
Internet Recharter Guide and Timeline

**National Service Team
Serving and Supporting Units
& Technology**



Modified for Sam Houston Area Council

October 7, 2023



Prepared. For Life.®

Internet Recharter Guide and Timeline

- What is a Charter
- Keys to a Successful Recharter
- Membership Inventory
- Youth Protection Training (YPT)
- Unit Timeline
- Recharter Resources



What is a Charter?

What is a charter?

In the BSA, a charter authorizes an organization to operate BSA Scouting units. It certifies the agreement between a chartered organization and the Boy Scouts of America.

Why is a charter renewed annually?

Charters are usually issued for a period of 1 year; hence, chartered organizations must submit an application to the council annually to renew its charter.

- Fosters a formal, timely plan for regular dialogue between charter organizations and BSA
- Assures registrations are current so Scouts can participate in Scouting activities and advance in rank
- Enables collection of annual membership fees



Keys to a Successful Recharter

Units can have a successful recharter by doing the following:

- Start early - don't wait until system is open
 - Identify a recharter champion
 - Complete membership inventory
 - Check youth protection aging report
 - Create a plan to collect fees
- Review online training materials - (see slide 9 for links)
 - FAQs
 - Recharter user guide
 - Recharter video
- Review the recharter timeline (slide 6)



Keys to a Successful Recharter

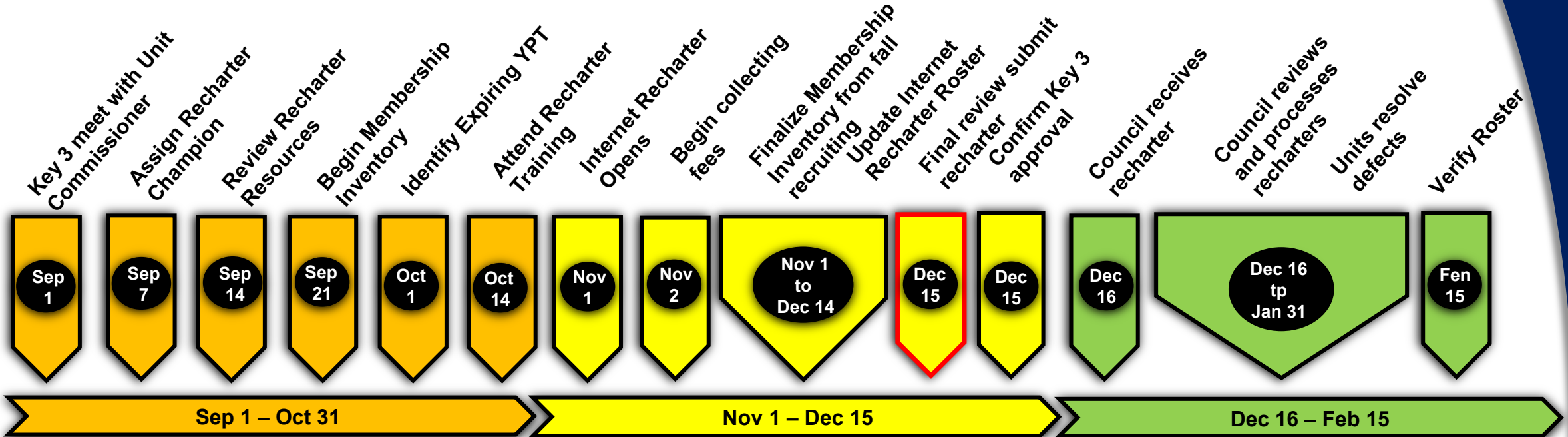
Avoid the most common reasons a recharter cannot be processed

- Missing Signed Criminal Background Check Approval Form
- Missing or Expired Youth Protection Training
- Missing Signatures (Applications, Background Checks)
- Missing Key 3 Approval
- Missing Adult Applications
- Money Incorrect
- Youth Turned 18 – Needs Youth Protection Training, Criminal Background Check, and Application



December Recharter Unit Timeline

Sam Houston Area Council



Stage 1 - Get Ready!

1. Meet with unit commissioner review recharter timeline
2. Assign recharter champion
3. Review recharter resources
4. Begin membership inventory
5. Identify YPT expiring before April 1

Stage 2 - Get Set!

