

2020 Internet Charter Renewal Instructions

All Packs, Troops, Crews, and Ships are required to renew their charters on-line. This method of rechartering, because you'll be completing the charter renewal information yourself, 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 Pathway to Adventure Council Web site.

Getting Started:

1. Select an adult to be the renewal processor for Internet Rechartering.
2. 60 to 90 days before the unit charter expiration date (December 31st), the renewal processor gathers all the information needed for a traditional charter renewal (e.g., new applications, fees, data of which adults are holding which paid positions, etc.). With the charter renewal information in hand, the renewal processor navigates to Internet Rechartering via the council Web site - <http://pathwaytoadventure.com/unitresources> (note - The Online Renewal process will open October 1st).
3. All registered adults need to have taken the new Youth Protection Training. If you have leaders with expired training, contact them immediately about taking the training online. Give them their id number along with the <http://my.scouting.org> website and have them complete the training and give you a copy of the certificate of completion to turn it with your charter renewal paperwork.
4. All registered adults must review "Background Check Disclosure" and "California State Law Disclosures (Non-Credit)." forms and review and sign the new "Additional Disclosures & Background Check Authorization" form. **If adult leaders choose to decline the background check, or do not complete the "Additional Disclosures & Background Check Authorization" form and return it with your recharter paperwork, their 2020 annual registration will not be processed.**
5. Select **First-Time User** (even if you used internet rechartering last year) & enter the unit's **2020 Access Code which your unit will receive via email in early October 2019**. Problem finding your code? Please click the *Who to Contact* tab on <http://pathwaytoadventure.com/unitresources> to reach out for access to your code if you don't have it already).
6. Select the unit type & enter the 4 digit unit # (if your number is listed as less than 4 digits, enter zeros before the unit number).
7. Create a password as instructed.
8. 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.

Please be sure to enter an email address for every member, youth and adult. These addresses will be used for member care surveys and important announcements!

Wrapping Up:

9. When you've completed all the information to renew the unit, click the Submit button.
10. Print the Unit Charter Renewal Report Package, which includes the charter renewal application, lists of new members, transfers, multiples, and no-fee adults along with the payment voucher. An application must be submitted for members transferring to your unit and for any NEW scouts or adults not listed on your current recharter. Acquire the appropriate signatures on all applications. A member can only transfer if the unit they are transferring from has a later renewal date than the unit they are joining, otherwise they will need to pay the full registration fee. **All new adults REGISTERED IN ANY POSITION must have their youth protection certificate attached to their adult application.**
11. Return the entire packet along with new applications and payment to your Council Service Center or Your Unit Serving Executive
12. If there are adults or youth in your unit that are not listed on the charter renewal, please include an application when you enter their information! **ALL NEW YOUTH AND ADULTS NEED AN APPLICATION.** The council will be responsible for entering social security numbers for new adults; the entry fields for SSN are not available from internet rechartering.

Helpful resources including: Internet Rechartering Site, Tutorial and Step By Step Instructions can all be accessed by visiting: <http://pathwaytoadventure.com/unitresources>