

Internet Rechartering 2.0

User Guide

updated 9/30/2022



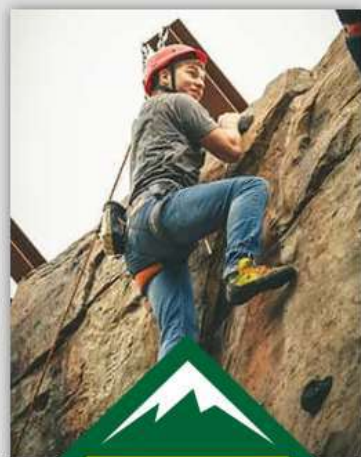
Cub Scouting

Youth grades K-5



Scouts BSA

Youth 11-17 years old



Venturing

Co-ed 14-20 years old



Sea Scouting

Co-ed 14-20 years old



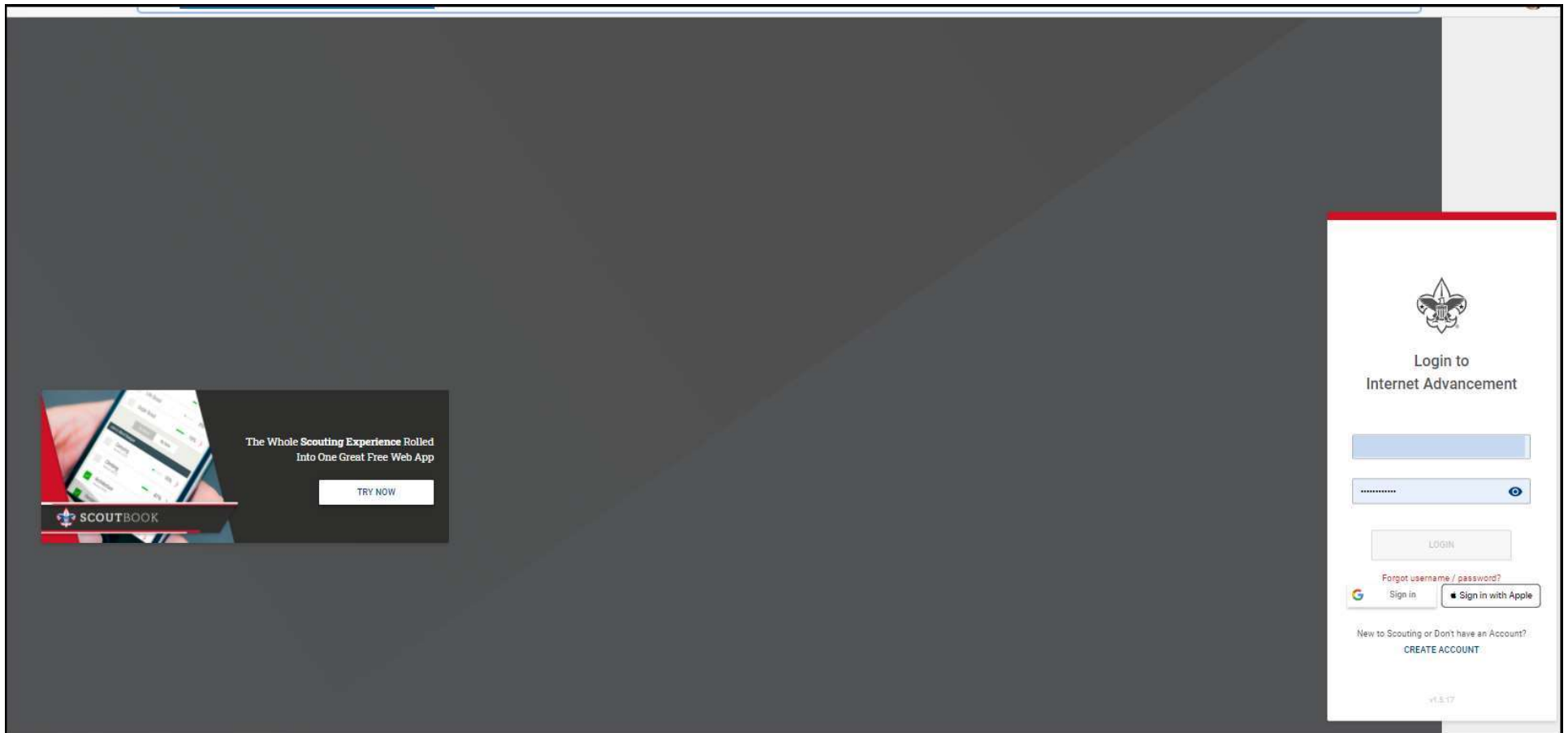
Exploring

Co-ed 10-20 years old

Internet Rechartering may be accessed by the Unit Leader, Charter Org Rep, Committee Chairman or Key 3 Delegate by logging into their Scoutbook.com or my.Scouting Account or directly at

<https://advancements.scouting.org/>

Note: Be sure to read **all** the instructions before beginning the recharter process and review the new **Internet Recharter Guide and Timeline** found at <https://www.scouting.org/resources/internet-rechartering/>



The image shows a screenshot of the Scoutbook login interface. On the left, there is a promotional banner for the Scoutbook app with the text "The Whole Scouting Experience Rolled Into One Great Free Web App" and a "TRY NOW" button. The main area is a dark grey background. On the right, there is a white login form titled "Login to Internet Advancement". The form includes a Scout logo, a username input field, a password input field with an eye icon for visibility, a "LOGIN" button, a "Forgot username / password?" link, and "Sign in" buttons for Google and Apple. At the bottom of the form, there is a "CREATE ACCOUNT" link for new users. The version number "v1.3.17" is visible at the very bottom of the form.

