

Internet Rechartering

90 days before the renewal date (December 31, 2015):

The **unit leader** and unit committee chairman will receive a letter outlining the use of the Internet Rechartering system, the council's website address, and the unit's unique access code.

Step 1 - Units will log onto the council's website www.circleten.org

Step 1.5 – Select Resources & Forms on left side

Step 2 - Select Internet Rechartering

Step 3 - Log on as a First Time User

Step 4 - Enter access code provide in letter

- Enter unit type
- Enter unit number

Step 5 - Enter user information and create your password

Step 6 - Load Council Roster

- Review the charter organization information
- Determine if any members will not be renewed for the new roster

Step 7 - Update unit roster

- All members are selected for renewal. Deselect the renew check box for any members not renewing. When finished, click next
- Promote members from another unit
- Add new members
- Update member data (address, date of birth, correct spelling)
- Update member positions

Step 8 - Check Roster

Step 9 - Summary (verify that all information is correct)

Step 10 - Submit Roster

- Print the unit charter renewal report package
- Obtain the appropriate signatures(Executive officer and Unit leader)
- Attach the signed new member applications
- Attach payment for fees
- Deliver Unit Charter Renewal Package, new member applications, any other requested forms, and payment for fee's to council.

Minimum Leader Requirements for:

Pack - Charter Organization Rep, Committee Chairman, Cubmaster, (2)Members of Committee
(1) Den Leader or Webelos Leader, or Tiger Leader

Troop - Charter Organization Rep, Committee Chairman, Scoutmaster, (2)Members of Committee

Crew - Charter Organization Rep, Committee Chairman, Venturing Crew Advisor, (2)Members of Committee

Team - Charter Organization Rep, Committee Chairman, Varsity Coach, (2)Members of Committee

Ship - Charter Organization Rep, Committee Chairman, Skipper (2)Members of Committee

Post - Post Committee Chairman, Exploring Advisor, (2)Members of Committee

❖ **Minimum youth requirement for all programs is 5**

❖ **All Adult Leaders must have a current Youth Protection Training.**