

Internet Rechartering Instructor Guide for Unit Training

Subject: Internet Rechartering for Unit Personnel

Audience: Unit Personnel

Location: _____

Date: _____

Objectives:

- Explain the benefits of using the new Internet Rechartering system.
- Show how to access the site.
- Show how to log on and how to get access codes.
- Explain how to use the tutorial.
- Explain the new rechartering process.
- Explain the paperwork process.

Equipment Needed:

If possible, conduct your training from a PC or DVD player with a projector. You can play the Internet Rechartering DVD from a DVD player or DVD-ROM drive on the PC. The slides referred to in this document are in a PowerPoint presentation on the enclosed CD.

Handouts:

Council rechartering plan/schedule

Agenda:

I. Opening Remarks

- This is a brand-new process.
- This is the council's official way of rechartering.
- Play the part of the DVD called *What Volunteers Say*.

II. Benefits (slide 3)

- Show the part of the DVD called *Benefits*.
- Explain how easy it is to use.
- Explain that the system will store more data, because the person entering the information is the source of the data.
- Explain that data accuracy increases because:
 - the person entering the information knows it better than anyone.
 - the unit starts with ScoutNET data and then updates it.
 - no one has to decipher another person's handwriting.
 - you can make corrections to the data anytime before submitting.
 - all the BSA rules and policies are enforced.

III. The Process (slide 4)

- Receive an access code from the council (the council determines the best way to distribute access codes).
- Go to the council's Web site, and click on the Tutorial link.
- You must use Microsoft Internet Explorer browser. You can access the Internet with AOL, but you must open Internet Explorer browser to view the Web page correctly.
- Log on with the unit's access code and explain that the unit processor can continue using the access code until the charter is submitted.
- The system will use the current information from ScoutNET.
- When the unit completes the process, it submits the file. This submittal process creates the charter renewal batch for the unit within ScoutNET and places it on hold.
- Information is updated at the council.
- The unit prints the recharter papers and acquires the appropriate signatures. The signature gives national the authority to conduct background checks, a youth permission to participate in the program, and adult leaders to be approved.
- Forward the papers and money to the council office.

IV. How It Works (slide 5-29)

Show the *How It Works* portion of the DVD. Explain how to access the tutorial:

<https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>.

The tutorial is available in several places: on the DVD (insert it into a DVD-ROM drive on a PC and open the Tutorial folder), on the Welcome page for Internet Rechartering, and on the Internet Rechartering page of the council's Web site.

V. Council Schedule

Share the council's schedule, including:

- Commissioner's involvement
- Turn-in dates
- Council's official way of rechartering
- Implementation plan

VI. Questions