



## UNIT RE-CHARTERING

Every year, from October through December, all units (packs, troops, teams, crews, posts) are required to renew their affiliation with Scouting. Through the process, chartered organizations renew their partnership with the Greater Alabama Council, youth and adult members update their information and pay their annual registration fees, and Boys' Life magazine subscriptions are renewed. A representative of each unit completes the renewal process online by indicating returning members, adding new members and updating information for individuals or the chartered organization.

### Key Items for 2021:

1. Registration Fees. Youth Registration is \$66. Adults are \$42. Exploring Youth are \$42. The Liability Insurance Fee is \$75. Any new youth who have not previously been registered pay a one-time \$25 joining fee.
2. Beginning in 2020, the BSA implemented periodic criminal background checks. A current background check disclosure and authorization form is required on all Adult leaders. Most Adults submitted this form with their re-charter in 2020, but a few have not. The system will flag those adults who are still missing the updated form, which must be submitted with the re-charter before it can be processed.
3. Youth Protection. All adult leaders must hold a current youth protection trained certificate. The certification last for 2 years. Many adults completed the training 2 years ago when this requirement was first implemented and will need to re-take the course before the unit's re-charter can be processed.

**STEP 1. Attend your District's Re-Charter Kickoff and Receive your Access Code.** Attending allows you to meet your commissioner team who will help you through the process. You will receive your re-charter packet with a detailed training on how to easily and successfully complete your re-charter.

**STEP 2. By October 30<sup>th</sup>, Register online and complete online steps 1 - 2.** Using your access code, go to [my.scouting.org](https://my.scouting.org) – menu – legacy tools – internet recharter and register as a first-time user. The link is also available on our website [1bsa.org](https://1bsa.org). Make sure to write down your password. You must register as a "first time user" every year and cannot use information from past years. The system will be available after October 1<sup>st</sup>. Select "Load Council Information" to get a "working copy" of your current roster from the BSA's registration system.

**STEP 3. By Nov 20<sup>th</sup>, Complete Steps 3-5 online.** This includes updating your roster of members, removing those no longer involved, adding new youth and adults not currently registered, collecting dues, and clicking "Submit to Council".

Regardless of who is assigned to do the collection, you must know who is renewing and any changes to their personal data (address, phone#, etc.) and, for adults, their Scouting position. PLEASE remember to add or update their current e-mail address. Involve the unit leaders and committee to determine the status of those who you cannot reach. Get complete, new applications, for any new youth or adult members.

Take all the information you've collected and update your unit's roster. At the end of the Internet Re-chartering process (Step 5), click "Submit to Council" to finish the online portion of the re-charter. After clicking "Submit to Council" all Unit's **MUST PRINT** your charter – click "Print Renewal Application" and select "Unit Charter Renewal Report Package" (DO NOT Select E-Z Report)

Approval: The Recharter must be signed and approved by the Executive Officer of the Chartered Organization. They can do this electronically through the recharter system or they can sign the printed charter.

Payment Options: The system will give you 3 payment options: Credit Card with 3% fee, Cash, or e-check. All options work. Select the cash option if: a) you are paying with a hard copy check that will be submitted with your paper recharter or b) you would like the Council to charter your unit account for the recharter.

**STEP 4. By Dec 4<sup>th</sup> Obtain Signatures and Collect Missing Items.** The Executive Officer must sign the recharter, either electronically or by hand, this is found on the 2<sup>nd</sup> page of the printed recharter. The front page of the printed recharter will have, in **RED**, missing items that must be collected and added to the recharter before it can be processed. This is incredibly important as **the Re-Charter CANNOT be processed until we receive these items.** This is the part that generally will hold up a re-charter from being posted. Use the Re-Charter Turn-in Worksheet, found in your re-charter packet, to ensure 100% completion of your Re-Charter.

Unit Commissioner: Your Unit Commissioner is there to help you and can review your charter for errors prior to attending the District's Wild Beast Feast / turn-in night. The Commissioner can also help you fill out your Journey to Excellence form.

My Unit Commissioner is: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**STEP 5. Turn in paperwork at your District's Recharter Celebration!** Turn in your completed recharter with all missing items and signatures at your District's Recharter Celebration. Also turn in your unit's Journey to Excellence form. If you didn't pay online, bring a check pay the recharter fees. **If possible, we suggest that the amount NOT be filled in until District leadership has double checked the total.**

**District Re-charter Celebration!**

December Roundtable is the District's Re-charter Celebration! This event serves multiple purposes and is designed to be fun and social. It gives all unit leaders, committee members and parents the opportunity to meet in-person the District Leadership, and it also serves as our Re-charter Turn-in Night. The event is a potluck of food with a District designated theme.

District Sub-Committees will be seated at tables placed around the room. These committees include Camping, Activities, Membership, Finance, Advancement, Training, Order of the Arrow and the Commissioner Staff (who will collect Re-charters). Each committee will provide important information about exciting events and activities for next year and answer questions.

**MY DISTRICT RE-CHARTER CELEBRATION IS**

**DECEMBER** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

*On January 1<sup>st</sup>, if the Unit's recharter paperwork has not been received by our Council office, insurance stops and the Unit must stop operating until the recharter is complete. Submitted recharters may not be immediately processed on January 1<sup>st</sup>, however if the office has received it, then the Unit can continue to operate as usual.*