



## INTERNET Rechartering Instructions

Internet Rechartering allows you to update your charter and enter new membership.

Learn more about Internet Rechartering by taking the Internet Rechartering Tutorial available at [www.wyoscouts.org](http://www.wyoscouts.org).

To access Internet Rechartering go to the Central Wyoming Council web page [www.wyoscouts.org](http://www.wyoscouts.org) and click "Rechartering".

- Click "First Time User", this process is only done once a year for each unit (e.g., pack, troop, etc.) afterwards each time you return to each unit go to "Returning User".
- Your access code (changes each year) and unit number (e.g., 0123, 6123) can be found on a letter in your packet. (You're District Executive and the Registration department can also supply you with your access codes).
- Load Council Information (this is the best process to use since it uses the councils most current data, which has real names not nicknames, etc.)
- Update the Roster - Update charter information, select which current members to renew for next year's roster, add adult members, add youth members, and update member data (when entering data do not use punctuations), and update adult member positions.
- Check the roster-verifying changes submitted.
- Registration is \$15.00 and Boys Life is \$12.00. Those with "multiple" positions are charged once.
- ALL UNITS in the Central Wyoming Council expire in December. You may start internet Rechartering procedures starting on November 1<sup>st</sup>. Your recharter is considered late after December 15<sup>th</sup>.
- Submit the file & fees to the council (once you submit you may not reenter to change information) and print the internet Rechartering Unit Charter Renewal Report. Hand deliver or mail your recharter to your District Executive with all new and transfer applications and required signatures needed on the recharter and applications.

Internet Rechartering does not permit changing the district, chartered organization name, or unit expiration date. These can only be done by the council.

Internet rechartering uses individual records from the council's data. The record for one person must never be changed to that of another person. Names (legal names must be used, no first name initials or punctuations may be used) may be corrected to ensure the proper names are used and to correct misspellings, but for no other reason.

If you do not complete Internet Rechartering by February 1st your unit will expire. It will become inactive for Internet Advancement and mailings from the Central Wyoming Council until it is submitted and posted by the Central Wyoming Council.

