

Recharter Checklist

I. ASSIGN A RECHARTER COORDINATOR

- A. Make coordinator a Key 3 Delegate to ensure proper access.

II. CONDUCT MEMBERSHIP INVENTORY

- A. Confirm returning adults and youth.
- B. Confirm any adults and youth not continuing.
- C. Confirm any adult leader position changes.
- D. Confirm primary unit of adults and youth registered in multiple units.
- E. Submit all new adult and youth applications before Online Recharter Application.

III. COLLECT DUES FOR NEW/CONTINUING ADULTS AND YOUTH

IV. ENSURE ALL ADULT LEADERS COMPLETE YPT IN 2023

V. ENSURE ALL ADULT LEADERS COMPLETE POSITION SPECIFIC TRAINING

VI. CONFIRM UNIT ACCOUNT WITH COUNCIL IS NOT OVERDRAWN

VII. MEET WITH UNIT COMMISSIONER TO COMPLETE JOURNEY TO EXCELLENCE SCORECARD

VIII. COMPLETE ONLINE RECHARTER APPLICATION

- a. *DO NOT PAY FOR RECHARTER ONLINE.*

IX. FINALIZE RECHARTER AT YOUR DISTRICT RECHARTER DAY, PLEASE BRING:

- A. 1 copy of approved Online Recharter Application.
- B. 1 **BLANK** check made out to Connecticut Yankee Council. *DO NOT PAY FOR RECHARTER ONLINE.*
- C. 1 signed copy of the Charter Agreement.
- D. 1 signed and completed copy of your Journey to Excellence Scorecard.
- E. 1 copy of the unit Youth Protection Training Report.
- F. Review the dues calculator and compare it to the automatic calculation provided on the Online Recharter Application.

Recharter Reference Guide

- I. **ASSIGN A RECHARTER COORDINATOR - a registered adult in charge of the unit rechartering process (mid-October)**
 - A. To complete the online portion of the recharter, the Recharter Coordinator needs to be assigned the role Key 3 Delegate in my.scouting.org
 - B. The Unit Leader (Cubmaster, Scoutmaster, etc.) should not be the Recharter Coordinator as their responsibility is to plan and deliver the program.
 - C. The Recharter Coordinator must be registered with the BSA and trusted by the Key 3 and is frequently the Committee Chair or Charter Organization Representative
 - D. The Recharter Coordinator should plan to attend your District's Recharter Day in November
 - E. The Recharter Coordinator should be able to work with other members of the Unit Committee, such as Membership Coordinator, Treasurer, and Training Coordinator
- II. **CONDUCT MEMBERSHIP INVENTORY (mid-October)**
 - A. Confirm returning adults and youth
 - B. Confirm any adults and youth not continuing
 - C. Confirm any adult leader position changes
 - D. Confirm primary unit of adults and youth registered in multiple units
 - E. Submit all new adult and youth applications before Online Recharter
 - i. Staff contacts are karen.Caiati@scouting.org and pamela.sugrue@scouting.org
 - ii. Be sure to use the latest version of the [adult application](#) and obtain ink signature from Charter Organization Representative
- III. **COLLECT DUES FOR NEW/CONTINUING ADULTS AND YOUTH (mid-October)**
 - A. Hardship cases that need help with dues? Work with your Unit Commissioner or District Executive to ensure scouting is available to all.
- IV. **ENSURE ALL ADULT LEADERS COMPLETE YPT IN 2023 (mid-October)**

A. Adult members whose Youth Protection Certificate expires prior to Jan 1, 2025 will not be registered by Council.

V. ENSURE ALL ADULT LEADERS COMPLETE POSITION SPECIFIC TRAINING (mid-October)

A. Training records for registered adults are available in my.scouting.org under Training Manager

B. All registered adults are required to take position-specific training. Especially for adults changing roles in the unit, review their training record to ensure they are trained for their new role.

C. Hazardous weather training is required for all direct contact leaders (including assistants).

D. If your unit does not have the minimum number of trained adults, the unit will not be rechartered. The following positions must be registered with trained adults to recharter:

i. Chartered Organization Representative

ii. Committee Chair

iii. Scoutmaster or Cubmaster

iv. Committee Member (at least two)

v. Den Leader (at least one if Pack)

VI. CONFIRM UNIT ACCOUNT WITH COUNCIL IS NOT OVERDRAWN (mid-October)

A. Staff contact is William.amidon@scouting.org

B. A positive value on your unit account indicates that you owe money to Council, a negative value indicates that you have money available for unit use.

