	Cooper
Update	David
Update	Michael
Update	Emily
Update	Laura
Update	Chay
Update	Matthew
Update	Shirley
Update	Katherine

**Update Fee Status -- Webpage Dialog**

https://scoutnet.scouting.org/ucrs/UI/Summary/Update

**Fee status for Leland Cass**

Member paid in this unit

Member paid in another unit

Unit  Council

Type: Choose unit type Number:

Sign up for Boys' Life

Reset Save

Total Fee	Adult / Youth
\$24.00	Adult
<b>\$36.00</b>	<b>Adult</b>
\$24.00	Adult
\$0.00	Adult
\$24.00	Youth
\$24.00	Youth
\$0.00	\$24.00
\$24.00	\$24.00
\$24.00	Youth
\$0.00	\$24.00
\$24.00	\$24.00
\$24.00	Youth
\$0.00	\$24.00
\$24.00	\$24.00
\$24.00	Youth
\$12.00	\$24.00
\$36.00	Youth

If you show the member paid in another unit, it will ask for the unit type and number. Get this data before you start the process.

- A District position is listed as a Council position



ter | **4. Summary** | 5. Submit Roster

**Step 2 of 2: Membership Inventory**

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member					
4954256	Teaghan		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			1	2	3	4	5	6
101154999	Mikhail		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
			1	2	3	4	5	6

Save

**The reason for non-renewal cannot be blank for Teaghan Grayson (Person ID: 4954256)**  
**The reason for non-renewal cannot be blank for Mikhail Payson (Person ID: 101154999)**

## Stage 4, Step 2 is the “Membership Inventory”



ster | 4. Summary | 5. Submit Roster

Step 2 of 2: Membership Inventory

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

Has each non-renewed member been contacted (includes contacts made with Parent)?

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
4054256	Teagan		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

Show the reason for each youth non-renewal. An entry must be made for each.

- If you don't click SAVE after making the entries, you can't continue



ster | 4. Summary | 5. Submit Roster |

**Step 2 of 2: Membership Inventory**

Select the required unit contact response from the drop down box below to indicate that each non-renewed member in the grid below was contacted. Your choices on Contacted are Yes, No, or Don't Know. Make this selection before updating the reasons in the grid.

**Has each non-renewed member been contacted (includes contacts made with Parent)?**

To begin with reason selection, please read the list of reasons. Then click the appropriate radio button on the row for each youth member to select the most appropriate of the six reasons listed for the youth member not renewing as a youth member. When your selection is made, click **Save**. You may change a selection previously made by clicking on another radio button to select another reason and click **Save**. If you wish to have record of the reasons selected, make notes before your unit renewal is submitted as this information is not available to view after submittal.

In the data grid below are the youth members who have not been renewed. Use the data grid's scroll bar to view all members. **Choose one reason why each youth member did not renew and click Save to select the reason.**

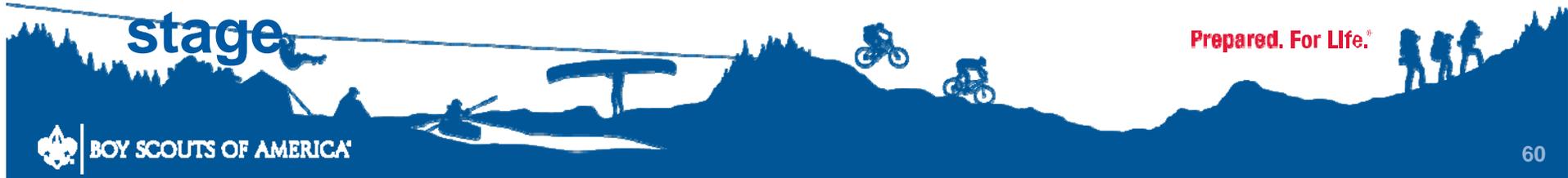
Please select the reason that most closely matches why the youth is not rechartering with your unit.

