

HMC FAQ – Internet Rechartering 2.0

1. When can a unit begin the renewal process?

There is a 90-day window which will open on 1/1/22 for units with a renewal date of 3/31/2022.

2. Who can submit the Internet Recharter?

The Charter Organization Rep, Committee Chairman, Unit Leader, or any key 3 delegate has the ability to submit the Renewal.

3. Is an access code required?

No, an access code is not required. The Key 3 and any Key 3 Delegate access Internet Rechartering using the same credentials used to access [Scoutbook.com](https://scoutbook.com) and [My.Scouting.org](https://my.scouting.org).

4. Will there be an Internet Recharter Status Report?

Yes, reports will be available showing the stages of the submittal process of a unit.

5. Will a unit have the ability to upload documents into the renewal before submitting?

Yes, the unit will have the ability to load Youth Protection Training Certificates, CBC Disclosure Authorizations, Adult and Youth applications, PA Backgrounds and affirmation statement into the renewal.

6. Is a unit required to pay their registration fees online?

No, there is an option to pay by ACH, Credit Card or to pay at the council. If they choose to pay at the council, the council will review the renewal, collect registration fees, and post the unit.

7. Can a unit add adults and youth who have applied online into the renewal after they have loaded the roster?

Yes, there is a refresh button which we encourage the person processing the renewal to use throughout the renewal process before submitting their unit.

8. Can a unit add multiples into a renewal?

Yes, they will enter the volunteer as a multiple and note what unit/Non-Unit position they are registered in. The unit will not post until the council verifies the multiple registration is current and paid.

9. Can a unit submit a recharter without the required leadership?

No. A unit will receive an error if the required leadership is not met, or they attempt to assign multiple leader positions to a volunteer and they cannot move forward in the process until the error is corrected.

10. Can a unit enter Youth Protection Dates into a person's profile through Internet Charter Renewal?

No, the unit's renewal processor does not have the ability to enter Youth Protection Dates into a person's profile.

11. What if the New CBC Authorization has not been submitted by the volunteer?

The unit can upload the CBC Authorization to the individual before submitting the renewal. Otherwise, the renewal can still be submitted, and council will need to collect the form, verify the information, and post the unit.

12. Can a unit submit their recharter if a volunteer does not have current Youth Protection Training?

Yes, the unit can submit the renewal, however, **it cannot be posted**. The council will review the recharter, verify YPT requirements and post once the YPT has been completed. Additionally, completed YPT Certificates can be uploaded to the individual and submitted with the renewal.

13. Will the Council have the ability to print the Charter Renewal Agreement?

Yes, this will be necessary for a registrar to post the unit effectively, however the council cannot PRINT CHARTERS. Only signed copies of the most recent January 2021 version will be accepted.

<http://www.scouting.org/wp-content/uploads/2021/01/Annual-Charter-Agreement-Charter-Organizations-.pdf>

14. How will a COR sign the Renewal?

Once submitted, the Key 3 and Key 3 Delegates will receive an email requesting a digital signature. If necessary, the CC, Cubmaster, Scoutmaster, Crew Advisor, and Key 3 Delegate may sign on behalf of the COR. This process LOCKS the charter and no additional changes can be made. HMC will not be able to unlock the charter.