Preparing for Charter Renewal

What Unit Leaders Should Be Doing NOW

What is Charter Renewal (aka "Re-chartering")?

- A charter authorizes an organization to operate a BSA unit
- Re-chartering is renewing the annual agreement between the organization and the BSA to operate a unit
- Re-chartering is registering adult leaders and youth for another year of Scouting
- Charters for Simon Kenton Council expire on December 31 and must be renewed each year

Prepare NOW for Re-chartering

✓ *Recruit a volunteer to be your charter renewal processor*

✓ *Determine 2016 fees to be collected and begin collecting fees*

- National BSA fees can be found on all applications
  - Registration fees are $24 per year ($2 per month)
  - *Boys' Life* subscriptions are $12 per year ($1 per month)
- Additional fees are determined by your unit (pack/troop dues, activity fees, etc.)
- For new members joining at this time, units should collect 2016 fees plus 2015 prorated fees
- For returning members and anyone transferring into the unit at this time, units should collect 2016 fees (there is no longer a transfer fee)

✓ *Conduct a Membership Inventory*

- Compare your unit roster with the BSA's version of your roster. Turn in applications **NOW** for anyone on your roster who is missing from the BSA's version of your roster.
- How the Unit Key 3 (CM/SM, CC, COR) can download a roster from MyScouting Tools:
  - Login to my.scouting.org
  - Click "Home" in the upper-left corner of the page
  - Click on your unit name to list your available tools
  - Select the Tool "Member Manager"
  - For Roster Details choose "Adult", "Youth", or "All"
  - Click ✓ to "Select All" and ⬇ to "Export Roster"
  - From the "Export Type" drop down menu, select "Member List"
  - Click "Submit" and click "Agree" to the Export Policy
  - Open the resulting .csv file with Excel to view the National BSA's version of your unit roster

✓ *Verify that all registered adult leaders are current on Youth Protection Training*

- YPT must be renewed every 2 years
- How the Unit Key 3 (CM/SM, CC, COR) can download a YPT Aging Report from MyScouting Tools:
  - Login to my.scouting.org
  - Click "Home" in the upper-left corner of the page
  - Click on your unit name to list your available tools
  - Select the Tool "Training Manager"
  - Click to "Print YPT Aging Report"
  - Click "Continue" to generate the report
  - Open the resulting .pdf file to view your unit's "YPTAgingDetails" report

Mark Your Calendar to Attend

Buckeye District Rechartering Kickoff Meeting
Wednesday, October 7 at 7 PM
SKC Leadership Development Center, 807 Kinnear Road