

## INSTRUCTIONS: 2020 INTERNET UNIT RECHARTER PROCESS

All units are required to use the official National BSA Internet Recharter System to charter annually. (*Recharterers generated through other software programs such as Troopmaster or Packmaster will not interface with the system and the local council cannot accept in paper form either.*) This method ensures your charter will be accurate and offers you the convenience of doing from your home or office. It's a secure, easy-to-use application accessed at <https://my.scouting.org/>.

### Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. **Log onto the council web site and click on the Resources tab then Internet Recharter. With your completed Membership Inventory at hand (and all parent email info), you are ready to start the recharter process. (On-Line access opens 60-days prior to charter month due date)**
3. **All re-charters** must be generated through the Online Re-Chartering Process: <https://my.scouting.org/> menu; legacy web tools; online recharter **Explorer Posts** access at: <https://fl.myparticipation.org>

**Note: Note: You must have the latest version of Google Chrome, Mozilla Firefox, Safari, or Internet Explorer (v11)**

4. Select First-Time User and enter the Unit Access Code: **Unit Access code label will be here.**
5. Select the unit type and enter the (**four digit**) unit number.
6. Create a password as instructed.
7. Complete the information request on each screen. You can stop at any time, log off the system, and begin again where you left off by reentering your access code and password.

### Here's how to wrap it up:

8. When you've completed all the information to re-charter the unit, click the **Submit** button.
9. **Print the Unit Charter Renewal Report Package -All (Warning: make sure this is NOT a draft version)** Acquire the appropriate signatures on the application and fee payment.
10. **Review each item on the Checklist and submit Checklist with charter to your Recharter Commissioner or District Executive for Review & Approval. Do not Send to Council Office-will be returned without district approval.** (Also, turn in **1.** Signed Annual Charter Agreement **2.** Signed Unit Maintenance Form **3.** Journey to Excellence Form **4.** Risk Management Award Form)

**Be sure to attend your local district's Re-charter Workshop for more detailed information.**

**District/County: Two Rivers District / Charlotte, Desoto & Sarasota Counties**

**District Recharter Commissioner Contact Info: Primary - Martha Ellis -941-284-4477 [Ellis-marthaellis64@gmail.com](mailto:Ellis-marthaellis64@gmail.com)**

**Michael Nepi -Sarasota Units – 703-915-8560 [mnepi63@gmail.com](mailto:mnepi63@gmail.com)**

**Cathey Weber -Charlotte/Desoto Units -570-709-8929 [Weber-caweber@centurylink.net](mailto:Weber-caweber@centurylink.net)**

**District Executive Contact Info: Matt Martin – 540-421-7104 [Matthew.Martin@scouting.org](mailto:Matthew.Martin@scouting.org)**

**District Unit Orientation-Date/Time/Location: November 7 at 6:30 pm at LDS Church - Venice  
November 14 at 6:30 pm at LDS Church - Venice**

**District Unit Turn-In Audit-Date/Time/Location: January 18 at 8:30 am at St. John's UMC- Sarasota**

**CHARTER IS PAST DUE AFTER FEBRUARY 6th**