1. Changed programs (e.g. moved from Cub Scouts to Boy Scouts or Boy Scouts to Venturing)
2. Too old for program (e.g. over 18 for Boy Scouts or over 21 for Venturing)
3. Changed units within the same city/town
4. Moved to another city/town
5. Stopped coming to meetings/lost interest/busy with other activities
6. Some other reason not listed above

Person ID	Name	Street Address	Select one reason for each youth member
4954256	Teagh		<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
101154999	Mikha		<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6

The reason for non-renewal cannot be blank for Teaghan Grayson (Person ID: 4954256)  
 The reason for non-renewal cannot be blank for Mikhail Payson (Person ID: 101154999)

**“Next” in the lower right takes you to the final stage**



Review /Print Roster link.' At the bottom, it says 'To submit your roster to the council, click here ->' followed by a 'Submit to Council' button. The button is circled in red with a diagonal slash through it, indicating it should not be used yet."/>

ary | **5. Submit Roster**

**Submit Roster**

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

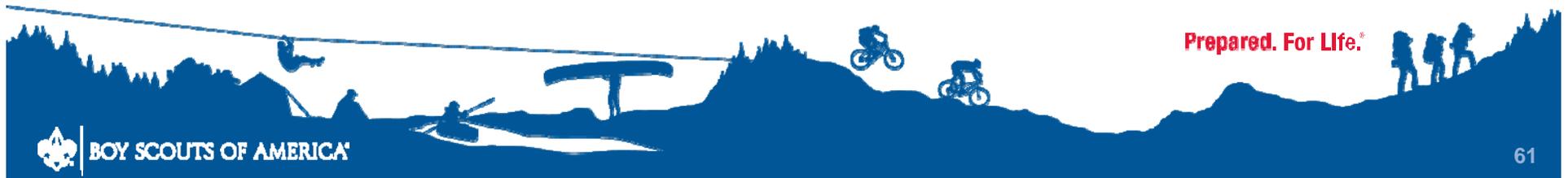
From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

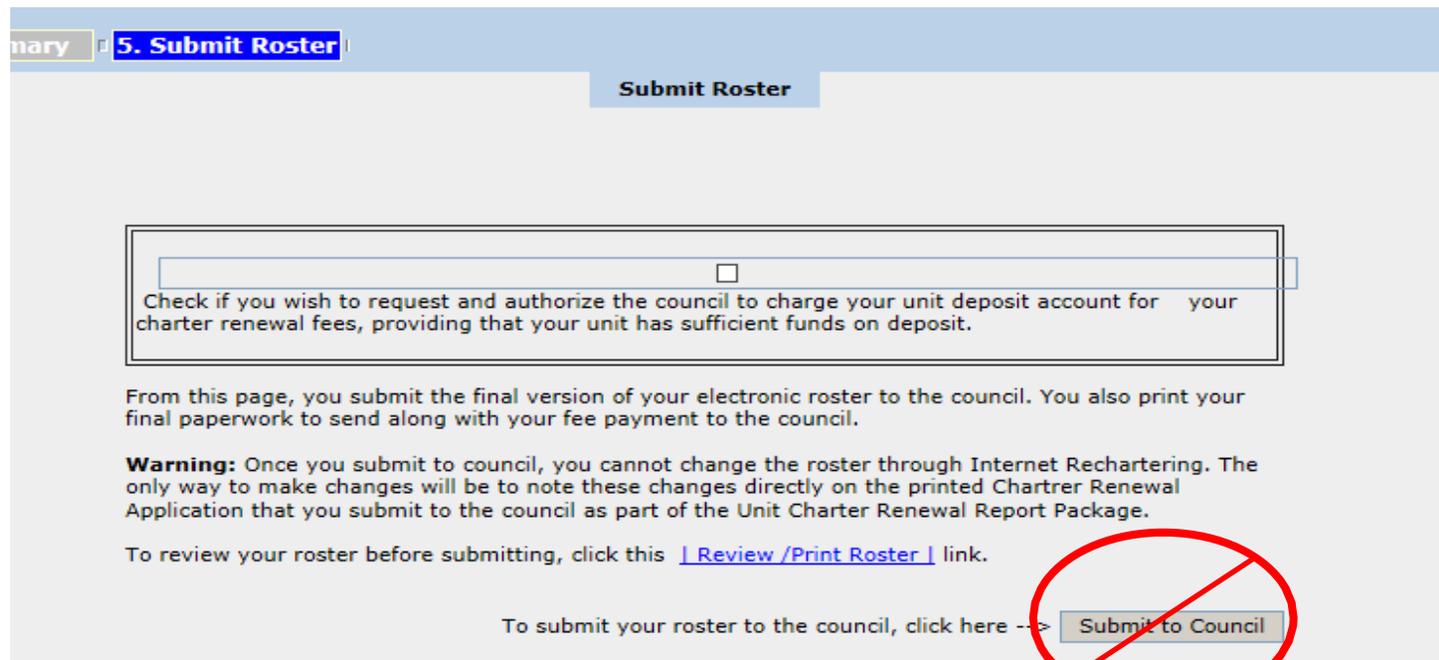
**Warning:** Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [Review /Print Roster](#) link.

