

Twin Valley Council Recharter FAQ

Where do I log in to start my Recharter?

Internet Recharter is tied to Internet Advancement. You will use the same username and password that is required to log into your my.Scouting account or Scoutbook.com account or access directly using this link <https://advancements.scouting.org>

Who can access the Recharter system?

A member of the unit's Key 3. This includes the Charter Organization Representative (COR) Committee Chair (CC), Unit Leader (Cubmaster, Scoutmaster, Crew or Post Advisor) or a Key 3 Delegate.

When does Recharter open?

October 15, 2023

When is Recharter due?

December 1, 2023. This deadline allows the Council time to review the charter paperwork and correct any issues.

How does my unit pay for Recharter?

Option 1: Unit is paying for all youth and adults on the roster with ACH or Credit Card. Select either option on payment screen then complete payment information.

Option 2: Unit is paying recharter fee; some youth and adults have paid the unit, and some are opting to use the Give Smart payment plan. Unit **MUST** select **Pay at Council** on payment screen. A check or card payment must be made at the Council office for the amount the unit is paying minus those opting to use the payment plan. Those paying with the Give Smart payment plan must be noted on the recharter paperwork when payment is made.

What if someone wants to use the monthly payment options to pay their recharter fees?

Youth and adults may use the monthly pay options and should be noted on the recharter paperwork as such. If the first payment is not made on time the person may be dropped from the roster due to non-payment and not rechartered.

Youth payment plans are \$40 per month for three months with the first payment required in the Give Smart system **by December 21st**. Subsequent payments are automatically charged in January and February. www.twINVALLEYBSA.org/yplan

Adult payment plans are \$38 per month for two months with the first payment required in the Give Smart system **by December 21st**. Subsequent payment is automatically charged in January. www.twINVALLEYBSA.org/aplan

Do I need to turn a hard copy of my Recharter?

Paperwork is only required for units selecting Pay at Council to cross check membership and payment information.

Whose signatures are needed on the Annual Charter Agreement?

The charter agreement is signed by the Executive Officer, Charter Organization Representative and Committee Chair. The District Executive will sign the fourth line once received from the unit. This is an acknowledgement from the charter organization that they are supporting your unit.

What do I do with the signed Annual Charter Agreement and when is it due?

The Annual Charter Agreement **is separate from the online recharter paperwork**. Once signed the Agreement should be dropped off or mailed to the Council office at 810 Madison Ave. The Agreement can also be emailed to Julie Brewer at julie.brewer@scouting.org

What does the exclamation point next to a name on the roster mean?

That person registered in Scouting after 8/1/2023 and is pre-paid for the next 12 months. It should show \$0.00 in the column due line.

What does it mean if there is a red mark in the Youth Protection Training (YPT) column?

That person's YPT will expire prior to the end of the Recharter time and needs to be updated before the Recharter can be submitted. YPT is not required for Executive Officers.

What does it mean if there is red mark in the Criminal Background Check (CBC) column?

There is not a current signed CBC form on file. Have the person sign and date the CBC form and attach it into the renewal or bring to the council office.

I have a youth that turned 18 and wants to remain registered, how do I change them to an adult in the system?

Youth on the roster who are now 18 and will be registering as an adult need to complete a paper application, CBC form and YPT. Online applications cannot be submitted for this change.

How do I remove someone from the Recharter?

To remove a member, select member, click REMOVE MEMBER, a popup will appear, and you will choose REMOVE. They will be moved to the REMOVED MEMBERS tab. Removed members can be added back by clicking ADD TO RECHARTER and using the popup box.

How do I change the position of a leader?

Click the pencil icon to the far right of the person's name. An Update Member Information box will pop up that allows you to choose the new position. Click update to save.

I've made changes to my roster, and they are not showing?

Click the "Refresh Roster" button to allow the system to pull in any updates.

I have a leader that is also registering with another unit, what do I need to know?

First verify which unit the leader will be paying in and coordinate the information with the other unit.

If they are paying registration in your unit, Click the checkbox by their name – Click Manage Members - Click Unmark as Multiple and the registration fee will populate.

If they are paying in another unit Click the checkbox next to their name – Click Manage Members – Click Mark as Multiple and the fee will adjust to \$0.

A "+" next to a person's name indicates they are marked as a multiple.

How do I add 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 to attach the application – Click the Add Member button.

What if I am also registering as a Merit Badge Counselor?

All Merit Badge Counselors will receive a separate email asking them to confirm if they are choosing to re-register as a MB Counselor. If a leader is already registered in a unit there is no fee to register as a MB Counselor.

How do I change my unit's Charter Organization?

A New Unit Application will need to be completed including the new Executive Officers information and turned into the council office or your District Executive.

How do I change my unit's Executive Officer?

A New Unit Application is needed to change the Executive Officer for the unit.