



UNIT RE-CHARTERING

Every year, from October through December, all units (packs, troops, 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 and Receive your Access Code. Attending allows you to meet your commissioner team who will help you through the process. You will receive your re-charter packet with a detailed training on how to easily and successfully complete your re-charter.

STEP 2. By October 26th, Register online and complete online steps 1 - 2. Using your access code, go to my.scouting.org – menu – legacy tools – internet recharter and register as a first-time user. Make sure to write down your password. You must register as a “first time user” every year and cannot use information from past years. The system will be available after October 1st. Select “Load Council Information” to get a “working copy” of your current roster from the BSA’s registration system.

STEP 3. By Nov 9th, Inventory your Members and Collect Fees. This includes updating your roster of members, removing those no longer involved with your unit, adding new youth and adults not currently registered and collecting dues. BSA registration fee is \$33 per person, Insurance fee is \$5 per person, Optional Boys' Life subscription fee is \$12, and Chartered Organization Liability fee is \$40.

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. 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. The Chartered Organization should pay the \$40 Annual liability fee. The Insurance fee is a new fee and is \$5 per person, both youth and adults.

Youth Protection: Before the online system will allow you to submit the recharter, all registering adults must be current in their Youth Protection Training. This training was updated in February 2019 and all adults must complete the current version of the training to recharter. Adults that do not have the current training will show up as not begin trained in my.scouting.org. This training should be completed online via my.scouting.org. Classroom trainings are offered, but it is preferred individuals complete this online.

STEP 4. By Nov 16th, Complete online steps 3-5: 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 "Submit to Council" to finish the online portion of the re-charter. After clicking “Submit to Council” all Unit’s **MUST PRINT** your charter – click “Print Renewal Application” and select “Unit Charter Renewal Report Package” (DO NOT Select E-Z Report)

Approval: The Recharter must be signed and approved by the Executive Officer of the Chartered Organization. They can do this electronically through the recharter system or they can sign the printed charter.

Payment Options: The system will give you 3 payment options: Credit Card with 3% fee, Cash, or e-check. Troops and Crews can select any of the payment options. **Pack must select Cash** because funds were collected for recharter from new youth that joined during School Nights. Those funds are being stored in a custodial account and must be subtracted from the total amount owed. Payment online will result in an overpayment.

STEP 5. By Dec 4th Obtain Signatures and Collect Missing Items. The Executive Officer must sign the recharter, either electronically or by hand, this is found on the 2nd page of the printed recharter. The front page of the printed recharter will have, in **RED**, missing items that must be collected and added to the recharter before it can be processed. 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. Use the Re-Charter Turn-in Worksheet, found in your re-charter packet, to ensure 100% completion of your Re-Charter.

Unit Commissioner: Your Unit Commissioner is there to help you and can review your charter for errors prior to attending the attending the District’s Wild Beast Feast. The Commissioner can also help you fill out your Journey to Excellence form.

My Unit Commissioner is: _____ Phone: _____

E-mail: _____

STEP 6. Turn in paperwork at your District WILD BEAST FEAST! Turn in your completed recharter with all missing items and signatures at your District's Beast Feast, which is also the recharter turn in night. Also turn in your unit’s Journey to Excellence form. If you didn’t pay online, bring a check pay the recharter fees. **If possible, we suggest that the amount NOT be filled in until District leadership has double checked the total.**

BEAST FEAST!

December Roundtable is the District’s 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!

District 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 DATES

Indian Trails District	Dec 13	7:00pm	St. John Vianney Catholic Church, Cafeteria (1236 E. Racine Street, Janesville, WI)
Mohawk District	Dec 12	7:00pm	at Covenant Presbyterian Church (326 S Segoe Rd, Madison WI)
Yahara District	Dec 5	7:00pm	at LDS Church (5602 Irongate Drive, Madison WI)
Wisconsin River District	Dec 6	7:00pm	at St. John’s Lutheran Church (100 Oak St. Prairie Du Sac, WI)

On January 1st, if the Unit’s recharter paperwork has not been received by our Council office, insurance stops and the Unit must stop operating until the recharter paperwork is received. Recharters may not be immediately processed on January 1st, however if the office has received it, then the Unit can continue to operate as usual.