

Internet Rechartering Instructor Guide for Commissioner Training

Subject: Internet Rechartering for Commissioners

Audience: Commissioners

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.
- Explain the commissioner's role.

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
- Rechartering control reports

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 or the district turn-in meeting.

IV. How It Works (slides 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. The Commissioner's Role (slides 30-35)

The commissioner is responsible for the unit rechartering process. Show the reports that will help the commissioner track the rechartering process.

VI. Council Schedule

Share the council's schedule, including:

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

VII. Questions