

Thank you for completing the charter renewal (registration process) for your Scouts! This year registration covers 18 months, from January 2019 to June 2020! Starting in 2020 charters will be valid from July 1 to June 30 of the following year. This aligns more closely with the Scouting calendar and moves charter renewal from the holiday season.

Step 1 – Make sure all youth and adults are registered for 2018!

- **We strongly encourage you to have all new youth and new adults registered in your unit for 2018 prior to starting the online charter renewal.**
- Brand new youth and adults can be registered online by using the join links on ScoutingAlaska.org district pages dedicated to Cub Scout Packs or the district webpage for Troops and Crews.
- Youth or adults who are move from one unit in our council to another will need to complete a paper application and submit it to the Anchorage Scout Office.
- You can confirm registration by checking under the **Member Manager** at **My.Scouting.org** or with the Scout Office if needed.

Step 2 – Make sure all your adults have completed the new Youth Protection Training!

- All adults need to complete the new Youth Protection Training at My.Scouting.org.
- Training Completion can be verified by looking at the **Training Manager** at **My.Scouting.org** or the online charter renewal system will list the leaders who need the training.

Step 3 – Complete the Online Charter Renewal Process

- Go to ScoutingAlaska.org/Charters
- There are step by step instructions available at the bottom of the page.
- To begin click on the link to **Internet Charter Renewal**.
 - Log on as a New User the first time, set up an account.
 - Use the unit Access Code provided.
 - Put your Unit Number (Pack/Troop) in as a four-digit number. (Example: 0970)
- Do not use the TRANSFER FEATURE or TRANSFER BUTTON.
- **WHEN YOU GET TO THE PAYMENT FUNCTION CLICK 'CASH'. DO NOT PAY AT THIS POINT.** *The online system can only calculate for 12 months; we are registering for 18 months so the fees will not be correct.*
- After you have submitted the charter you will need to print the **Charter Renewal EZ Report, to turn in to the council.** You may want to print the Charter Renewal Report Package for your records.

Step 4 – Gather Needed Paperwork, Money & Signatures

- If you did not use online approval from your Chartered Organization Representative, they must sign the printed Charter Renewal Report Package.
- Print the **Annual Charter Agreement**, from ScoutingAlaska.org, and have it signed by the Chartered Organizational Representative.
- **The first page of the Charter Renewal EZ Report will tell you if you need applications for any youth or adults. If it lists them, please be sure to get them.**
- **Adult Applications**
 - Disclosure Page
 - Application Page filled out, signed and initialed by applicant with all questions answered
 - Application Page signed by the Chartered Organizational Representative
- **Youth Applications**
 - Filled out and signed by parent/guardian and the Unit Leader
- Verification for any **Youth Protection Training** that you verify as part of the charter renewal.
- Print the **Journey to Excellence Scoresheet** from ScoutingAlaska.org/charters and complete the form.

Step 5 – Submit Paperwork and Make Payment

- **Scan all the documents at the same time and make them one file.**
 - Charter Renewal EZ Report
 - Applications for Youth and Adults listed on first page of package
 - Needed Youth Protection Certificates
 - Annual Charter Agreement
 - Journey to Excellence Form
- Go to ScoutingAlaska.org/charters and click on the tab for **Submitting Paperwork and Payment**.
- The fees for the charter renewal will be:
 - **\$55 per Scout** (18 months registration and insurance costs)
 - **\$18 Boy Life Subscription** (18 months)
 - **\$55 per Adult** (18 months registration and insurance costs)
 - **\$40 Unit Insurance Fee**
- If you have **new youth or adults for 2018** the cost will be **\$6 per person**. The registration fee is \$2.75 per month (Nov & Dec) plus 50 cents for credit card fees.
- **Upload the file with all of the documents and then make payment.** You can use a credit card or send a check payable to the 'Great Alaska Council' and mail it to the Scout Office, 3117 Patterson St, Anchorage, AK 99504. Payment by check is preferred.
- Paperwork and payment can also be dropped off directly at the Anchorage Scout Office or turned into your District Executive or Commissioner.