

"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 2023-24 calendar and budget. Including your 2024 FOS & Camping promotion dates in your calendar will make it easier for your District to plan.

_____ Include 2024 membership fees in your unit's budget (\$92 per scout [*\$80 membership fee + \$12 Council Insurance fee*], \$72 per Adult [*\$60 membership fee + \$12 Council Insurance fee*], \$15 per Scout's Life Subscription 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.

_____ 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.

August

Ensure the individuals filling the following roles for the 2023-24 program year are on your unit roster:

_____ All returning youth

_____ Committee Chair

_____ Committee Member (1 of 2)

_____ Committee Member (2 of 2)

_____ Chartered Organization Representative

_____ Cubmaster/Scoutmaster/Advisor

_____ Den Leaders (Packs only, minimum 1)

Collect the following:

_____ Completed Adult Application, CBC disclosure page and YPT certificate (completed in 2023) for any missing adult leaders. Submit to Council after collecting.

_____ Youth Protection Training Certificates showing completion of training in 2023 for all currently registered adult leaders. Retain copies until recharter is processed by Council.

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

September

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.

Collect the following:

_____ Completed Adult Application, CBC disclosure page and YPT certificate (completed in 2023) for any new adult leaders. Submit to Council after collecting.

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

_____ Unit dues for returning youth and adult leaders, including 2024 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.

_____ Your Unit has received your recharter login credentials

_____ The person completing your recharter attends (or views) the virtual recharter orientation

_____ All Adult Leaders have completed Youth Protection Training in 2023.

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:

_____ Login and begin online recharter.

_____ Pick up your Unit's Recharter Packet from your October Roundtable.

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.

_____ Get Chartered Organization approval of recharter (online or signed copy of recharter print-out).

_____ Review completed charter packet with your Unit Commissioner and District Executive.

_____ Address any issues with recharter.

_____ Submit your payment online or via check made Payable to Blackhawk Area Council.

December

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:

_____ Submit completed recharter packet with missing pieces and Journey to Excellence Scorecard.