
2022 Internet Recharter Guide and Timeline

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Gateway Area Council



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2022 Internet Recharter Guide and Timeline

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Keys to a Successful Recharter

Units can have a successful recharter by doing the following:

- Start early - don't wait until system is open
 - Identify a recharter champion
 - Complete membership inventory
 - Check youth protection aging report
 - Create a plan to collect fees
- Review online training materials - (see slide 9 for links)
 - FAQs
 - Recharter user guide
 - Recharter video
- Review the recharter timeline (slide 7)



Keys to a Successful Recharter

Avoid the most common reasons a recharter cannot be processed

- Missing Signed Criminal Background Check Approval Form
- Missing or Expired Youth Protection Training
- Missing Signatures (Applications, Background Checks)
- Missing Key 3 Approval
- Missing Adult Applications
- Money Incorrect
- Youth Turned 18 – Needs Youth Protection Training, Criminal Background Check, and Application
- Loading a blank or incomplete document



Membership Inventory

The Committee Chair or recharter champion should log into their my.scouting.org account and download a copy of their unit's roster. Comparing the local unit roster against the official membership file will reveal any adults and youth who are not officially registered in the BSA. An application should be collected from any member on the unit roster that is not on the official membership file.

A committee member should contact every family to:

- Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
- Verify Scout Life subscription
- Communicate fees and unit payment due date
- Once the membership inventory is completed, retain the roster - needed during the data input process

Membership Inventory Report

1. My.scouting.org account and click on "MENU" on the top left of the page
2. Scroll down then click on the unit and select "ROSTER"
3. Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
4. The exported roster file will show up in a pop up box click on it
5. Save as an Excel file



Youth Protection Training

All registered adults must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer cannot be registered. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s should regularly review their unit's YPT status.

Youth Protection Training Aging Report

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Scroll down then click on the unit and select "YPT Reports"
3. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
4. The exported roster will show up as a link to download or will open in a new window
5. Save the file
6. Review for any adults with YPT expiring before **March 1** (for December units) and contact them to retake YPT before submitting your final recharter paperwork



Unit Recharter Timeline

November 10 -
23

Stage 1 - Recharter Prep

1. Meet with unit commissioner review recharter timeline
2. Assign recharter champion
3. Review recharter resources
4. Begin membership inventory
5. Identify YPT expiring before Mar 1

November 23
– December 16

Stage 2 - Internet Recharter

1. Update/Add/Remove members from roster
2. Re-check and verify YPT training
3. Finalize membership inventory/fall recruitment
4. Collect fees & submit roster
5. Member of key 3 approves

December 16 –
January 15

Stage 3 - Council Process

1. Council receives recharter
2. Validates recharter
3. Unit resolve defects or missing paperwork
4. Unit verifies My.Scouting roster

Deadline to submit your Unit Recharter is **Friday, December 16!**



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Unit Recharter Details

2023 Fees

Unit Fee: \$100

Youth: \$79 (annual membership + insurance)

Optional \$15 Scout Life

\$25 New Scout Fee

Adults/Exploring: \$49 (annual membership + insurance)

Need assistance? Recharter Open-Houses @ Council Office:

Thursday, November 17 (5 – 7 pm)

Monday, November 21 (5 – 7 pm)

Thursday, December 1 (5 – 7 pm)

Sign up with SignUpGenius: <https://www.signupgenius.com/go/10c0e48aaa829a4fcc16-recharter>

OR ANYTIME BY APPOINTMENT w/ NIKKI OR MORGAN

Deadline to submit your Unit Recharter is **Friday, December 16!**



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Recharter Resources

Internet Charter Renewal 2.0 - <https://www.scouting.org/commissioners/internet-rechartering/>

- View Recent Updates, Changes, and Enhancements
- Download the User Guide (**step-by-step instructions**)
- Review the FAQs
- Review the Internet Recharter Responses to Forum-Related Questions/Discussions helpdesk
- Review the Internet Recharter Video (**includes step-by-step instructions**)

URL: Internet Charter Renewal 2.0 - <https://advancements.scouting.org>

<https://www.gatewayscouting.org/recharter>

Your Unit Commissioner, District Commissioner, Council Registrar or Council Recharter Point of Contact

