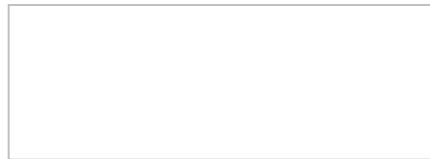


Dear Unit Leader:

The Central Minnesota Council is excited to offer Internet Rechartering to your unit again this year. We think you'll like this method of rechartering, because you'll be completing the charter renewal information yourself—which ensures that it will be 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 from the Central Minnesota Council Web site.

### Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. Beginning November 1, the renewal processor should gather recharter material and log onto the council Web site, [www.bsacmc.org](http://www.bsacmc.org).
3. Choose the link for Internet Rechartering or type <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx> into the address box on your browser.  
(If you would like to practice, choose the link to the tutorial or <https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>)
4. Select First-Time User and enter the 9-digit unit access code you see below.



5. Select the unit type and enter the unit number, make sure it has 4 digits leading with 0(s) if necessary.
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:

7. When you've completed all the information to recharter the unit, click the Submit button.
8. Print the Unit Charter Renewal Report Package, which includes the charter renewal application and lists of new members, transfers, multiples, and no-fee adults. Acquire the appropriate signatures on the application and using the envelope mail or take the entire packet along with new applications and fee payments to the council office on or before the December Roundtable.

**If you cannot complete your charter on line for any reason, please contact us, we will be happy to supply computer time here in the office and someone to assist you.**

E-mail [mary@bsacmc.org](mailto:mary@bsacmc.org)  
or call your District Executive at 320-251-3930.