C. Starting Aug 1, 2023, registration fees for a full year have been deducted from unit accounts if the fees were not provided when new adult and youth applications have been submitted.

D. Going forward, registration fees for a full year will be deducted automatically from your unit account if not provided with applications.

E. New adults and youth added after Aug 1, 2023 will show as “No Fee” on Recharter.

F. Directions on how to manage multiple renewal dates will be provided in 2024.

VII. MEET WITH UNIT COMMISSIONER TO COMPLETE JOURNEY TO EXCELLENCE SCORECARD (before Recharter Day)

- A. Scorecards and guides are available at <https://www.scouting.org/awards/journey-to-excellence/>
- B. Hold a Key 3 meeting (Unit Leader, Committee Chair, Charter and Organization Representative) with your Unit Commissioner to discuss progress toward unit goals.

VIII. COMPLETE ONLINE RECHARTER APPLICATION (before Recharter Day)

- A. Submit all new adult and youth applications BEFORE completing the Online Recharter Application.
- B. Navigate to Online Recharter Application.
 - i. Log into <https://advancements.scouting.org/login>.
 - ii. Click on “Recharter” on left of page.
- C. Confirm that all returning adults and youth appear in member list.
 - i. If any continuing adults or youths do not appear in member list, please contact karen.Caiati@scouting.org and pamela.sugrue@scouting.org.
- D. Remove any adults and youth not continuing.
 - i. Select any adults and youth not continuing by checking the box on the left the name.
 - ii. Select “Manage Members” from bar above and “Remove from Charter”.
- E. Update any adult leaders that are changing positions.
 - i. Click on pencil icon to right of the leader’s name and edit position.
- F. Mark all adults or youth that are registered in multiple units and whose registration fees will be paid in another unit.
 - i. Select any adults and youth not continuing by checking the box on the left the name.
 - ii. Select “Manage Members” from bar above and “Multiple” and enter primary unit.
- G. Select “Validate Recharter and Pay” on bottom right.
 - i. If any errors or warnings, correct any issues.
 - ii. After “OK” message, Click “Proceed to Payment”.

H. Fill in contact information and check “Pay at Council” box. *DO NOT PAY FOR RECHARTER ONLINE.*

I. Select “Pay and Post Renewal”.

J. Key 3 receives email with link to approve Online Recharter Application.

K. Once approved, print copy of the final charter packet.

**IX. FINALIZE RECHARTER AT YOUR DISTRICT RECHARTER DAY
(see schedule below)**

A. Attending Recharter Day is the most efficient way to complete Recharter as we can assist with resolving any issues that arise. If all is in order, most recharterers take about 15 minutes to review and finalize.

B. Please bring the following to your District Recharter Day:

i. 1 copy of approved Online Recharter Application.

ii. 1 **BLANK** check made out to Connecticut Yankee Council. *DO NOT PAY FOR RECHARTER ONLINE.*

iii. 1 signed copy of the Charter Agreement.

iv. 1 signed and completed copy of your Journey to Excellence Scorecard.

v. 1 copy of the unit Youth Protection Training Report.

vi. Review the dues calculator and compare it to the automatic calculation provided on the Online Recharter Application.

C. District Recharter Day Schedule

i. Pomperaug – November 18th 8am to 3pm at Council Office

ii. Quinnipiac – November 18th 8am to 3pm at Council Office

iii. Scatacook – November 18th 10am to 1pm at St. Thomas Episcopal Church in Bethel

iv. Powahay – November 4th 8am to 12:30pm at Darien Scout Cabin
– click [link](#) to schedule appointment

Need assistance? Your district commissioner staff is here to help you complete your recharter!

- Pomperaug District Commissioner: Nathan Schindler, 203-581-4935, n.s.schindler@gmail.com (Bridgeport, Fairfield, Easton, Trumbull, Weston, Westport, Monroe, Stratford)

- Scatacook District Commissioner: Jacob Cedusky, 916-616-9426, jcedusky@gmail.com (Sherman, New Fairfield, Danbury, Ridgefield, Redding, Bethel, Newtown, Brookfield)
- Powahay District Commissioner: Adrian Ruck, 203-512-0505, ruckad@me.com (Norwalk, Stamford, Wilton, Darien, New Canaan)
- Quinnipiac District Commissioner: Bob Scukas, 203-410-5107, qddistrictcommissioner@gmail.com
- Council Commissioner: Gene Waring, 203-985-5991, ewaring@snet.net