To submit your roster to the council, click here -> **Submit to Council**

**The “Submit to Council” link is on this page –  
But Don’t Do It Yet**





Unlike previous pages in UCRS, the only way to return to previous pages from here is to back arrow

Never click “Submit to Council” until everything has been entered, corrected and edited, and you have printed and reviewed the final roster



Primary | **5. Submit Roster**

**Submit Roster**

Check if you wish to request and authorize the council to charge your unit deposit account for your charter renewal fees, providing that your unit has sufficient funds on deposit.

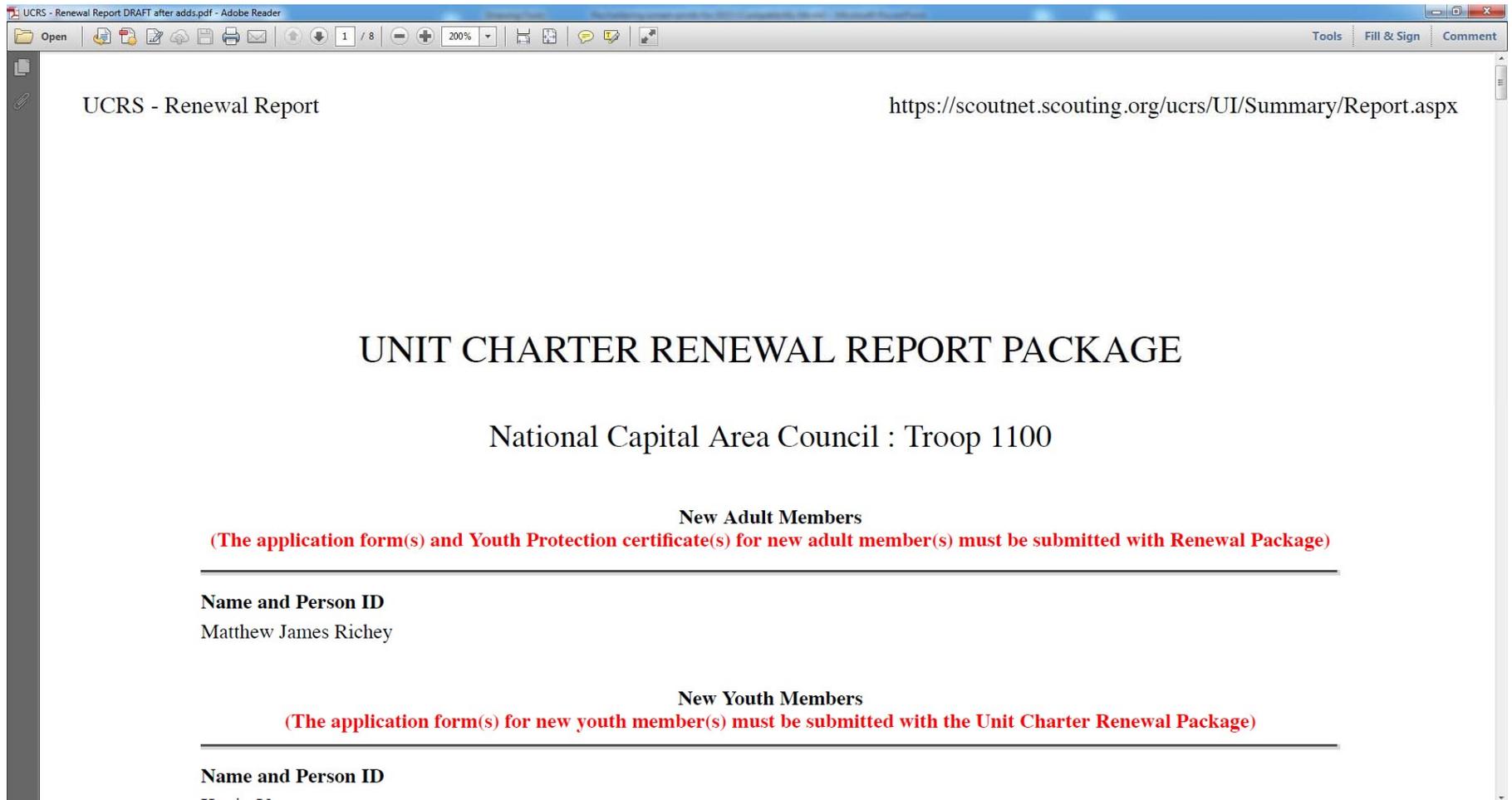
From this page, you submit the final version of your electronic roster to the council. You also print your final paperwork to send along with your fee payment to the council.

