

Recharter Planning

A 5-month plan

Month 5 – August

- Use roster from unit charter and begin inventory of returning scouts and leaders

Month 4 – September

- Complete unit inventory of scouts and leaders
- Ensure all leaders current on YPT and have up-to-date certificate/card
- Be sure to check list of expiring YPT for unit leaders – If submit charter December 15 and you have a leader who has YPT that expires on December 20, the unit risks a mistake in the recharter process that may result in a late recharter/dropped unit.

Month 3 – October

- All NEW adult and youth applications are completed, approved by chartered org rep, and turned into council registrar. Units want to ensure that they are submitted and are on the roster ahead of charter renewal. Many units hold recruitment events prior to October. In this case, please do NOT hold applications. Applications should be submitted immediately (once signatures are obtained and YPT certificate can be attached).
- Identify the leader that is responsible for charter renewal.
- Review what leader changes will be needed at charter renewal, which will include making sure that all leaders are trained.
- Units start collecting charter renewal fees.

Month 2 – November

- All units should have charter renewal codes (passwords) 55 days prior to final due date.
- Begin online charter renewal.
- After a unit leader accesses online charter renewal, the council registrar can't change the unit listing until the process is complete. Online chartering should NOT be long and drawn out process.
- Units collect outstanding charter renewal fees.
- Online charter renewal is completed and all fees are collected by the end of the month.
- New youth and adult applications are included with the paper output that is signed by the unit leader and chartered org rep. (Remember that this is MUCH easier if applications are submitted early. They should NOT be held until it is time for the recharter to be submitted.

Month 1 – December

- Defective charter renewals are returned to the unit for correction.