 BOY SCOUTS OF AMERICA

 CONNECTICUT YANKEE COUNCIL

OFFICIAL RECHARTER REFERENCE

1. All adult leaders must complete Position Specific Training for each leadership position they hold. All positions require Position Specific Training.

2. All adult members must complete BSA Youth Protection Training after February 7, 2018 and prior to submitting a completed online Charter Renewal application.

3. The Unit Recharter Person (URP) should be familiar with Scouting and their unit’s membership.

4. Go here to begin your Charter Renewal Application:
 <http://www.ctyankee.org/resources/recharter>

5. Your access code to use the Recharter program is included in this email. When you first log in, please be sure to log-in as a **NEW USER (even if you were the URP last year)**. Be sure to enter your unit number as a four-digit number (i.e., Troop 19 should be entered as 0019).

6. Do not create a new profile. If you experience difficulty logging into the my.Scouting.org. Contact Karen Caiati at the Council office for assistance.

7. For questions or assistance please contact your District Commissioner.

8. Do not add new leaders or youth members manually in the Recharter program. Submit new member applications. For adult volunteers, please submit proof of Youth Protection and Position Specific Training at the Council office so the new members can be uploaded into your Recharter program. Wait one week for names to appear. Click “Update unit roster” to check.

9. Don’t change the Charter Organization Representative without authorization from the Council office. If you are unsure, please check with Karen.

10. Do not pay for adult leaders that pay through a different unit (a Multiple). Check with your leaders to be sure which unit they are paid through.

11. Pay BSA registration, Council Operations Fees, insurance, and Boy’s Life by mailing a check to the Council office, deducting from your unit account, or paying with a check at your District Recharter Day.

13. On-line payments for recharter are discouraged as no refunds can be given for credit card payments made as part of the online Recharter program.

14. Recharter due date is on or before November 17, Recharter Day.

15. Late recharter will result in unit inactive status. During this time no youth advancement can be recorded and all unit memberships will have lapsed.