

"Be Prepared"

Recharter Checklist

Each year, all units in the Blackhawk Area Council recharter. The recharter process requires significant coordination and if you delay it can be more difficult than it needs to be.

Preparation

- _____ Hold an Annual Planning Meeting to create your unit's 2022-23 calendar and budget. Including your 2023 FOS & Camping promotion dates in your calendar will make it easier for your District to plan.
- _____ Include 2023 membership fees in your unit's budget (\$75 per scout, \$45 per adult, \$15 per Scout's Life Subscription, \$12 per person youth & adult insurance fee and \$100 unit charter fee).
- _____ Using your budget, determine the cost per Scout and your unit's dues structure. Consider how Scouts can offset the cost with fundraisers such as Popcorn and Camp Cards.
- _____ Identify which unit leadership positions need to be filled.
- _____ Email all adult leaders reminding them of the Council's policy for YPT to be taken annually & encourage them to complete it as soon as possible.
- _____ Communicate with your unit's families the 2023 recharter fees and the due date of the fees to your unit.

September

Ensure the individuals filling the following roles for the 2022-23 program year are on your unit roster:

- _____ All returning youth
- _____ Committee Chair
- _____ Committee Members
- _____ Chartered Organization Representative
- _____ Cubmaster/Scoutmaster/Advisor
- _____ Den Leaders (Packs only, minimum 1)

Verify the following:

- _____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.
- _____ Committee has assigned someone to complete the recharter online and coordinate submitting paperwork. **Please note only the unit Key 3 have access to the recharting system.*
- _____ The correct adults are indicated in the Key 3 positions (Chartered Organization Representative, Committee Chair, and Cubmaster / Scoutmaster / Advisor)

Collect the following:

- _____ Completed Adult Application, CBC disclosure page and YPT certificate (completed in 2022) for any new adult leaders. Submit to Council after collecting.
- _____ Youth Protection Training Certificates showing completion of training in 2022 for all currently registered adult leaders. Retain copies until recharter is processed by Council.
- _____ Youth Applications for any missing or new youth. Submit to Council after collecting.
- _____ Unit dues for returning youth and adult leaders, including 2023 registration fees. Consider delayed payment if families are participating in fundraiser to offset cost of dues.

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October

Verify the following:

- _____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.
- _____ The person completing your recharter attends recharter orientation
- _____ All Adult Leaders have completed Youth Protection Training.

Collect the following:

- _____ Balance of unit dues if your unit allows Scouts to use a fundraiser to offset membership costs.
- _____ Youth Applications for any new youth. Submit to Council after collecting.

Do the following:

- _____ Attend your October Roundtable for recharter packet pick-up and recharter training.
- _____ Login and begin online recharter.

November

Verify the following:

- _____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.

Collect the following:

- _____ Youth Applications for any new youth. Submit to Council after collecting.

Do the following:

- _____ Complete and click "submit" on online recharter.
- _____ Chartered Organization approves recharter (online or signed copy of recharter print-out).
- _____ Review completed charter packet with your Unit Commissioner / District Executive.
- _____ Address any issues with recharter.
- _____ Attend your November Roundtable for turning in all recharter paperwork and payment. OR complete the process online no later than your November Roundtable date.

Please submit your charter and payment no later than your District's November Roundtable.