2013 Lodge Charter Renewal Instructions

The 2013 Lodge Charter Renewal Application is an automated fill-able form which is available for download at: http://www.oa-bsa.org/resources/forms/charterrenewal-2013.pdf. You will need Adobe Reader 7.0 or higher installed on your computer to fill out the form. NO FIELD CAN BE LEFT BLANK on the form. Enter zero (0) in the section C. & D. number fields if you had none.

STEP 1: Download the form; save it on your computer with the name 2013 Charter 999.pdf, where 999 is your council number (e.g., 005).

STEP 2: Using the drop-down lists, select your Lodge & Council Name and Headquarters City & Section for these fields. Tab to each field.

STEP 3: Tab to LODGE CHIEF and enter your chief's name, E-mail Address, and Phone Number. E-mail Address must be in the format: name@somewhere.com. Phone Number must be ten digits without dashes; cell phone #'s are preferred. This field automatically formats itself with dashes when you Tab.

STEP 4: Tab to the LODGE ADVISER fields, filling them out the same way. Tab to the STAFF ADVISER fields and repeat the process. Again, cell phone #'s are preferred.

STEP 5: Tab to the ANNUAL LODGE MEMBERSHIP DUES and enter your dues per Arrowman (e.g., 0, 9.5, 15, etc.) ; your dues entry will format to dollars and cents when you tab. Enter your FOS, CAPITAL IMPROVEMENTS, and MAN HOURS OF SERVICE the same way. Enter zero (0) in these fields if you have none.

STEP 6: Tab. Enter your end of year Ordeal, Brotherhood, and Vigil membership counts. The form automatically totals these three numbers in the TOTAL field and calculates your LODGE CHARTER FEE.

STEP 7: Tab. Enter your end of year youth count in the Youth field. The form will automatically recalculate the number in the Adults field when you tab.

STEP 8: Enter your 2012 Ordeal, Brotherhood, and Vigil induction counts. Enter zero (0) if you had none. The form will automatically calculate the PERCENT BROTHERHOOD CONVERSION using the formula. Save the form again on your computer.

STEP 9: Click the "E-mail Form" button in the upper right corner and send the message. You will be given two options: Desktop Email Application or Internet Mail; select one and click OK. If you selected the Desktop option, you will see an Email message appear with your converted data attached as an XML document; send the Email. If you selected the Internet Mail option, you will see an XML document for you to save on your computer. Save it, create an Email message addressed to charterrenewal@gmail.com, attach your saved XML document, add a subject like 2013 Charter Renewal, and send it.

STEP 10: Click the "Print Form" button in the upper right corner and print your application. Obtain the three signatures on the application. Send three (3) copies to the national office with a council check for full payment of fees on or before December 31, 2012.

****** If you need help, contact Tom Reddin at reddin59@bellsouth.net.