

# Rechartering During Social Distancing

In the following pages we will discuss how to complete your unit's charter online with very limited-to-no in-person contact.

Pages 2-3 Approving unit roster online

Pages 4-7 Paying charter online

Pages 8-10 Notifying Council that your charter is complete

## **Approve Unit Roster Online**

To approve the final unit roster online check the box next to I (WE) agree, select an approver (can be Executive Officer or Chartered Organization Representative, and then click next.

This will initiate an automatic email that will be sent to the Executive Officer, the Chartered Organization Representative and the Committee Chair. The email will notify them that the Charter was approved online.

See screen shot on next page...



Troop 0038

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
  - Promote Members
  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster
- 4 Summary
- 5 Submit Roster
- Approve Roster
  - Payment
  - Submit Roster
  - User Survey
  - Submit Confirmation

### APPROVE ROSTER

Our Organization approves this application and all registering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Select Approver  ▼

I (we) verify that the name selected as approving this unit Charter Renewal has consented to this approval. I (we) understand that the unit key adults will receive e-mail notification of this approval.

I (WE) AGREE

I (WE) DO NOT AGREE

To sign your charter electronically, select the approver, then "I (We) Agree" and select NEXT.

If not signing electronically select "I (We) Do Not Agree" and select NEXT.

Also known as the charter fee

Note – this council has elected to collect Accident and Sickness Insurance Fees This would not appear if the council did not select this option.

### REGISTRATION

Paid Youth	2	\$\$\$
Paid Youth BL	1	\$\$\$
Paid Adults	6	\$\$\$
Unit Liability Insurance Fee	1	\$\$\$
Accident and Sickness Insurance Fee @ \$3	8	\$\$\$
<b>Total Fee</b>		\$\$\$

NEXT

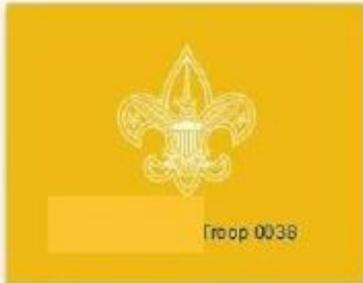
# Pay Charter Online

You have three options for paying for the Unit Charter.

- 1. Credit Card (with 3% administrative fee)**
2. Cash, Check or Money Order in to the council office
- 3. E-Check**

Options 1 and 3 require no in-person interaction.

See screen shots on following three pages for details...



Troop 0038

- 1 Load Roster
- 2 Update Roster
  - Update Charter Information
  - Select Members for Renewal
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  - Add a New Member
  - Update Member Data
  - Update Member Position
- 3 Check Roster

### PAYMENT

Payment Methods



3% Administrative Fee

No Fee

No Fee

I (we) hereby authorize a payment debit entry to my (our) Credit/Debit/Share Draft account. I (we) understand that if the payment under this authorization is returned or otherwise dishonored, I (we) will promptly remit the payment due plus any fees due under my (our) account.

Name on Account

Account Type

### REGISTRATION

Paid Youth	2	\$\$\$\$.55
Paid Youth BL	1	\$\$\$\$.55
Paid Adults	6	\$\$\$\$.55
Unit Liability Insurance Fee	1	\$\$\$\$.55
Accident and Sickness Insurance Fee @ \$3	8	\$\$\$\$.55
<b>Total Fee</b>		<b>\$\$\$\$.55</b>

If paying by credit card you enter all of the credit card information.

Note: There is a 3% administrative fee for using the credit card.

If paying cash or through a council unit account, you will need to remit the funds to your council before your recharter will be processed.

If paying by e-check you will enter the name on the account, account type, routing number, and account number associated with the account.

## If you selected payment by Credit Card

  
  
**Payment Successful**  
Your payment has successfully completed with id:  
59DD4B3EB68A23D71DBC015171548EED602F5447  
[Print Payment Confirmation](#)  
**NEXT**

This is the confirmation  
you should receive if  
your payment is  
successful.

**Payment Confirmation**

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**Unit:** Troop 0141  
**Council:** [REDACTED] Council

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**Transaction ID:** 59DD4B3EB68A23D71DBC015171548EED602F5447  
**Payment Amount:** [REDACTED]  
**Credit Card Type:** American Express  
**Credit Card Number:** XXXXXXXXXXXXX1347  
**Payment Date:** [REDACTED]

## If you selected payment by E-Check

I (we) hereby authorize a payment debit entry to my (our) Credit/Debit/Share Draft account. I (we) understand that if the payment under this authorization is returned or otherwise dishonored, I (we) will promptly remit the payment due plus any fees due under my (our) account.

Name on Account

Account Type

Routing Number

(9 digits) ?

Account Number

(3-17 digits) ?

Bank Name

Account Holder Address

Suite / Apartment

City

Province

Postal Code

Country

COMPLETE

This is the information you will fill out if paying electronically from a checking or savings account. Please note: The Unit is responsible to promptly pay any amount that could not be collected by the E-Check processing.

By clicking 'Submit' you are authorizing Boy Scouts of America and your financial institution to charge your account.

# Notifying Council of Completed Charter

## Option 1:

If you had your charter approved online AND you paid online: send an email to [Laura.Bachelder@scouting.org](mailto:Laura.Bachelder@scouting.org) stating that your charter is ready to be processed. **Scan and attach** any youth or adult applications/ YPT certificates, the annual charter agreement, and any CBC forms. Please **DO NOT** take pictures of these documents and attach them. If scanning is unavailable please mail the paperwork to:

Attn Laura Bachelder  
1410 E. 7th Street  
Charlotte, NC 28204

## Notifying Council of Completed Charter

### Option 2:

If you had your charter approved online BUT you did NOT pay online:

Please mail your check or money order to:

Attn Laura Bachelder

1410 E. 7th Street

Charlotte, NC 28204

**AND** Email [Laura.Bachelder@scouting.org](mailto:Laura.Bachelder@scouting.org) and state that your charter is ready to process and your payment has been mailed. Scan and attach any youth or adult applications/YPT certificates, the annual charter agreement, and any CBC forms. Please **DO NOT** take pictures of these documents and send them. If scanning is unavailable please mail the paperwork to the address above along with your check or money order.

## Notifying Council of Completed Charter

### Option 3:

Even if you choose not to do online approval and/or payment you can still get all of your paperwork together with proper signatures and mail it along with your check or money order to:

Attn Laura Bachelder  
1410 E. 7th Street  
Charlotte, NC 28204

*If none of these options work for you please note that there is a 60 day grace period from the time your unit expires to the time that your unit is dropped.*

*Please feel free to email [Laura.Bachelder@scouting.org](mailto:Laura.Bachelder@scouting.org) with any concerns about your unit's recharter.*