**Warning:** Once you submit to council, you cannot change the roster through Internet Rechartering. The only way to make changes will be to note these changes directly on the printed Charter Renewal Application that you submit to the council as part of the Unit Charter Renewal Report Package.

To review your roster before submitting, click this [| Review /Print Roster |](#) link.

To submit your roster to the council, click here -->

First, select the “Review/Print Roster” link to print a **DRAFT** of your rechartering submission



**Page 1 of the Draft will show you the adults and youth for whom a registration form is required**





## **“Draft” caution**

**Page 1 of the draft may or may not show clearly that it is the draft, not the final submission**

**Page 2 does (unless your printer is out of red ink or toner)**

**Even if you completed final submission online, make sure that you submit the final, not the draft, printed version to Council**



UNIT CHARTER RENEWAL REPORT PACKAGE

National Capital Area Council : Crew 1100

CHARTER RENEWAL APPLICATION

Unit: Crew 1100  
District: Patriot  
Unit Status: R

County: Fairfax  
Term: 12 months

Expire Date: 12/31/2014

Charter Org:  
Church of the Nativity  
6400 Nativity Ln  
Burke, VA 22015

Executive Officer:  
Richard B Martin  
6400 Nativity Ln  
Burke, VA 22015

Boys' Life: 2  
Term: 12 months  
Begins: 01/2014  
Ends: 12/2014

**DRAFT VERSION: This is a draft report only and cannot be used for charter renewal. You must Submit this unit to obtain the final version of the Charter Renewal Application.**

Registration:	Qty:	Fee:
Paid Youth	2	\$168.00
Multiple Youth	0	\$0
Paid Youth BL	1	\$12.00
Paid Adults	11	\$264.00
Multiple Adults	1	\$0
No Fee Adults	1	\$0
Paid Adult BL	1	\$12.00
Unit Liability Insurance Fee		\$40.00
Total Fee Submitted		\$496.00

144 Months Completed Tenure      100% Boys' Life: N

Adult Members

Position	Name	Person ID	Address	BL	DOB	M/F	Phone
Committee Member	Carol J						
Ethnic Background: Yes							

**NOTE: This amount does NOT reflect the amount due to Council because added insurance is omitted which varies by Council**

**The "DRAFT" notation on page 2**



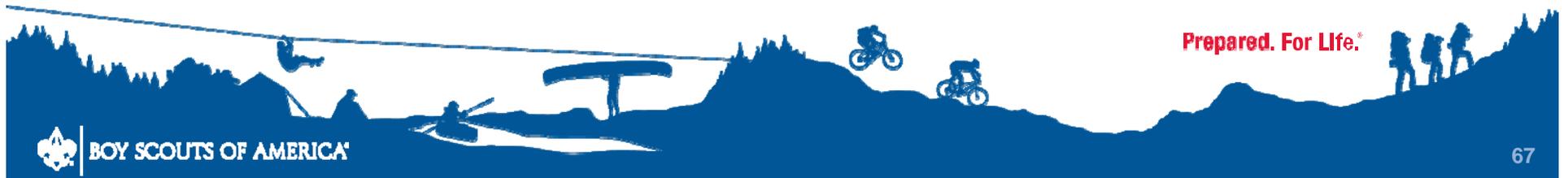


## Adults without current YPT

The last page of the draft (and the second last page of the final submission) will give a list of adults for whom the YPT date in the system is not current (i.e., within 2 years)

**This only catches national standards, not ours.**

A copy of a current YPT training certificate must be submitted for each





## Boys Life

**100% only requires one subscription per family.**

**If not all boys are subscribing, write a note with names and units.**



**Prepared**



## **Your Goals**

### **Increase Membership & Reduce the Rechartering paperwork:**

- **Identify youth and adults on your roster who are not properly registered**
- **Submit completed adult & youth applications prior to completing Internet Rechartering**
- **Complete YPT re-training Don't get stuck/delay, call your UC**

**Identify specific time/place to obtain signatures and a check**

**Submit to UC well before November Turn-in**



## Questions?

- Contact your Unit Commissioner, or
- Contact your Assistant or Deputy District Commissioner or
- Contact your District Commissioner,