Open Recharter

Once you have logged into your account, choose your Unit and Position by clicking the dropdown.

*Only those with a Key 3 (Charter Organization Rep, Committee Chairman, Unit Leader, or Key 3 Delegate) can work on recharter

Click on Recharter to open your roster and begin submittal process

Internet Advancement Roster

My Organization

Pack 62 Vista Ridge United Methodist Church FAMILY

Council: Longhorn Council
District: Orion
Chartered Organization: Vista Ridge United Methodist Church

Pack Roster Pending Items History

Search by Name or Member ID

	Name	Member ID	Age	Last Rank Approved	Den
<input type="checkbox"/>	Blake Bickford	136478736	11	Webelos	Unassigned
<input type="checkbox"/>	Logan Bowen	13874813	10	Webelos	Webelos 8
<input type="checkbox"/>	Kent Brein	13677695	7	Tiger	Unassigned

Run Report 16

Welcome, Ryan Larson

- Cub Scout Pack 62 FAMILY Position: Key 3 Delegate
- Scouts BSA Troop 2 GIRLS Position: Key 3 Delegate
- Parent / Guardian Pack 0062 - Connection: Jack William Larson
- Parent / Guardian Troop 0002 - Connection: Emma Jolise Larson
- Parent / Guardian Troop 0002 - Connection: Marysol Jolene Robinson

Select your recharter term.

Consult with your Unit Commissioner or Council Registrar before selecting another term other than 12 months. If you change the term later after information has been entered, any information previously entered will need to be inputted and uploaded again.

Internet Advancement Recharter

Welcome, Wendy Shaw

Select Term

Please select the number of months for the recharter. This value will be used to calculate fees. If you change the term later in the recharter process, information entered will not be saved. (Example: new members)

Term
12 months

Save

Unless otherwise coordinated with the Texas Trails Council, please use 12 month terms

Once the roster is loaded, you may start editing the roster

- YPT - Red Exclamation Point – Youth Protection Training has not been completed and recorded in the person profile or the YPT has expired
- YPT - Green Checkmark – Youth Protection Training is current
- CBC Auth - Green Checkmark – New Criminal Background Disclosure has been received and recorded in the person profile
- CBC – Red Exclamation Point – New Criminal Background Disclosure has not been received
- Scout Life – Toggle off – No subscription has been added to the registration
- Scout Life – Toggle on – Subscription has been added to the registration
- No status – “- -” – Not applicable (New Members, youth, and no fee adults)

The screenshot displays the 'Internet Advancement Recharter' web application. The interface includes a navigation sidebar on the left with options like Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections for unit information and chartered organization details.

MY UNIT
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY
 Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION
 VISTA RIDGE UNITED METHODIST CHURCH
 Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) Payment Logs Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total	
<input type="checkbox"/>	Anthony	Wright	M	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13000000	✓	✓	--	\$0.00	
<input type="checkbox"/>	David	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$15.00	
<input type="checkbox"/>	Robert	Chapman	F	04/04/1988	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	Robert	Chapman	F	01/01/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	Quinn	Knicker	M	08/26/1981	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	David	Knicker	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	David	Knicker	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	David	Knicker	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	
<input type="checkbox"/>	David	Knicker	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13000000	--	--	🔴	\$0.00	

Changing an adult leader position

You have the ability to change a position of a leader by clicking on the pencil icon. Choose the appropriate position within the drop down and click update information.

****ANY KEY 3 POSITIONS SUCH AS SCOUTMASTER, CUBMASTER, COMMITTEE CHAIRMAN, OR CHARTER ORG REP MUST HAVE A NEW ADULT APPLICATION****

The screenshot shows the 'Internet Advancement Recharter' page. The left sidebar contains navigation options: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into two sections: 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY), including Unit Type (Pack), Unit Number (62), Tenure (352 months), Unit Expire Date (01/31/2023), Chartered Organization (Vista Ridge United Methodist Church), District (Orion), Council (Longhorn Council), Unit Term (12 months), and Unit New Expire Date (01/31/2024). The 'CHARTERED ORGANIZATION INFORMATION' section displays details for 'VISTA RIDGE UNITED METHODIST CHURCH', including Chartered Organization Name, Address (2901 Denton Tap Rd), City (Lewisville), State (TX), and Zip (75067-8156). Below these sections is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. A search bar is present above the roster table. The roster table has columns for First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. A member is listed with the position 'Assistant Cubmaster'. A pencil icon in the 'Total' column is circled in red. A black callout box with an arrow points to the pencil icon, containing the text: 'To edit a position - click the pencil icon to edit.'

The screenshot shows the 'Update Member Information' dialog box. The title is 'Update Member Information' and it indicates 'You are editing Andrei Clura's information'. The dialog has two input fields: 'Primary Position in Unit' (Assistant Webelos Leader) and 'Member Type' (Adult). A blue 'Update Information' button is circled in red. A dropdown menu is open for the 'Member Type' field, showing a list of positions: Assistant Cubmaster, Assistant Webelos Leader, Asst. Den Leader, Chartered Organization Rep., Committee Chairman, Committee Member, Cubmaster, and Den Leader. The 'Den Leader' option is circled in red. A black callout box with an arrow points to the 'Den Leader' option, containing a numbered list of steps: '1. Click Member Type', '2. Select Adult*', '3. Click Primary Position', '4. Select Position', and '5. Click Update Information button'. Below the list, a note states: '* Participant is only for members over 18 earning youth advancement (e.g. a Venturing youth 19 years old not serving in an adult position).' The background shows the same unit and roster information as the previous screenshot.

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH **FAMILY**

Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

After making changes, periodically throughout the rechartering process, click on Refresh Roster. Refreshing will update a person within the roster if they have taken YPT, registered online, or a registrar received a CBC during Internet Recharter process.

