

# Unit Rechartering Timeline

## June to September

- **Recruit new members:** It is very important to recruit the entire family into Scouting
- Boys who are finishing Kindergarten are eligible to join as Tigers on June 1<sup>st</sup>
- Suggestion for a **Pack:** Promote your recruitment effort using paper flyers, Facebook, email, social media, etc. - then recruit in two steps. First, invite families in your area for a Sunday afternoon for ice cream, a craft and some information, to give them a “taste” of scouting. Then, invite them to come back a week later to your regular Pack meeting for a bonfire, marshmallows, retiring flags, etc. - This really works!
- For **Troops:** Peer-to-Peer recruitment works best – encourage your scouts to invite their friend to a regular meeting. Recognize and reward the scouts who bring their friends.
- Submit the applications for any new members to Council as soon as possible. Please, do not hold onto these applications until charter submittal!

## October

- A representative from your unit receives the Charter Packet from your District Executive – these can be picked up at your October 1<sup>st</sup> Roundtable Meeting or at some time after.
- Select (or confirm you have) a **Membership Chair**, the person responsible for rechartering your unit. *This person takes action on all the remaining tasks in this timeline.*
- The Membership Chair emails and identifies themselves to the District Executive (DE), [tanasha.scott@scouting.org](mailto:tanasha.scott@scouting.org) and District Commissioner (DC), [commissioner@mad-bsa.org](mailto:commissioner@mad-bsa.org)
- Schedule a November **meeting with Chartering Organization Head (COH)**

## Early November

- Conduct Membership Inventory - who is continuing with scouting in your unit for another year?
- As soon as it is completed, forward the results of your Membership Inventory in electronic format (PDF, DOC or XLS) to your DE and DC, as listed above. Make sure to identify any new scouts and Adult Leaders that were recruited from June onward.
- *It is a good idea to collect your unit membership dues at rechartering time. A payment from each family shows their commitment to continuing with the scouting program for another year.*

## November

- Committee Chair, Unit Leader, Chartering Organization Representative (COR) and Membership Chair **meet with COH** to go over results of membership inventory, talk about how your unit did last year and discuss your plans for the future.
- **Make sure all the required adult leadership positions are filled and that they are Youth Protection trained.**
- Membership Chair logs into the Council Internet Rechartering website, goes through the online process, submits the online charter and then prints out the **Renewal Application.**
- **Every new member added online must fill out and sign an application.**
- Make **copies of any applications** already submitted to Council for people added during the online process.
- **Get Needed Signatures** for Charter Renewal Application
- If needed, the Unit Treasurer writes check for total rechartering fee, but leaves amount blank.

## December 3<sup>rd</sup> Roundtable Meeting

- Your Membership Chair submits the following items in order to complete the rechartering process:
  1. Signed **Charter Renewal Application**
  2. Signed **check** for total rechartering fee (if using this payment method)
  3. Signed **Applications** for people added during the online process
  4. **Copies** of already submitted **applications** for people added during the process

## December

- If your rechartering package was found to be incomplete at the December Roundtable, you will have received a checklist of what needs to be done. Complete the items on this checklist and submit your package to your DE as soon as possible.
- If you did not attend the December Roundtable, complete your units rechartering package as soon as you can and submit to your DE.

## After December 31st

- **All Charters expire** and any unit that did not recharter will lapse, which means **none of your paperwork will be processed** by Council and you are **not covered by insurance**.

# Unit Signatures Needed for Rechartering

## Chartering Organization Head - COH

- Signs the Charter Renewal Application for “Executive Officer Certification”
- Signs the Charter Agreement “For the Chartered Organization” at a separate meeting with the District Executive
- Signs the Adult Applications for the “Chartering Organization Head”

## Unit Leader (Scoutmaster, Cubmaster, etc)

- Signs the Charter Renewal Application for “Unit Leader Certification”
- Signs the Youth Applications

## Committee Chair- Signs the Adult Applications

## Adult Applicants

- Sign their own Application
- Sign the Disclosure/Authorization Form included in their own Application

## Scout Parents- Sign their Youth’s Application

# Adult Unit Leaders in Required Positions

### **In order to recharter, all units must have the following adult leaders:**

One Chartering Organization Head (also known as the Executive Officer or Institutional Head)  
One Chartering Organization Representative (Committee member who acts as liaison to the COH)  
One Committee Chairperson  
One Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper, Varsity Coach)  
Two Members of Committee

### **In addition, Packs must have:**

One Tiger Den Leader (if registering Tiger Cubs)  
One Den Leader (if registering Cub Scouts)  
One Webelos Den Leader (if registering Webelos)

*Adult Leadership positions can be updated during rechartering for existing leaders using the Internet Rechartering Web Site. An adult application must be submitted for all new leaders in required positions which were added online. Between rechartering periods, required unit leadership positions can be changed for adults already registered by submitting another application with the new leadership position indicated - no fee required.*