



November 9, 2010

Committee Chairs/Unit Leaders/Renewal Processors,

I am delighted to see that all of you have begun your charter renewal process. I hope everyone was able to attend the Charter Renewal Training sessions last month, or at least has received the training information. Let me summarize our progress.

1. Renewal Processor has been identified.
2. You have decided to renew the unit's charter using the Internet with or without the assistance of unit management software. If using unit management software, ensure your version is compatible with ScoutNET.
3. The Charter Renewal Transmittal Envelope and a copy of the Internet Rechartering Handbook are in your possession. Please save and use the Transmittal Envelope to submit your paperwork. Please use the checklist provided in your Roundtable folder and/or training, it is the most complete.
4. You possess the access code for the Unit Charter Renewal System (UCRS). This code is needed to gain access to the online System beginning 1 November. Remember your 1st time logging in to use the 1st time login! Please DO NOT CHANGE your login information, if you forget it, it can take months to get it fixed.
5. You have started a unit inventory. During this step, verify and update the information of Scouts renewing their membership, add new members and remove departing members.
6. Schedule leaders early to sign the charter renewal application. If key personnel are not available to sign your charter renewal application, you may incur a significant delay submitting your packet.
7. Some units may complete the process early in November, so I will give this advisory now, please do not sign the block on the Charter Renewal Application labeled "Council Representative Certification." The District Executive will be signing this block.
8. As a reminder, submit charter renewal packets to your Unit Commissioners, myself or at one of the District Charter Turn-in days.
 - i. November 8th at Roundtable (limited time available) 6pm-8pm

- ii. November 26th at Spotswood Baptist Church Annex (4009 Lafayette Blvd, Fredericksburg, VA 22408) 6pm-8pm
- iii. December 13th Clean-up date at Roundtable Fredericksburg 6pm-9pm

If you have any questions or concerns, please contact your Unit Commissioner, an Assistant District Commissioner, myself or the District Commissioner. You may also go to the Council Website (<http://www.boyscouts-ncac.org/commissioner-service/unit-rechartering/16889>) or view the 2012-2013 Internet Charter Renewal Handbook (<http://www.boyscouts-ncac.org/openrosters/DocDownload.asp?orgkey=1988&id=68033>)

Sincerely,

Yours in Scouting

Greg Bird

Assistant District Commissioner, Mattaponi

National Capital Area Council-BSA

<http://www.boyscouts-ncac.org/mattaponi/>

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