CHARTERED ORGANIZATION INFORMATION
 VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

<input type="checkbox"/>	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Andrew	Clark	M	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	10709044	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$0.00
<input type="checkbox"/>	Andrea	Chamberlain	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11075444	---	---	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Rebecca	Waggoner-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	10487902	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Rebecca	Waggoner-Thompson	F	04/04/1984	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	10849700	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Dalbey	M	06/20/1983	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	14220191	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cindy	Winkle	F	02/04/1968	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	11001700	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cindy	Winkle	M	04/22/1968	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	11001700	---	---	<input type="checkbox"/>	\$0.00

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 unit. If they are paying their registration fees in your unit, click the checkbox by their name>Click Manage Members>Click Unmark as Multiple.

If they are an adult, be sure to add a signed adult application for the new adult member from another unit by clicking the checkbox by their name>Upload Document>Select a file of the application>Click Save

The screenshot displays the Recharter interface for Pack 62. The top navigation bar includes 'Roster', 'Activities', 'Profile', 'Reports', 'Calendar', 'Forum', 'Scoutbook', and 'Recharter'. The main content area is divided into sections for 'MY UNIT' and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for Pack 62, including the unit type (Pack), unit number, tenure, and expiration date. The 'CHARTERED ORGANIZATION INFORMATION' section lists the chartered organization name, address, city, state, and zip code.

Below the unit information is the 'PACK ROSTER' section, which includes tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING'. The roster table lists members with columns for checkboxes, first name, last name, gender, DOB, address, member type, position, member ID, YPT, CBC Auth, Scout Life, and Total. A 'Manage Members' button is located above the roster, and an 'Upload Document' button is next to it. A search bar is also present.

Annotations in the image highlight the 'Manage Members' button and a 'Multiple Indicator' (a small blue plus sign) next to the first member's name in the roster.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Kevin	Chapman	M	08/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	00000000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	--	\$0.00
<input type="checkbox"/>	Amber	Chapman	F	08/04/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000000	--	--	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Beth	Wardle-Thompson	F	04/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	00000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Beth	Wardle-Thompson	F	04/04/1986	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wardle	M	08/02/1982	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	00000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Carly	Wardle	F	02/04/1982	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	00000000	--	--	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chad	Wardle	M	04/29/1982	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	00000000	--	--	<input type="checkbox"/>	\$0.00

Adding a New Member

Click on Manage Members>Add New Member>Enter all required information>Click on the “+” sign next to Add Paper Application>Select the file and attach the application >Click the Add Member button.

The screenshot displays the 'Recharter' web application interface. The top navigation bar includes 'Internet Advancement' and 'Recharter'. A sidebar on the left contains menu items: Roster, Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into two columns. The left column, titled 'MY UNIT', displays details for 'PACK 62 VISTA RIDGE UNITED METHODIST CHURCH' (FAMILY). A black callout box labeled 'Manage Members' points to the 'Manage Members' dropdown in the roster table below. The right column, titled 'CHARTERED ORGANIZATION INFORMATION', lists details for 'VISTA RIDGE UNITED METHODIST CHURCH'. Below these sections is a 'PACK ROSTER' section with tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The roster table includes columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table lists seven members with their respective details.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Public	Thompson	M	04/01/1964	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13251964	✓	✓	---	\$ 0.00
<input type="checkbox"/>	Public	Thompson	F	04/01/1964	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13251964	---	---	🌙	\$ 15.00
<input type="checkbox"/>	Public	Thompson	F	04/01/1964	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13251964	---	---	🌙	\$ 0.00
<input type="checkbox"/>	Public	Thompson	F	04/01/1964	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13251964	---	---	🌙	\$ 0.00
<input type="checkbox"/>	Charles	Wilson	M	04/01/1964	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13251964	---	---	🌙	\$ 0.00
<input type="checkbox"/>	Cheryl	Wilson	F	04/01/1964	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13251964	---	---	🌙	\$ 0.00
<input type="checkbox"/>	Chris	Wilson	M	04/01/1964	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13251964	---	---	🌙	\$ 0.00

Add New Member

2. Enter information in fields


First Name: Donna
Last Name: Arnold

Member Type: Adult
Mem

Primary Position in Unit: Committee Member

Date of Birth: [calendar icon]

3. Click the plus sign to attach application

Add Paper Application 
Required Field

5. Click Add Member

Add Member

MY UNIT
TROOP 118 FRIENDS OF THE WILLIAMSON TROOP

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021

Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2022

ORGANIZATION INFORMATION
OF THE WILLIAMSON TROOP

Organization Name: Friends of the Williamson Troop
Organization Address: 5890 Packard
Organization City: Vidor
Organization State: TX
Organization Zip: 77662-2457

TROOP ROSTER

1. Click Manage Members

Manage Members

	Name	Gender	DOB	Address	Mem
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M		5315 Camaby St, Irving	Adult
<input type="checkbox"/>		M		5315 Camaby St, Irving	Adult
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult
<input type="checkbox"/>		M		1325 W Walnut Hill Ln., Vidor	Adult

Open

This PC > Desktop > APPLICATIONS AND FORMS

Organize New folder

Name	Status	Date modified	Type
2021 Adult Application			

4. Locate application to where it is saved, click open and the document will attach into the renewal

File name: [input field] Adobe Acrobat Document

Open Cancel

Uploading a Group of Documents into the Renewal

A group of documents, preferably in a zip file, can be uploaded into the renewal. They are Adult and Youth Applications, Criminal Background Disclosure Authorizations, Youth Protection Training Certificate, CORI Form and PA background records. Select the individuals that you are uploading documents for by checking the box next to their name and click upload documents. A popup will appear and this is where you load the zip file of documents.

