

RECHARTER PREPARATION TIPS

EARLY PREPARATION IS THE KEY

- Select/Confirm Unit Processor to complete online Charter Renewal Application; Recharter process accessible only to Unit Key 3 and assigned Key 3 Delegate.
- Unit Processor review of Recharter Webinars, Internet recharter 2.0 User Guide, and FAQ's found at: <https://www.scouting.org/resources/internet-rechartering>
 - National Registrar Webinar: <https://tinyurl.com/recharter1>
 - Recharter Processor Oriented Webinar: <https://tinyurl.com/recharter2>
- Discuss any questions/concerns with Unit Commissioner
- Delegate Tasks, great time to ask volunteers to assist with preparation for Recharter; assign unit volunteers to “Key 3 Delegate”, “Registration Inquiry”, “Youth Protection Champion”, and “Unit Training Chair”. Assign roles in “Organization Manager > Position Manager > Functional Roles” at my.scouting.org
- Review “Organization Manager” Roster at my.scouting.org; submit applications immediately for members not included. Recommended you submit new member applications prior to 10/16/20 or ASAP; check applications for signatures, completeness, and supporting documents needed for adults (e.g., CBC* Authorization Form and YPT Certificate) *Criminal Background Check
- Review CBC status for registered adults – Status can be found in “Organization Manager > Position Manager > Registered Positions”. Completed status indicated by checkmark beside name
- Review YPT status for registered adults – Found in “Training Manager” – Recommend renewal for anyone with training expiring between 11/15/21 – 2/28/22
- Complete worksheet containing members not to be renewed; position changes; profile updates; multiple registration; Scouts Life subscription; etc.
- Assist scheduling meeting with your SKC District Executive and your Charter Org. Executive Officer and/or Charter Organization Representative for discussion and approval of signatures regarding Annual Unit Charter Agreement.
- Notify Charter Organization Representative they will receive email for their digital approval of Charter Renewal Application once completed by Unit Processor.
- Collect Membership fees prior to 12/1/21
 - \$132 for Cub Scouts, Scouts BSA, Venturing and Sea Scouts participants
 - \$45 for all adult volunteers and Exploring Youth
 - \$25 one-time joining fee for new first time program participants in Cub Scouts, Scouts BSA, Venturing and Sea Scouts; however, there is no joining fee for Exploring participants, participants previously registered in any BSA program, those transferring from one program to another, council-paid memberships, or adult volunteers.
 - \$75 for a unit charter fee