

# How to Recharter Your Unit

## **Step 1: Assign someone to be responsible for rechartering your unit (Membership Chair).**

This should be a reliable committee member or even a parent. This person should be good with computers, because part of the process is done online. Give your unit leader a break and assign someone else to do this job! It would be a good idea for this person to get familiar with the online rechartering process by taking the tutorial on our Council's web site.

*If Nobody is given the job to do something, then Nobody does it!*

## **Step 2: Receive your Charter Packet and review the instructions in it.**

You can't recharter without this packet. It contains the user name and password, which your Membership Chair should use to access the rechartering web site. It will have other forms in it that your unit should fill out and submit to Council.

*You can usually pick up this packet at one of your District's fall Roundtable meetings, which are the first Wednesday of the month at Our Lady of Sorrows Roman Catholic Church in Hamilton.*

## **Step 3: Find out who is staying in your unit and who to drop (Membership Inventory)**

Call, email or ask each scout's family if they wish to continue with scouting. Now is a good time to ask the parents of the boy who you haven't seen in a while. Perhaps they have had a prolonged illness or got involved with sports for that period? Some units collect their yearly dues at rechartering time. That way, the dues payment confirms that they are staying with the program. If you lost an adult in a required leadership position, it must be filled and an adult application for this person must be submitted and attached to the rechartering paperwork.

Now would also be a good time to check which adults need the mandatory Youth Protection Training (YPT). This training is only good for two years and then it needs to be retaken online via the MyScouting web site. Every new adult added to your charter roster must take this YPT training BEFORE you recharter your unit - include their new YPT certificates in your rechartering paperwork. If a registered adult's YPT will expire by the end of the year, have this adult retake this training online.

*One of the main reasons for rechartering is so that you and Council can update their records. Council knows about who joined your unit, because you submitted an application for them. But, they have no way of knowing who has left your unit, except for when you drop them from your online roster at rechartering time.*

## **Step 4: Meet with your Chartering Organization Head (COH)**

This is the person who will sign your rechartering paperwork, once you have completed the online process and printed it out. Now would be a good time to thank your Chartering Organization for all that they do for your unit. Talk about what your unit accomplished last year and the plans for the coming year. Let your COH know that you will need to meet some time in the future to get the signatures for the Charter Renewal Application. Also let them know that the District Executive will contact them to set up a separate meeting with them to sign the Charter Agreement.

*An active and informed COH can support your program and help you with recruiting both youth and adult leaders!*

## **Step 5: The Membership Chair completes the online portion of the process**

The Membership Chair visit Council's main web page:

[http://www.buckscountybsa.org/OpenRosters/View\\_Homepage.aspx?orgkey=884](http://www.buckscountybsa.org/OpenRosters/View_Homepage.aspx?orgkey=884) and clicks on the rechartering links to begin the online process. Using the updated roster, drop the people who are no longer members of your unit. Any members added online must have an application for that person attached to the rechartering paperwork. This must be done even if you have already submitted an application for them beforehand - simply make a copy of your copy of their application and attach that to the paperwork. When in doubt - attach a copy! The same goes for a boy scout in your unit who aged out and is switched online to an adult leader - an Adult Application must be submitted for that person.

You must click on the "SUBMIT" button in order to complete the online process. Once you do this, you cannot make any more changes to your online roster. Any paperwork printed out before clicking "SUBMIT" is preliminary and must not be used.

*Completing the online process does not mean your unit has been rechartered! You must print out paper copies, get them signed and submit all the rechartering paperwork to your DE.*

## **Step 6: Print out your Charter Renewal Application and get it signed**

After you have completed the online process and have clicked on the "SUBMIT" button, print out the Charter Renewal Application. The Unit Leader signs the Charter Renewal Application for "Unit Leader Certification". The Chartering Organization Head will sign the Charter Renewal Application for "Executive Officer Certification".

The Charter Agreement will be signed sometime at meeting between your Chartering Organization Head and the District Executive. Be aware that the Unit Leader and Committee Chair may not be invited to this meeting. These volunteers are highly valued for their service to scouting, but technically are not parties to this agreement and should not take offence to this exclusion.

*If you have done Step 4 above, getting the signature from your COH should be easy.*

## **Step 7: Check your rechartering paperwork before handing it in**

Do you have all the needed signatures? Have you attached originals or copies of applications for people added to the online roster? Are these applications completely filled out and do they have all the required signatures? For adult applications: is the Disclosure/Authorization form (page 4 of the application) filled out and signed? Have you attached a Youth Protection Training Certificate for each registered adult (as needed) as proof that their training is current? How are you going to pay the rechartering fee? If by unit check, do not fill in the amount yet - wait to get the final number when you meet with your DE - there is an additional Council insurance charge that needs to be added to the fee that was calculated online, plus there may be some membership fees for added members.

## **Step 8: Deliver the rechartering paperwork to your District Executive (DE)**

If you have done all the other steps above, this should be an easy task. Your DE will check the paperwork, give you the final number for the rechartering fee and then sign the paperwork as needed.

*Congratulations! Your unit is now officially rechartered for the next year. That wasn't so hard, was it?*