The screenshot shows a web application interface for managing a troop roster. At the top, there are two progress indicators: 1. Complete Recharter Information and 2. Payment and Confirmation. The main content area is divided into three sections: MY UNIT, Upload Document, and CHARTERED ORGANIZATION INFORMATION. The MY UNIT section displays details for Troop 118, Friends of the Williamson Troop, including unit type, number, and expiration dates. The Upload Document popup is open, showing two members: Brandon Hardy and Joseph Muckleroy, each with a 'Drag file here, or browse.' area. The CHARTERED ORGANIZATION INFORMATION section provides details for Friends of the Williamson Troop, including name, address, city, state, and zip code. Below the main content area, there are navigation options: TROOP ROSTER, REMOVED MEMBERS (0), and PENDING MEMBERS (0). The 'Upload Document' button is highlighted with a red box. The bottom section shows a table of the troop roster with columns for Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC, Scout Life, and Total. The first and last rows of the table are highlighted with red boxes, corresponding to the members in the Upload Document popup.

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input checked="" type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	13332946	!	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Brandon Hardy	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	☐	\$ 0.00	✎
<input type="checkbox"/>	Brandon Hardy	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	☐	\$ 45.00	✎
<input type="checkbox"/>	Brandon Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Scoutmaster	104132872	✓	✓	☐	\$ 45.00	✎
<input checked="" type="checkbox"/>	Joseph Muckleroy	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Chairman	9177174	!	✓	☐	\$ 45.00	✎

Promoting a Member

In order to promote a youth member to an adult, a youth member to a participant, or a participant to an adult, you must click the box next to the individual you would like to promote. Click Manage members and follow the instructions listed in this User Guide to first remove the person from the charter. Then add them as a new member with the "New Paper Application" option following the instructions in this User Guide to add a person. You will upload a new application, CBC (if applicable), and YPT (if applicable). The member id for the individual will remain the same.

Adding a Multiple

If an individual is paying in another unit, you have the ability to register them in your unit(s) as a multiple and no fee is collected. The unit listed as the multiple unit is the unit they through which they will be paying their recharter fees. If an individual is paying in a council level position, you have the ability to register them in the unit(s) as a multiple and no fee is collected by the unit(s).

Note 1: For those multiplying from a council position select “Non-unit Position”

Note 2: The Charter Org Representative is the only individual that can multiple in more than one position as a committee chair or committee member only. No other adult leaders can multiple in more than one position within the same unit.

MY UNIT
PACK 1381 HIGHER GROUND ACADEMY **FAMILY**

Unit Type: Pack
Unit Number: 1381
Unit Expire Date: 08/31/2021
Chartered Organization: Higher Ground Academy
District: K
Council: Northern Star Council
Unit Term: 8
Unit New Expire Date: 04/30/2022

Click Manage Members and check the box next to the name that is a multiple and click on Mark as a Multiple in the drop down

CHARTERED ORGANIZATION INFORMATION
HIGHER GROUND ACADEMY

Chartered Organization Name: Higher Ground Academy
Chartered Organization Address: 1381 Marshall Ave
Chartered Organization City: Saint Paul
Chartered Organization State: MN
Chartered Organization Zip: 55104-6315

PACK ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
<input type="checkbox"/>	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Chartered Organization Rep.	103405289	✓	✓	☐	\$ 20.00	
<input type="checkbox"/>	Samuel Yigzaw	M		1325 W Walnut Hill Ln., Saint Paul	Adult	Committee Chairman	103405289	✓	✓	☐	\$ 0.00	
<input type="checkbox"/>	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	120788268	✓	✓	☐	\$ 20.00	
<input type="checkbox"/>	Drew Pannebecker	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Committee Member	13656063	✓	!	☐	\$ 20.00	
<input type="checkbox"/>	Sheldon McMahon-Desmond	M		1325 W Walnut Hill Ln., Oakdale	Adult	Cubmaster	111394885	✓	!	☐	\$ 20.00	
<input checked="" type="checkbox"/>	Barry Kennedy	M		1325 W Walnut Hill Ln., Minneapolis	Adult	Den Leader	120788268	✓	✓	☐	\$ 20.00	

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

Unit

Mark as Multiple

Choose the Council that the individual is registered in and the unit type and unit number - Once you have selected the council and unit click the Mark as multiple button

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council

- Northern Star Council 250
- North Florida Council 087
- Northeast Georgia Council 101
- Northeast Illinois 129
- Northeast Iowa Council 178
- Northeastern Pennsylvania Council 501
- Northern Lights Council 429
- Northern New Jersey Council, BSA 333
- Northern Star Council 250

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northeastern Pennsylvania Council 501

Unit Type

Unit

- Grace Episcopal Church 0001
- Fathers Club 100 Inc 0100
- Shavertown United Methodist Church 0163
- Mountain Top American Legion Post 781 04...
- Goose Pond Scout Reservation 0720
- Hickory St Presbyterian Church 1600
- Queen of the Apostles Parish 3701

Mark as Multiple

Please provide the Unit type and number where the following members are registered:

Barry Kennedy X

Council
Northern Star Council 250

Unit Type

- Crew
- Non Unit Position
- Pack
- Post
- Ship
- Troop

Edit Personal Information

Click Roster. Then the profile of the individual you would like to edit. Edit the information on the profile (for Scouts, click Scouts Info). Then click Recharter and Refresh Roster.

