



“Missing Persons”

If someone is missing from the roster in the recharter packet and/or the roster you load off the Internet, it may be for one of the following reasons:

- An application has not been turned into the Council Service Center registering that person in your unit (a complete, signed application **must** be turned in for each registered position or each unit)

On-Line: Enter the person’s information as a new member as a part of the Internet charter renewal process. Then have the volunteer or youth member complete the application and return it with your charter renewal packet with appropriate fees for the remainder of 2009 and for 2010.

Off-Line: Have the volunteer or youth member complete the application and return it with your charter renewal packet with appropriate fees for the remainder of 2009 and for 2010. **Do not** put them on the **Charter Renewal Overflow** page. The registrar will add the new member.

- The registration form was received by the Council Service Center after the printing of your roster or after you began the Internet Rechartering process.

On-Line: The council can reset your charter and you can start over (as long as you haven’t submitted), or you can enter the new member as above and the registrar will merge the data after you have submitted the charter.

Off-Line: Write the information on a **Charter Renewal Overflow** page (one is for youth and one for adults) and turn them in with your packet