

2021 Internet Recharter Backdater ROLL CALL!

Steps to prepare in October for Internet Recharter (Unit Key 3: Chartered Organization Rep, Unit Leader (i.e. CM/SM/NL) and Committee Chair)	Days Before Due Date	Start Working Task
Information - Pro-rated fees for <u>NEW</u> BSA Members joining: NEW YOUTH joining in September are \$56.00 or \$60.00 w/BL; October \$48.25 or \$51.25 w/BL; November \$40.50 or \$42.50 w/BL; December \$32.75. ADULTS joining in September are \$23.00; October \$17.25; November \$11.50; December \$5.75.		
Information - Pro-rated fees for PRIOR BSA Members joining: YOUTH joining in September are \$31.00 or \$35.00 w/BL; October \$23.25 or \$26.25 w/BL; November \$15.50 or \$17.50 w/BL; December \$7.75. ADULTS joining in September are \$23.00; October \$17.25; November \$11.50; December \$5.75.		
Information - Problems logging into My.Scouting.org? Call the council office 518-869-6436 x39 for help getting usernames and resetting passwords. DO NOT CREATE A NEW ACCOUNT ON MY.Scouting.ORG.		
Unit Key 3 - Review your Youth Protection Training report in Training Manager and be 100% YPT trained before you begin Internet Recharter. Notify the targeted adults to retake Mandatory- Youth Protection Training. Any adults with expired YPT will not be able to renew BSA membership.	-75	10/1/2020
Unit Key 3 and Unit Commissioner - Review your Unit Roster in Member Manager for any missing members. If you find missing, send/email applications and pro-rated payment to the council office ASAP before you begin Internet Recharter. You will NOT be adding new members during Internet Recharter.	-75	10/1/2020
Unit Key 3 - During the full month of October, November & December , guide all NEW youth and adult members joining to use the Online Registration in BeAScout . If they can't join online, use paper applications, collect pro-rated fees and send/email all to the council office to post membership before you begin Internet Recharter.	-75	10/1/2020
Committee Chair and Unit Treasurer -Start collecting payment of the 2021 Membership Fees from all members renewing membership. The 2021 12-month term BSA & TRC fees are, Youth \$93.00ea OR \$105.00ea with BL; Adults \$69.00ea. The Unit Treasurer will need to keep track of member payments and Boys' Life payments for Charter Renewal Processor.	-65	10/11/2020
Committee Chair and Unit Treasurer -Ask members if they have MULTIPLE membership in any other unit. Ask member which unit they will pay membership under, usually determined by Primary Scouting Position. If Multiple, make note of Unit Type & Number for Charter Renewal Processor. Members in a BSA Program and LFL Explorer Post do not count as multiple.	-65	10/11/2020
Unit Leader and Committee Chair and Chartered Organization Rep -Review adult scouting positions on Unit Roster and discuss any changes that might be made. Make notes on roster and have COR approve the changes. Changes to scouting positions during Internet Recharter are the one time a new Adult Application for the position change is not required.	-65	10/11/2020
Committee Chair and Chartered Organization Rep -Determine if the Chartered Organization or the unit will be paying for the \$75.00 Unit Liability fee.	-65	10/11/2020
Unit Leader and Committee Chair - Take a second look at your Youth Protection Training report in Training Manager. If you still have members needing YPT before 12/31/2020, send a second reminder to retake Mandatory- Youth Protection Training. If anyone has trouble remembering login information, have them call the Council Office x39 for help. DO NOT CREATE A NEW ACCOUNT ON MY.Scouting.ORG.	-55	10/21/2020
Unit Leader and Committee Chair -Decide who will be designated the Charter Renewal Processor to access Internet Recharter and complete the charter renewal online. Have them view the 2021 Internet Recharter Webinar and call 518-869-6436 x39 with any questions.	-55	10/21/2020
Unit Leader, Committee Chair, Charter Renewal Processor and Chartered Organization Rep -Meet to go over roster notes, which members will be renewing, which might be Multiples, which youth get Boys' Life and who may have a change to their scouting position. This is where you can ask the COR for approval to select his/her name during the Approve Roster stage.	-50	10/26/2020

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<p>Unit Key 3 - Decide if you want help with Internet Recharter. If you do, call the Council Registrar at 518-869-6436 x39 to set-up a phone appointment. Phone appointments average 15 to 30 minutes. Follow all the October Getting Ready instructions prior to your appointment.</p>	-50	10/26/2020
<p>Unit Key 3 - Check Application Manager for new member applications PENDING ACCEPTANCE. Accept these applications.</p>	-50	10/26/2020
<p>Unit Key 3 - You will receive an email with the Internet Recharter Access Code. Pass this on to your Charter Renewal Processor.</p>	-47	10/29/2020
<p>Charter Renewal Processor - The online Internet Recharter portal is now open, the unit Charter Renewal Processor can begin by login in as a First Time User. You'll need your 4-digit unit number and access code. Make a note of your password and access code, you may need them later.</p>	-44	11/1/2020
<p>Unit Key 3 - Check status on current YPT Report in Training Manager, remind members expired or about to expire to retake Mandatory Youth Protection Training or they risk being removed from roster.</p>	-35	11/10/2020
<p>Unit Key 3 - Check Application Manager for new member applications PENDING ACCEPTANCE. Accept these applications.</p>	-35	11/10/2020
<p>Unit Key 3 - Due Date for families to submit their Assistance Applications to the council office.</p>	-30	11/15/2020
<p>Unit Key 3 - Check status on current YPT Report in Training Manager, remind members expired or about to expire to retake Mandatory Youth Protection Training or they risk being removed from roster.</p>	-25	11/20/2020
<p>Unit Key 3 - Check Application Manager for new member applications PENDING ACCEPTANCE. Accept these applications.</p>	-25	11/20/2020
<p>Unit Key 3 - Check status on current YPT Report in Training Manager, remind members expired or about to expire to retake Mandatory Youth Protection Training or they risk being removed from roster.</p>	-15	11/30/2020
<p>Unit Key 3 - Check Application Manager for new member applications PENDING ACCEPTANCE. Accept these applications.</p>	-15	11/30/2020
<p>Unit Key 3 - Check status on current YPT Report in Training Manager, remind members expired or about to expire to retake Mandatory Youth Protection Training or they risk being removed from roster.</p>	-5	12/10/2020
<p>Unit Key 3 - Check Application Manager for new member applications PENDING ACCEPTANCE. Accept these applications.</p>	-5	12/10/2020
<p>Charter Renewal Processor - DUE DATE TO SUBMIT ONLINE. BEFORE submitting online, click on the Update Unit Roster button to add in any new members who have joined online. Print a copy of the Annual Charter Agreement and your JTE Scorecards. The council will print your Charter Renewal Application. IF the IH (Executive Officer) or the CR (Chartered Organization Rep) did not approve the Charter Renewal online, print a copy of the Charter Renewal E-Z Report to get the signature of approval from the IH or CR.</p>	0	12/15/2020

2021 Internet Recharter Backdater
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Unit Key 3 - Deliver your payment and Annual Charter Agreement to the Council Office by this date. IF the COR did not approve char online, deliver a signed Charter Renewal Application.	15	12/30/2020
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