The screenshot shows the 'Internet Advancement Recharter' web application. The left sidebar contains navigation options: Roster (highlighted with a red circle), Activities, Profile, Reports, Calendar, Forum, Scoutbook, and Recharter. The main content area is divided into sections: 'Complete Recharter Information' (with a progress bar), 'MY UNIT' (PACK 62 VISTA RIDGE UNITED METHODIST CHURCH), and 'CHARTERED ORGANIZATION INFORMATION' (VISTA RIDGE UNITED METHODIST CHURCH). Below these is the 'PACK ROSTER' section, which includes tabs for 'PACK ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (0)'. The roster table has columns for checkboxes, First Name, Last Name, Gender, DOB, Address, Member Type, Position, Member ID, YPT, CBC Auth, Scout Life, and Total. The table lists several members, including an Assistant Cubmaster and several Tiger Cub Adults.

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Anthony	Tran	M	06/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13250000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	---	\$0.00
<input type="checkbox"/>	Anthony	Chalson	F	06/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250004	---	---	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Anthony	Swadlow-Thompson	F	06/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13250005	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Anthony	Swadlow-Thompson	F	06/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250006	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wilson	M	06/01/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13250009	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Cheryl	Wade	F	06/01/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250010	---	---	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chris	Trink	M	06/01/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250011	---	---	<input type="checkbox"/>	\$0.00

Troop Roster Pending Items 3 History Import File

Search by Name or Member ID

Run Report 12 Record Progress Show: Filtered

<input type="checkbox"/>	Name	Member ID	Age	Last Rank Approved	Patrol
<input type="checkbox"/>	Michael [Redacted]	[Redacted]	56		Unassigned
<input type="checkbox"/>	Mark [Redacted]	7297729	68		Unassigned
<input type="checkbox"/>	Brian Kemp	762727195	66		Unassigned
<input type="checkbox"/>	Ronald Litchfield	1221839	59		Unassigned
<input type="checkbox"/>	John McCurdy	702221956	63		Unassigned
<input type="checkbox"/>	William Napper	122973023	16	Second Class	1
<input type="checkbox"/>	Adam Powers	735215681	15	Second Class	2
<input type="checkbox"/>	Jade Powers	734492165	54		Unassigned
<input type="checkbox"/>	Nash Rowntree	735071196	17	Life Scout	Unassigned
<input type="checkbox"/>	[Redacted]	[Redacted]	61		Unassigned

Total 10 Items 10 / page

Internet Advancement Youth Profile Welcome, Christopher Price Scout's Info

William Napper
Second Class

Started Pending Approval **Approved**

Approved Awarded

Ranks

Second Class ★ 2020-01-21	:	Tenderfoot ★ 2020-01-21
Scout ★ 2020-01-21	:	

Awards

Totini Chip ★ 2018-08-27	:	
---------------------------------------	---	--

Merit Badges (8)

Citizenship in the World <input checked="" type="checkbox"/> 2021-01-04	:	First Aid ★ 2018-05-06
Fishing ★ 2017-08-15	:	Golf ★ 2018-09-11
Kayaking ★ 2017-07-07	:	Music ★ 2018-05-05
Oceanography ★ 2017-07-07	:	Swimming ★ 2017-05-09

Activity Logs

- CAMPING 0 NIGHTS
- HIKING 0 MILES
- SERVICE HOURS 0 HOURS

Ranks

Tenderfoot Second Class First Class
 Previous Last Next
 Approved

SEE ALL

Run Report



Advancements

Scout's Info

PERSONAL INFORMATION

Prefix

Last Name Suffix

Preferred Name

First Name

Date of Birth:

Gender:

Please contact your council office for any changes on your personal information.

ADDRESS INFORMATION

Home Business Vacation

Primary

Country: USA

Address Line 1: 1325 W Walnut Hill Ln.

Address Line 2

City: Prescott

State: AZ-ARIZONA

Zip Code: 86303-5380

CONTACT INFORMATION

EMAIL

Primary

Email Address*: qa@scouting.org

Add Email Address +

PHONE

Recharter | Internet Advancement | Internet Advancement | Recharter

https://advancementsqa.scouting.org/recharter

Welcome, Ryan Larson

1 Complete Recharter Information

2 Payment and Confirmation

MY UNIT
 PACK 62 VISTA RIDGE UNITED METHODIST CHURCH FAMILY

Unit Type: Pack
 Unit Number: 62
 Tenure: 352 months
 Unit Expire Date: 01/31/2023
 Chartered Organization: Vista Ridge United Methodist Church
 District: Orion
 Council: Longhorn Council
 Unit Term: 12 months
 Unit New Expire Date: 01/31/2024

CHARTERED ORGANIZATION INFORMATION
 VISTA RIDGE UNITED METHODIST CHURCH

Chartered Organization Name: Vista Ridge United Methodist Church
 Chartered Organization Address: 2901 Denton Tap Rd
 Chartered Organization City: Lewisville
 Chartered Organization State: TX
 Chartered Organization Zip: 75067-8156

PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0) Payment Logs \$ Refresh Roster Print Roster

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Amelia	Chickens	M	08/24/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Assistant Cubmaster	13250000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Amelia	Chickens	F	08/24/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$15.00
<input type="checkbox"/>	Stephanie	Thompson	F	04/04/1958	1325 W Walnut Hill Ln, Lewisville	Adult	Lion Adult Partner	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Stephanie	Thompson	F	04/04/1958	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Charles	Wilson	M	05/26/1980	1325 W Walnut Hill Ln, Denton	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Chady	Woods	F	06/04/1980	1325 W Walnut Hill Ln, Lewisville	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	Corey	Woods	M	08/23/1980	1325 W Walnut Hill Ln, Flower Mound	Adult	Tiger Cub Adult	13250000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00

Remove From Recharter

Select the person whom you are removing. Click on Manage Members and select Remove From Recharter. A popup will appear and you will choose Remove. At that point they will be moved to the Removed Members Tab.

