

FAQ's – Internet Rechartering 2.0

1. **Where do I log in to access the new Internet Recharter tool?** [Advancements.scouting.org](https://advancements.scouting.org)
2. **Do I need a new login ID to enter the system?** Use the same login and password as you do for ScoutBook/my.scouting.
3. **Who is authorized to work on and update the unit charter?** Rechartering is only accessible for those with the Key 3 role type (cubmaster/scoutmaster/advisor/skipper, committee chair, chartered organization representative) or chartered organization delegate.
4. **Will the Chartered Organization Representative (COR) do the approval in Internet Rechartering or some other way?** No, the COR will get an e-signature request from Adobe Sign to approve the charter renewal.
5. **Is there a preferred method of payment for charter fees?** Yes, all charter fee payments should be submitted via check through the Cedar Knolls Scout Shop or the Mountainside Scout Shop. The national rechartering portal does allow online payments, however, there is a 3.75% convenience fee charged and, more importantly, paying online prevents the registrar from making any changes on the unit's behalf after the charter is submitted.
6. **Is there a fee for rechartering?** Yes, there is a \$100 charter processing fee charged by the national office. Patriots' Path Council will refund the \$100 charter processing fee to any unit that submits their charter online and pays their rechartering fees at the council service center by December 8, 2023. Units with incomplete charters or payments on December 9th will not receive a charter fee refund.
7. **If I submit my unit's charter online and pay the rechartering fees at the council service center by December 8, 2023, how do we get the \$100 charter process fee refunded?** You don't need to do anything; the fees will be refunded to your unit's account in the Scout Shop after charters are posted in January.
8. **What if our unit doesn't have a Scout Shop account?** Every unit registered in Patriots' Path Council has an account in the Cedar Knolls Scout Shop. Please talk to your district executive for more information about unit accounts.
9. **Will online applications approved after the unit logs into Internet Rechartering automatically be updated on the renewal roster or does the Renewal Processor need to update the roster manually?** Any 'new' members who have joined the unit will automatically be added to the recharter roster and appear in the charter, after the charter has been refreshed by the charter processor.
10. **What is the difference between an error and a warning?** An error prevents the charter processor from completing and submitting the charter from completing the charter process until the error is resolved. A warning provides additional information that may need to be resolved before the charter can be completed. Any registration that has a warning should be addressed when dropping off charter paperwork.

11. **Will Internet Rechartering check for completion of valid Criminal Background Check (CBC)?** Yes. A check will be performed for a current CBC authorization, and a warning will be shown if the unit has any adults who do not have a CBC authorization on file (such as a new adult being added to the charter at recharter time). **All new unit leader applications MUST be submitted in a timely manner and NOT held for rechartering.**
12. **How can a new CBC form be added to the charter summary?** The new Internet Rechartering tool will allow for the upload of a CBC authorization if one is not completed for any adult. Paper copies should be submitted with charter paperwork.
13. **Will the lack of a valid CBC be identified as a Warning or an Error?** It is a warning; you can still process the charter and have the CBC connected by the council after you have completed.
14. **Will the renewal processor be able to see who does not have a valid CBC?** Yes, a marker is shown for all current CBC authorizations and a warning is indicated for those missing a CBC authorization.
15. **Will Internet Rechartering check for completion of Youth Protection Training (YPT)?** Yes. A flag will appear next to the adult leader's name indicating YPT status. Green is current, yellow is expiring before the charter is effective, red is expired.
16. **Will the lack of valid Youth Protection Training be identified as a Warning or an Error?** It is an error; you **CANNOT** process the charter if an adult with incomplete or expired YPT is on it. If the adult's YPT expires between the date the charter is being submitted and December 31st, you will not be able to submit your charter until the YPT is renewed.
17. **What actions will be taken if an adult application or registration does not meet BSA registration standards?** Adults with incomplete applications (missing information or signatures), missing criminal background check forms, expired or incomplete Youth Protection Training could be issued a required BSA nation cease participation letter until the application is in compliance.
18. **What actions are needed by the renewal processor if a leader's YPT is expired?** The processor will need to contact the leader in question to complete their YPT. If the leader cannot or will not update YPT, they should be removed from the charter and notified that they will not be a registered member until the YPT is updated. The district executive and PPC registrar **MUST** be notified of any adults dropped for expired YPT. A BSA national cease participation
19. **How is the registrar notified that a unit has completed the online process?** The charter will come over into the rechartering tool all registrars have access to. You will not be notified that the registrar has reviewed the charter unless there is an issue.
20. **Does the unit submit a hard copy of the final recharter application?** Yes. Please bring a copy, along with a copy of the roster to the council service center or Scout Shop along with your payment so the council employee receiving the payment can confirm the unit is paying the right amount.

21. **Who can drop off my unit's charter paperwork and payment?** If the charter processor is unable to bring the paperwork and payment, a member of the unit who is familiar with the charter and unit membership and is able to answer questions can drop it off.
22. **When and where do I drop off my unit's recharter paperwork and payment?** Charter paperwork and fees can be dropped off at the Council Servicer Center in Cedar Knolls Monday through Friday from 9 am to 5 pm. For your convenience paperwork and payments can also be dropped off at the Cedar Knolls Scout Shop or the Mountainside Scout Shop, please check www.ppcbsa.org for Scout Shop hours.
23. **What happens if a COR does not have an email address?** The COR or Executive Officer/Institutional Head (IH) must have an email address to sign off on the charter.
24. **What is the process for new members being added at rechartering that were not done online?** Paper copy is to be scanned and uploaded – part of the options in the process.
25. **If I don't have a scanner, what is an alternative?** A unit can scan or just take a photo with the phone or computer cam. You will not be able to complete the charter without uploading applications for new members.
26. **How are members with registrations in multiple positions managed?** Multiples are noted on the front page, as such. Multiples are marked by the unit and the council will verify they are registered some other place.
27. **Who does the unit contact if they need help with a warning or an error?** District commissioners and unit commissioners are available to assist with chartering. If you do not know who your unit commissioner is, please reach out to your district commissioner.
28. **How are flags reported between the council and the unit?** All warnings and errors are a pop-notice. If it's an error, it would also be a blocker, so a notice would keep them from processing. If it's only a warning, only a pop up appears, letting them know something will need to be addressed further.
29. **What happens when a unit does not meet the minimum required number of youths?** It raises a flag that the council needs to address with the unit.
30. **Will Exploring Posts and Clubs use Internet Advancement 2.0 to renew?** Yes, Posts/Clubs will use Internet Advancement to recharter.
31. **Since Posts and Clubs do not have a unit leader, how do those units access the recharter tool?** Those units have advisors and chairs which are considered Key roles and will have access to the recharter tool.
32. **Will the system distinguish Exploring Posts and Clubs?** Yes, the unit type is identified by the system when the committee chair or explorer post advisor logs in.

33. **Will the system check for required positions unique to Exploring?** Yes, the system follows all the same registration rules.
34. **Will Exploring Posts and Clubs be checked for valid CBC's and for [Form 28-573](#) waiver for Exploring leaders who are government employees (typically law enforcement)?** A check for current CBC authorization will be performed. If none exists, the unit can collect [Form 28-573](#) and upload it in Internet Recharter and send to the council when you submit the charter renewal online. The Council Registrar will process the form.
35. **How can I get the \$100 recharter fee refunded to our unit's Scout Shop account?**
Submit your charter online and payment to the Council Service Center no later than December 8, 2023. **Units with incomplete charters or payments on or after December 9th may not receive a charter fee refund.**

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