

## 2019 Charter Renewal Packet Instruction Page

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The LaSalle Council is requiring Internet Rechartering to renew your unit charter. You'll be completing the charter renewal information yourself—which ensures that it will be correct—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 LaSalle Council's Website ([www.lasallecouncilbsa.org](http://www.lasallecouncilbsa.org)), click "Resources". Click "Charter Renewal". For additional information, contact Mary Musick at [mary.musick@scouting.org](mailto:mary.musick@scouting.org) or 1-574-289-0337, ext. 316.

### Here's how to get started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. From 45 to 60 days before the unit charter expiration date, the renewal processor should gather recharter material and log onto the council Website. Charter renewal process on can be accessed beginning **October 1, 2018**
3. Click "Register" and enter the unit access code listed on the **Bright Yellow** label below:
  4. Select the unit type and enter the unit number as listed on the label.
  5. Input contact information and create a password as instructed.
  6. Click "update roster". Follow instructions online.
  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 clicking "Log in" and entering your access code and password.
  8. Click "Print Renewal Report E-Z". You need to include all pages of the report. Acquire needed signature as listed on the report. Signature of Executive Officer/Charter Organization Representative can be completed online by going to their personal [my.scouting.org](http://my.scouting.org) account. Click on "Menu", click on "Internet Rechartering". Input the access code and password. Review the pages of the online renewal. Follow instructions for submitting online signature.
  9. **DO NOT CLICK "ONLINE PAYMENT"**.  
This sends the payment to the National office which causes all kinds of problems. Please click "**Cash Payment**". You will need to pay the fees in the Thomas Naquin Scout Shop. You may use a credit card for payment. You will need to call the Scout Shop to submit your payment via credit card (includes a 3% surcharge, just like National charges). We accept unit checks as well.
  10. When you've completed all the information to renew the unit charter, click "Submit".
  11. Contact your District or Unit Commissioner to review the paperwork. See list located in the 2019 Charter Renewal Guidebook on the council website above.