TROOP ROSTER REMOVED MEMBERS (0) PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: All Roster Search by Name or Member ID

	Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total	
	Don Hardy	M		1325 W Walnut Hill Ln., Vidor	Adult	Chartered Organization Rep.	13332946	i	✓	i	\$ 45.00	
	Don Hatton	M		1325 W Walnut Hill Ln., Vidor	Adult	Committee Member	115299012	✓	✓	i	\$ 45.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Executive Officer	111098471	--	✓	i	\$ 0.00	
<input type="checkbox"/>	Derek Brasher	M		5315 Carnaby St, Irving	Adult	Chartered Organization Rep.	111098471	✓	✓	i	\$ 45.00	
<input checked="" type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--	i	i	i	\$ 45.00	

Remove from recharter ✕

Please confirm you want to remove the following members from the recharter:

ADULTS (1)

Donna Arnold ✕

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Add To Recharter

	Name	Gender	DOB	Address	Member Type	Position	Member ID
<input type="checkbox"/>	Donna Arnold	--		--	Adult	Committee Member	--

Adding An Individual Back Into The Recharter After Removing Them

You have the ability to add someone back into the renewal after removing them by clicking on the Removed Member Tab.

1. Click on Remove Member tab
2. Check the box next to the person you are adding back into the unit
3. Click Add to Recharter.
4. A pop up box will appear-click Add

The screenshot displays the 'Internet Advancement Recharter' interface. At the top, a progress bar shows two steps: 'Complete' (1) and 'Payment and Confirmation' (2). The main content area is divided into three sections: 'MY UNIT', 'ADULTS (1)', and 'CHARTERED ORGANIZATION INFORMATION'. The 'MY UNIT' section shows details for Troop 118 Friends of the Williamson Troop, including unit type, number, and expiration date. The 'ADULTS (1)' section lists Donna Arnold, with a red 'X' next to her name. The 'CHARTERED ORGANIZATION INFORMATION' section provides details for Friends of the Williamson Troop, including name, address, city, state, and zip code. A modal window titled 'Add to recharter' is open, prompting the user to confirm adding members. It lists 'ADULTS (1)' with 'Donna Arnold' and a red 'X' next to her name. The 'ADD' button in the modal is circled in red. Below the main content area, there are tabs for 'TROOP ROSTER', 'REMOVED MEMBERS (1)', and 'PENDING MEMBERS (1)'. The 'REMOVED MEMBERS (1)' tab is active, showing a table with columns for Name, Gender, DOB, Address, Member Type, Position, and Member ID. The table contains one entry for Donna Arnold. A checkbox next to her name is checked and circled in red. Below the table, a 'Validate Recharter and Pay' button is circled in red. A '3. Click Add To Recharter' button is also circled in red. A '4. Click Add' button is circled in red. A '1. Click on the Removed Member tab' label points to the 'REMOVED MEMBERS (1)' tab. A '2. click the checkbox next to the name you would like to add back into the Recharter' label points to the checked checkbox next to Donna Arnold's name.

Internet Advancement Recharter

Welcome, Derek Brasher

1 Complete 2 Payment and Confirmation

Add to recharter

Please confirm you want to add the following members to the recharter:

ADULTS (1)

Donna Arnold X

CANCEL ADD

4. Click Add

MY UNIT

TROOP 118 FRIENDS OF THE WILLIAMSON TROOP BOYS

Unit Type: Troop
Unit Number: 118
Unit Expire Date: 09/29/2021
Chartered Organization: Friends of the Williamson Troop
District: Sabine
Council: Three Rivers Council
Unit Term: 12
Unit New Expire Date: 09/29/2021

1. Click on the Removed Member tab

CHARTERED ORGANIZATION INFORMATION

FRIENDS OF THE WILLIAMSON TROOP

Chartered Organization Name: Friends of the Williamson Troop
Chartered Organization Address: 3890 Packard
Chartered Organization City: Vidor
Chartered Organization State: TX
Chartered Organization Zip: 77662-2457

TROOP ROSTER **REMOVED MEMBERS (1)** PENDING MEMBERS (1)

Payment Logs \$ Refresh Roster Print Roster

3. Click Add To Recharter

Name	Gender	DOB	Address	Member Type	Position	Member ID
<input checked="" type="checkbox"/> Donna Arnold	--	09/20/1964	--	Adult	Committee Member	--

2. click the checkbox next to the name you would like to add back into the Recharter

Validate Recharter and Pay

Validate Recharter and Pay

Once you have updated your roster and attached the necessary documents, click **Refresh Roster** and then the **Validate Recharter and Pay**. A popup will appear that will display any errors or warnings. At that time you will need to review and correct the warnings and errors before you can continue with your renewal. The errors will have a red bubble next to them and the warnings a yellow bubble. If you receive a warning or error, you have the ability to correct and continue through the submittal process.

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. If there are no errors and you have addressed the warnings and you are ready to submit your unit, click the Proceed to Payment button. If you have no errors or warnings and you may proceed straight to payment. You have the option to print your roster by clicking the "Print Roster" button above the search for Name or Member ID bar once you have validated all information and before you move to the payment page.

The screenshot displays the Scout24 Recharter interface. A central modal window titled "Validate recharter" lists the following errors and warnings:

- Unit does not have the required amount of leadership positions (Error)
- Leaders do not have current YPT (Error)
- Leaders have completed CBC authorization (Warning)
- Leaders are more than 18 years old (Warning)

The "CONTINUE EDITING" button is circled in red. A text box on the right states: "Since you received an error, the error will need to be corrected before moving to the next process. Click the Continue Editing button and correct the error." The "Validate Recharter and Pay" button at the bottom right is also circled in red.

