



## 2021 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 connect with 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 26<sup>th</sup>, Register online and complete online steps 1 - 2.** Using your access code, go to [my.scouting.org](https://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 1<sup>st</sup>. Select “Load Council Information” to get a “working copy” of your current roster from the BSA's registration system.

**STEP 3. By Nov 16<sup>th</sup>, 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 \$66 for youth, \$42 for Exploring participants and \$42 for adult leaders: Optional Boys' Life subscription fee is \$12 (strongly encouraged), and Chartered Organization Liability fee is \$75. New this year is a council program fee which is \$66 for all youth except Exploring which is \$5. For adult leaders the program fee is \$29. There is no program fee for Scoutreach units. Reference the council updated membership fee structure for further details on program fees.

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 cannot be reach. Get complete, new applications, for any new youth or adult members. The Chartered Organization should pay the \$75 Annual liability fee.

Youth Protection: Before the online system will allow you to submit the recharter, all registering adults must be current (must be taken every two years) in their Youth Protection Training. Adults that do not have the current training will show up as not being trained in [my.scouting.org](https://my.scouting.org). This training should be completed online via [my.scouting.org](https://my.scouting.org). Classroom trainings are offered, but it is preferred individuals complete this online.

**STEP 4. By Nov 23<sup>rd</sup>, 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. New this year if your unit has or sets up a Business Pay Pal account is for families to make payments via Scout Book.

**STEP 5. By Dec 2<sup>nd</sup> Obtain Signatures and Collect Missing Items.** The Executive Officer must sign the recharter, either electronically or by hand, this is found on the 2<sup>nd</sup> 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 submitting to the council. 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!** Turn in & review your completed recharter with all missing items and signatures. Due to COVID-19 your district may or may not a set date/location for turning in. Please connect with your District Commissioner & District Executive for specific plans for reviewing and turning in your recharter. Also turn in your unit’s Journey to Excellence form. If you didn’t pay online, bring a check to pay the recharter fees. **If possible, we suggest that the amount NOT be filled in until District leadership has double checked the total.**

## DISTRICT COMMISSIONER & DISTRICT EXECUTIVE CONTACT INFO

### Indian Trails District

District Commissioner	Mike Cole	<a href="mailto:mikecole468@gmail.com">mikecole468@gmail.com</a>	763 442-6556
Development/District Director	Andrew Olsen	<a href="mailto:andrew.olsen@scouting.org">andrew.olsen@scouting.org</a>	608 289-9671

### Mohawk District

District Commissioner	Bob Quackenboss	<a href="mailto:rfquacke@wisc.edu">rfquacke@wisc.edu</a>	608 469-2145
District Director	Margaret Williams	<a href="mailto:margaret.williams@scouting.org">margaret.williams@scouting.org</a>	608 235-0536

### Yahara District

District Commissioner	Roger Greathead	<a href="mailto:rogergreathead@eurofinsus.com">rogergreathead@eurofinsus.com</a>	608 692-1816
District Executive	Oliver Dupree	<a href="mailto:oliver.dupree@scouting.org">oliver.dupree@scouting.org</a>	608 335-2243

### WI River District

District Commissioner	Kevin Their	<a href="mailto:kthier@cardinalcorp.com">kthier@cardinalcorp.com</a>	608 354-8231
District Executive	Lacey O’Rourke	<a href="mailto:lacey.orourke@scouting.org">lacey.orourke@scouting.org</a>	608 440-0157

*On January 1<sup>st</sup>, 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 1<sup>st</sup>, however if the office has received it, then the Unit can continue to operate as usual.*