

INTERNET RECHARTERING

The Central Minnesota Council, BSA is excited to offer Internet Rechartering to your unit. We think you'll love this method for rechartering because you'll be completing the charter renewal information yourself. This ensures that it will be as correct as you can make it and you can do it from your home or office, anytime that it's convenient for you. It's a secure, easy-to-use application accessed through the Central Minnesota Council, BSA website.

In the Rechartering Packet, your unit will be receiving a "salmon" sheet with an access code that is unique to your unit. This access code will allow you to view and work with the information that is in the council database for your unit. Use only the "LOAD COUNCIL INFORMATION" option.

Here's how to get started:

1. Select an adult to be the Renewal Processor for Internet Rechartering.
2. From 60 to 45 days before the unit charter expiration date, the Renewal Processor should gather recharter material and log-on to the council website.
3. Choose the [Internet Rechartering](#) link. Units can log-on beginning NOVEMBER 1. If you would like to practice, choose the tutorial link or [click here](#).
4. Select First-Time User and enter your 9-digit unit access code from the "salmon" sheet.
5. Select the unit type and enter the unit number using all four digits.
6. Create a password as instructed.
7. Complete the information requested 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 recharter the unit, click the Submit button.
9. Print the Unit Charter Renewal Report Package, which includes the charter renewal application, lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the application and take the entire packet along with new applications and fee payments to the council office before 4:30 PM on December 3.

If you need help along the way or have any questions, please contact:

Mary at 320-251-3930 ext. 103 or e-mail mary@bsacmc.org.

You can also contact your District Executive for assistance. They are responsible for monitoring our recharter progress and they are in the field to help you. Please see the [Districts Page](#) of our website for the contact information of your District Executive.