Unit Information:

- Unit Type: Troop
- Unit Number: 118
- Unit Expire Date: 09/29/2021
- Chartered Organization: Friends of the
- District: Sabine
- Council: Three Rivers Council
- Unit Term: 12
- Unit New Expire Date: 09/29/2022

TROOP ROSTER REMOVED MEMBERS (1)

Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC	Scout Life	Total
Kryndon Hardy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130984609	--	--	1	\$ 72.00
Zachary Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281675	--	--	1	\$ 72.00

Total 12 items | Page 2 of 10

<input type="checkbox"/>		Brandon Hardy	M	12/16/1977	1325 W Walnut Hill Ln., Vidor	Adult	Chartered	13332946				\$ 45.00	
<input type="checkbox"/>		Bronson Hatton	M					115299012				\$ 45.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 0.00	
<input type="checkbox"/>		Derek Brasher	M					11				\$ 45.00	
<input type="checkbox"/>		Jonathan Healy	M					10				\$ 45.00	
<input type="checkbox"/>		Joseph Muckeroy	M					91				\$ 45.00	
<input type="checkbox"/>		Marvin Lopez						--				\$ 45.00	
<input type="checkbox"/>		Trevor Hatton	M		1325 W Walnut Hill Ln., Vidor	Participant	Unit Participant	125786253	--	--		\$ 72.00	
<input type="checkbox"/>		Adam Brasher	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	128959725	--	--		\$ 72.00	
<input type="checkbox"/>		Branson Healy	M		1325 W Walnut Hill Ln., Vidor	Youth	Youth Member	130281680	--	--		\$ 72.00	

Validate recharter

Recharter validation successful!

Once the error has been corrected within the roster, click the Validate Recharter and Pay button. The error should no longer appear in the popup and click Proceed to Payment

Payment and Confirmation

During this process you have the ability to verify all fees and choose your payment option. **The Council requests the unit selects the Pay at Council Option.**

← Back to: Recharter Info

Complete Recharter Information

Payment and Confirmation

BILLING INFORMATION

First Name:

Last Name:

Code: **USA** Phone Number:

Country: **USA (US)**

Email Address:

Address:

City:

State:

Zip Code:

PAYMENT METHOD

Credit Card
Extra credit card fee 2%
Credit Card payment

Card Type:

Cardholder's Name:

Card Number:

Exp. Month: Exp. Year:

CVV Number:

E-CHECK
Extra fee \$1
ACH payment

Pay at Council
No extra fee
Pay at Council

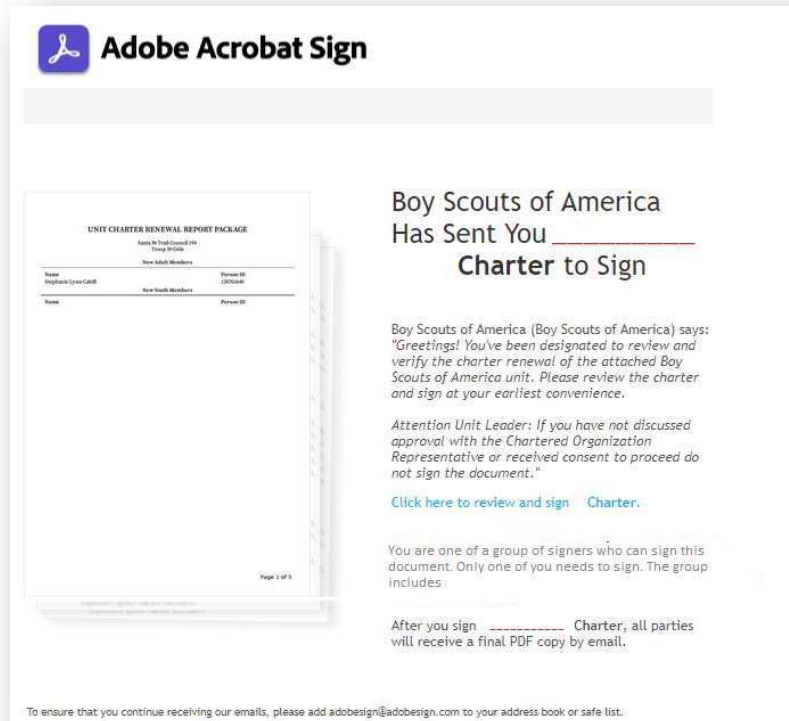
RENEWAL ROSTER FEES TOTAL: \$705 USD

REGISTRATION	QUANTITY	FEE
Paid Youth	5	\$360.00
Pre Paid Youth	0	\$0.00
Multiple Youth	0	\$0.00
Paid Youth SL	0	\$0.00
Pre Paid Youth SL	0	\$0.00
Paid Adults	6	\$270.00
Pre Paid Adults	0	\$0.00
Multiple Adults	0	\$0.00
No Fee Adults	1	\$0.00
Paid Adult SL	0	\$0.00
Pre Paid Adult SL	0	\$0.00
Charter Fee		\$75.00
Paid Join Fee		\$0.00
Council Fee		\$0.00
Administrative Fee		\$21.15
TOTAL AMOUNT		\$726.15

