



UNIT RE-CHARTERING

Every year, from October through December, all units (packs, troops, teams, crews, posts) renew their affiliation with Scouting. Through the process, chartered organizations and members update their information, pay their registration fees and renew their Boy's Life subscriptions. A representative of each unit completes the renewal process online by indicating returning members, adding new members and updating information for individuals or the chartered organization.

STEP 1. Attend your District's Re-Charter Kickoff. Attending allows you to meet your commissioner team; they will assist and help you through the process. You will receive your re-charter packet, which provides the information needed to complete the re-charter.

STEP 2. By October 27th, Register with the online system and complete steps 1 - 2. At your District's Re-Charter Kick-off you will receive your unit's access code, use that code to create a new user account and proceed to complete steps 1 - 2 of the online portion of the re-charter, this should only take 5 minutes. The online system will open on October 1st. **You must register as a "first time user" every year and cannot use information from past years.** The online system will import a current roster from the BSA's registration system. When you reach the screen titled "select members for renewal" you can press "Ctrl P" or the "Print Screen" Button to print a copy of your roster. **Make sure to write down your username and password.**

Tips for Success:

- Before you log into the Re-Charter system, get all your youth and adult applications turned into the office for processing. (Allow 5 days for them to be processed). A member of your unit Key 3 can see when the applications have been processed via my.scouting.org. This will save you a lot of time, as the office staff will input the data and not you.
- Take the printed roster and compare it to your local records such as your unit's roster of active members, Scoutbook records, etc. You can use this to keep track of who is renewing, who has paid, and who is no longer active. You will need this information to complete step 3.
- DO NOT do transfer applications through re-charter. *This is one of the best pieces of advice we can offer.* You will have the option to "Promote Members", **DO NOT** use it. It causes all sorts of problems. If a boy is transferring into your unit, simply have them fill out a new application. If a boy is leaving your unit, simply don't renew them in your unit.

STEP 3. By Nov 10th, Inventory your Members and Collect Fees. Collect BSA registration fee(\$33), Boys' Life subscription fee(\$12), and Order of the Arrow membership fee(\$15 – OA members only) from each member that will be continuing membership. Regardless of who is assigned to do the collection, you must know who is renewing and any changes to their personal data (address, phone#, etc.) and, for adults, their Scouting position. PLEASE remember to add or update their current e-mail address as this is our main form of communication throughout the year. Involve the unit leaders and committee to determine the status of those who you cannot reach. Get complete, new applications, for any new youth or adult members. All new adult applications must attach proof of having completed Youth Protection Training in the last year. The Chartered Organization is responsible to pay the \$40 Annual liability fee, collect this fee from your chartered partner to be included with your re-charter.

STEP 4. By Nov 17th, Update the Unit Roster and Submit to Council. Now that you have gathered all of this information, log back into the online re-charter system and complete steps 3 - 5. Take all the information you've collected and update your unit's roster. At the end of the Internet Re-chartering process (Step 5), click the option to "Submit to Council", this will electronically send your completed re-charter to our council registration staff so they will have exactly what you want them to have!

Submit your charter via 3 options. At this point you will have 3 options to choose from to complete the process.

Option 1: Electronic Approval - For Troops & Crews.

You may complete your re-charter online by providing an Electronic Approval from the Chartered Organization Representative and paying your re-charter fees online via a check or credit card. If you select this option, the system will walk you through the process. If you have no missing items than **there is no printing required**, however if you have missing items then you must print either the summary roster or full roster to collect those items and bring them to your District's Beast Feast to turn them in.

*(The Electronic Approval Option is available to Packs, but please DO NOT pay online as this will result in an **overpayment**. Money has been collected from new parents that joined via fall recruitment nights to pay dues for the following year).*

Option 2: Summary Roster & Option 3: Full Roster– For all units.

If you select this option, you will submit the re-charter online but will then need to PRINT either a Summary Roster or Full Roster. The Summary Roster is a basic 2-page report that shows the main points of what you submitted. The Full Roster is a full overview of what you submitted, including names of all youth and adults that are re-charting and those who are being dropped. Either report will work fine. If you did not do an Electronic Approval, you will need to take this document and get it signed by the Chartered Organization Representative. Bring the completed document, along with any missing items to your District’s Wild Beast Feast (turn-in night).

STEP 5. By Dec 5th Collect Missing Items, Obtain Signatures and Review with a Unit Commissioner. Collect applications for all youth and adults that you added. Collect paper copies of any missing youth protection training certificates. This is incredibly important as **the Re-Charter CANNOT be processed until we receive these items.** This is the part that generally will hold up a re-charter from being posted. If you did not use Electronic Approval (Option1), then you will need to get the required signatures for the printed copies of the roster. Use the Re-Charter Turn-in Worksheet, found in your re-charter packet, to ensure 100% completion of your Re-Charter. Meet with your Unit Commissioner to review your charter for errors before attending the District’s Wild Beast Feast.

Tips for Success:

- In years past the front page of the printed roster showed adults and youth who are missing applications and the last page gave a list of Adults who needed youth protection training. This may be different in the new system.
- You can utilize my.scouting.org to identify adults who have outdated youth protections. This training can be completed from a phone, tablet or online. District will also offer classroom trainings at their October Roundtables (Wisconsin River will offer it in November)

STEP 6. Turn in all paperwork at your District BEAST FEAST! Turn in your completed Re-Charter with all missing items and signatures at your District's Re-charter Turn in night/ Beast Feast. You should also turn in your unit’s Journey to Excellence form. Bring a check to pay the Re-Charter fees. **If possible, we suggest that the amount NOT be filled in until District leadership has double checked the total.** For packs – You will receive a yellow slip that shows how much money was collected during fall recruitment, that amount will be subtracted from the total amount due for charter renewal.

BEAST FEAST!

At the December Roundtable, each District will host a Wild Beast Feast! This fun event serves multiple purposes and is designed to be fun and social. It gives all unit leaders, committee members and parents the opportunity to meet in-person the District Leadership, and it also serves as our Re-charter Turn-in Night. The event is a pot luck of food with a “beast” theme; attendees bring beast (cooked meat of some type) or a side (like potato salad) to share with everyone. Please bring enough food to cover the number of people you bring. All those who attend can compete in the Wild Beast Competition to win the prestigious Best Beast Award! Judging will be from 7:05pm – 7:20pm.

Each District’s Sub-Committees will be seated at tables placed around the room. These committees include Camping, Activities, Membership, Finance, Advancement, Training, Order of the Arrow and the Commissioner Staff (who will collect Re-charters). Each committee will provide important information about exciting events and activities for next year and answer questions.

DISTRICT WILD BEAST FEASTS!

Indian Trails District	Dec 14	7:00pm	St. John Vianney Catholic Church, Marian Hall (1236 E. Racine Street, Janesville, WI)
Mohawk District	Dec 14	7:00pm	at LDS Church (4505 Regent St. Madison WI)
Yahara District	Dec 6	7:00pm	at LDS Church (5602 Irongate Drive, Madison WI)
Wisconsin River District	Dec 7	7:00pm	at St. John’s Lutheran Church (100 Oak St. Prairie Du Sac, WI)