September 26, 2012

Committee Chairs/Unit Leaders,

I hopeful that many of you have begun your charter renewal process. I hope everyone is making plans to attend our Charter Renewal Training session on 20 October at 10am. Let me summarize our progress, below is where you should be.

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 or will be after the training session. Please save and use the Transmittal Envelop to submit your paperwork.
4. You possess the access code, or will obtain it at the training session 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 on or before November 30, 2012 or attend one of the District Charter Turn-in days.
    i. November 6th at Shiloh Baptist Church Old Site in Fredericksburg 7pm-8pm
    ii. November 8th at Roundtable 6:00pm - 7:30pm
    iii. November 26th at Location to be Determined 6:00pm – 9:00pm
    iv. December 13th Clean-up date at Roundtable 6:00pm - 7:30pm

Recharter training will be held 20 October, 2012 at 10am at the Spotsylvania Presbyterian Church. Spotsylvania Presbyterian Church is located at: 11121 Leavells Road, Fredericksburg, VA 22407. Directions may be found here: http://www.spcontheweb.org/directions.cfm.

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
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