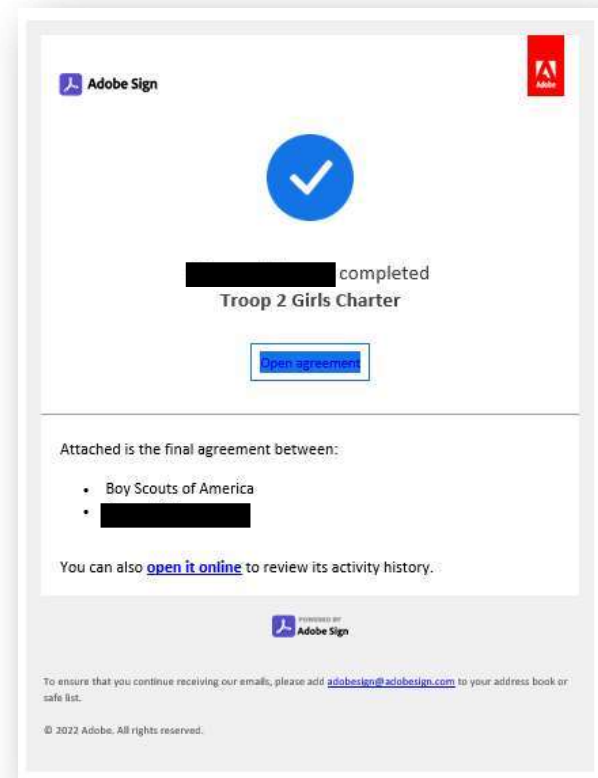
Pay and Post Renewal

Signature and Approval

After paying and posting the renewal an Adobe Acrobat Sign document will be sent to your NEW Key 3 (as entered on the recharter), COR Delegate, and Key 3 Delegate. Any of these individuals may sign the document if approval has been discussed with the Charter Organization Representative. It is preferable that it be signed by the Charter Organization Representative. Be sure to save and/or print the recharter renewal prior and after submittal. **Once signed and payment has been completed, your recharter process will be complete for your unit.**



Example of email sent to Key 3, COR Delegate, and Key 3 Delegate. Remember to save/print agreement



Example of recharter completed email after charter has been electronically signed sent to Key 3 COR Delegate, and Key 3 Delegate. Remember to save/print agreement

Adult Position Codes:

Use the following codes to complete an adult leader application. All adult positions may be male or female. The minimum age for these positions is noted in parenthesis beside the position. **Positions highlighted in Red only require YPT completion.**

UNIT POSITIONS:

IH: Institutional Head or Executive Officer of Chartering Organization-- This position is not a Registered position and no fee. This person must fill out an adult application to hold any registered position-(21)

CR: Chartered Organization Representative--Registration fee and application is required to register for this Position-(21)

CC: Committee Chairperson-(21)

MC: Member of Committee- (Required--Minimum -- two per unit)- (21)

CM: Cubmaster-(21)

CA: Assistant Cubmaster-(18)

PT: Pack Trainer-(21)

NM: New Member Coordinator-(21)

LL: Lion Guide- Lion Leader-(21)

TL: Tiger Cub Den Leader-(21)

DL: Den Leader-(21)

DA: Assistant Den Leader-(18)

WL: Webelos Den Leader-(21)

WA: Assistant Webelos Den Leader-(18)

LP: Lion Adult Partner- This is not an official registered position. (18)

AP: Tiger Adult Partner-This is not an official registered position. (18)

SM: Scoutmaster-(21)

SA: Assistant Scoutmaster-(18)

NL: Venture Crew Advisor-(21)

NA: Venture Crew Associate Advisor-(18)

SK: Sea Scout Ship Skipper-(21)

MT: Sea Scout Ship Mate-(21)

92U: Unit College Scouter Reserve-(18)

91U: Unit Scouter Reserve-(21)

92V: Venturing College Scouter Reserve-(21)

NON-UNIT POSITIONS:

Code 42: Merit Badge Counselor (18) this is a district position requiring district approval by the Advancement Committee. No fee is required. Adult application and the information sheet is required and turned in however is not part of your unit charter. Please turn in this application separate from your unit registrations.

Code 52: Supernova Mentor (21) –Adult application form is required along with the Supernova Awards Mentor Information application.

Code 58: Nova Counselor (21)- Adult application form is required.

LC: Lion Coordinator-(21) -District-Council Position.

If a Leader requires Youth Protection Training

- 1) Go to www.Scouting.org
- 2) In the upper right hand sec on click on MyScou ng
- 3) Click Create an Account **IF** you do not have one set up
- 4) Select a User Name and check availability

Note: *If you know your member ID number, then select "Samoset Council" and enter member ID and proceed as noted above. If you are a new adult (your adult application has not yet been processed) create an account without an ID number. New adults will enter their ID number later when they receive their membership ID card.*

Remember, your Member ID number links your My Scouting Training records to your record at the Texas Trails Council.

- 5) From options on left, click E-learning
- 6) From the General Tab scroll down to Youth Protection Training to take the course
- 7) When Complete, print the certificate and keep one copy for your reference. Turn in one a copy to your unit leader.



Prepared. For Life.®

Contact Information for Assistance

You're not alone!

Each district has volunteers and staff that are standing by ready to assist you in the charter renewal process if needed. *You're not alone.*

Your Unit should have a volunteer Unit Commissioner who has been assigned to work with your unit throughout the charter renewal process. They can be a great resource. The District Commissioner and District Executive will be able to tell you who the Unit Commissioner is for your unit. If one is not assigned, the District Commissioner or District Executive will be there to help. Their contact information is provided:

Buffalo Mountain District

District Commissioner

Howard Taylor

325-669-3871

howard.tayloriii@gmail.com

Old Commanche Trails District

District Commissioner

Pecan Valley District

District Commissioner

National Registration Fees

Adults: \$45 Youth: \$75 Scouts' Life Subscription: \$15

In addition to the membership fees for each person, there is
a single Unit Liability Insurance Fee of \$100 per unit.

Our Council Registrar, Cindy Webb is also available for assistance. Cindy can be reached at

325-677-2688

or by email at cindy.webb@scouting.org