APPENDIX 4

**Enhancements to Improve the User Experience and**

**Simplify Internet Rechartering**

**What is staying the same:**

• Access codes will still be distributed by councils and will be used by units to log in.

• First Time Users must register to enter the Internet Rechartering system. After initial registration, they will enter the system as a Returning User.

• Stages and steps remain the same with one new feature: electronic authorization and payment inserted before the final step.

• Council reports will not change.

**What features have been added:**

* The new look is consistent with My.Scouting Tools so that it is **easier to read and navigate**.

• **Youth Protection training is required for all adults**.

o The unit will get an error message if training is not current and will not be allowed to process the charter with those adults.

o Registered adults receive notifications that their YPT has expired or is about to expire.

o Renewal processors are prohibited from overriding the registration system to register any leader whose Youth Protection training is not current.

• **Electronic authorization** is available for the chartered organization representative. There will be no more signatures to obtain if the unit chooses this option.

• **Accident and sickness insurance fee will be included in the unit fee calculation if the council opts in.** You received an email from Pat Wellen asking for your fee information. If you do not respond by **September 12, 2017**, the National Service Center will be unable to collect the fee for your council.

• **Two payment options for Non-LDS units:** o Online payment option: Units can elect to pay online by credit card. A payment confirmation will show for the unit in the council’s Internet Rechartering Administration module. Registration fees collected by credit card will stay with the National Council and accident and sickness insurance fees will be remitted to your council.

o Cash/check/unit account option: Units that elect this option will print the renewal application, which includes the fee summary showing the amount due to the council. The unit will turn this in as part of the charter renewal paperwork required by the council.

**2017 Internet Rechartering Enhancements**

 **Frequently Asked Questions**

**Q: Will Internet Rechartering be different for 2017-18-unit renewal processing?**

A: Internet Rechartering will be enhanced with a new look consistent with Online Registration and My.Scouting Tools applications. This fresh view offers navigation with more convenience and flexibility for unit renewal processors.

**Q: Will volunteers who have used Internet Rechartering previously need to learn new processes to renew their unit?**

A: The few changes will be intuitive and the basic navigation is unchanged, except that navigation will be easier in multiple device and browser formats.

**Q: Does Internet Rechartering still use the access code and the same First Time User registration?**

A: Yes. Use of the access code is required and each renewal processor will do registration as a First Time User. Thereafter they are a Returning User.

**Q: Will Internet Rechartering Administration in MyBSA and the council reports that support unit renewal work the same as before?**

A: Yes. Internet Rechartering Administration will be enhanced and council reports will not be changed.

**Q: What new features are added to Internet Rechartering?**

A: New features are the following: validation on Youth Protection training compliance using all three current YP courses; change of warning to error if Youth Protection training is not current; entry capability for YP completion if not in person record; addition of online payment option for unit renewals (does not apply to LDS-chartered units); addition of electronic authorization of renewal by the chartered organization representative; and addition of accident and sickness insurance fee calculation for councils that wish to use this feature.

**Q: What are the new features for Youth Protection training?**

A: Validation on current Youth Protection will not be limited to the course associated with the unit program, such as Y01 – Youth Protection, taken by pack and troop adult leaders. This will be expanded to being current in one of three courses, including Y02 – Venturing Youth Protection and Y03 – Exploring Youth Protection. In addition, registrants in a YPT-required position must be current to be submitted in the renewal. If for some reason the completed course date is not in the person record, an update will be available in Maintain Member Data during renewal.

**Q: How will Online Payment work?**

A: Each unit with fees to pay, except for units chartered to the LDS Church, will have the option to pay online by credit card or other authorized means. If used, this requires the total amount due to be paid. Payment confirmation will be provided to the unit processor and to the council.

**Q: If the unit used Online Payment, where are these funds collected?**

A: The amount paid is remitted to the National Council. If there is an accident insurance amount due, this will be remitted later to each appropriate local council by the BSA.

**Q: Is a renewing unit required to use Online Payment?**

**A:** No. This is made available for the unit’s convenience but is not required. Payment may be made to the council as usual.

**Q: How will electronic authorization work?**

A: Before final submittal of the unit renewal, the renewal processor will give the chartered organization representative (or institutional head) the opportunity to review and approve the renewal on behalf of the chartered organization. If this is done, the approval will appear on the Unit Renewal Application and for the council in Internet Rechartering Administration. Instructions will be provided in an online FAQ linked to Internet Rechartering.

**Q: How will the accident and sickness insurance fee option be implemented?**

A: Councils are offered the opportunity to submit via a survey an amount for accident and sickness insurance that will be included in the unit renewal fee calculation based on the number of paid adult and youth registrants in the renewal. The amount for accident insurance will apply to all units, except those chartered to the LDS Church. If a council does not wish to participate, the survey should be returned with **0** (zero) as the fee calculation amount. If a council will participate, the council should submit the survey with an amount entered. The survey was sent to Scout executives and the deadline for council response is **September 12, 2017**.

**Q: Will the Unit Charter Renewal Report Package (full) and the two-page Renewal Report (E-Z) Summary continue to be available?**

A: Yes. Councils must specify to units which report is requested (but not both) as appropriate to each council.

**Q: When will Internet Rechartering be released with these enhancements?**

A: Internet Rechartering will be available for councils with the access window that will open on October 1 (for units that expire on December 31, 2017) and thereafter.

**Q: If our units expire on December 31, 2017 (or after) what membership registration fee will be calculated for the adult and youth registrants in Non-LDS units?**

A: The BSA Registration Fee of $33 will be in effect December 1 and thereafter will be used for the calculation of membership registration fee for adult and youth registrants in Non-LDS units.

**Q: If the recharter has been submitted to the council, how is a refund processed?**

A: The submitted batch must be processed as it was submitted. Once posted the council can opt to refund registration fee and submit refund to National. **NOTE: Applications state that the National fee for registration is nonrefundable.**

**Q: Is there a change in the Annual Charter Agreement?**

A: During the Internet Rechartering process, leaders will click a button which will open a PDF of the Annual Charter Agreement to print and sign. Submit the signed Charter Agreement with the Charter Renewal Report to the council.

**Q: Is there a link to provide to registrants?**

A: The access to Internet Rechartering will be available on Legacy Web Tools in My.Scouting.   The direct URL is <http://scoutnet.scouting.org/ucrs>. Only the processor for the recharter should have this link. Members may not use Online Registration to renew membership or transfer from one unit to the next.

**Q: With the Electronic Authorization as part of the internet recharter does it only require the CR and not an IH signature?**

A: The electronic approval only requires the CR, in which case the IH does not sign.    If the IH wishes to approve, then the CR does not do it.   One approver only**.**

**Q: Do councils have the option to allow/disallow electronic payment for recharter?**

A: No, this is not an available feature.

**Q: Before the money is forwarded to national, will the council have the opportunity to review the charter or is the money sent to national when the recharter is submitted?**

A: The Council cannot review before the payment is accepted.   However, the Council will review the charter before posting since this is not automatic.