1. Update/Add/Remove members from roster
2. Re-check and verify YPT training
3. Finalize membership inventory/fall recruitment
4. Collect fees & submit roster
5. Member of key 3 approves

Stage 3 - Get Done!

1. Council receives recharter
2. Validates recharter
3. Unit resolve defects or missing paperwork
4. Unit verifies My.Scouting roster



Membership Inventory

The Committee Chair or recharter champion should log into their my.scouting.org account and download a copy of their unit's roster. Comparing the local unit roster against the official membership file will reveal any adults and youth who are not officially registered in the BSA. An application should be collected from any member on the unit roster that is not on the official membership file.

A committee member should contact every family to:

- Verify members re-registering with the unit, noting what unit is their primary registration if in multiple units
- Verify Scout Life subscription
- Communicate fees and unit payment due date
- Once the membership inventory is completed, retain the roster - needed during the data input process

Membership Inventory Report

1. My.scouting.org account and click on "MENU" on the top left of the page
2. Scroll down then click on the unit and select "ROSTER"
3. Select "EXPORT ROSTER" then click on "EXPORT TO CSV" and click on "CONFIRM"
4. The exported roster file will show up in a pop up box click on it
5. Save as an Excel file



Youth Protection Training

All registered adults must take Youth Protection Training (YPT) at least every two years. If a volunteer's YPT is not current at charter renewal the volunteer cannot be registered. Units should not wait until it is time to renew the unit's charter to make sure all YPT is current. Unit Key 3s should regularly review their unit's YPT status.

Youth Protection Training Aging Report

1. Log into your My.scouting.org account and click on "MENU" at the top of the page on the left
2. Scroll down then click on the unit and select "YPT Reports"
3. Select "EXPORT to PDF or CSV" then click on "CONFIRM"
4. The exported roster will show up as a link to download or will open in a new window
5. Save the file
6. Review for any adults with YPT expiring before **April 1** (for December units) and contact them to retake YPT before submitting your final recharter paperwork



Recharter Resources

Internet Charter Renewal 2.0 - <https://www.scouting.org/commissioners/internet-rechartering/>

- View Recent Updates, Changes, and Enhancements
- Download the User Guide
- Review the FAQs
- Review the Internet Recharter Responses to Forum-Related Questions/Discussions helpdesk
- Review the Internet Recharter Video

URL: Internet Charter Renewal 2.0 - <https://advancements.scouting.org>

Your Unit Commissioner, District Commissioner, Council Registrar or Council Recharter Point of Contact



BEGINNING AUGUST 1, 2023, ALL NEW YOUTH AND ADULT MEMBERS WILL JOIN FOR A 12-MONTH MEMBERSHIP CYCLE. BOTH YOUTH AND ADULTS WILL PAY THE FULL ANNUAL MEMBERSHIP FEE TO JOIN SCOUTING AND WILL RENEW THEIR MEMBERSHIP ON THEIR ANNIVERSARY MONTH.

THE FOLLOWING SLIDE SHOWS HOW RECENTLY ADDED MEMBERS SHOULD APPEAR IN A UNIT'S INTERNET RECHARTERING. THE SLIDE WAS PROVIDED BY THE NATIONAL COMMISSIONER SERVICE TEAM ON OCTOBER 1.



MY UNIT
 PACK 643 FAITH LUTHERAN CHURCH **FAMILY**
Unit Type: Pack
Unit Number: 643
Tenure: 378 months
Unit Expire Date: 10/31/2023
Chartered Organization: Faith Lutheran Church
District: Chippewa
Council: Three Fires Council
Unit Term: 12 months
Unit New Expire Date: 10/31/2024

CHARTERED ORGANIZATION INFORMATION
 FAITH LUTHERAN CHURCH
Chartered Organization Name: Faith Lutheran Church
Chartered Organization Address: 3000 Liberty St
Chartered Organization City: Aurora
Chartered Organization State: IL
Chartered Organization Zip: 60502-9512

How new members will show this fall in Internet Rechartering

PACK ROSTER REMOVED MEMBERS (3) PENDING MEMBERS (0) [Payment Logs](#) [Refresh Roster](#) [Print Roster](#)

Manage Members Upload Document Show: Filtered Search by Name or Member ID

	First Name	Last Name	Gender	DOB	Address	Member Type	Position	Member ID	YPT	CBC Auth	Scout Life	Total
<input type="checkbox"/>	Aaron	Ginsberg	M	10/10/2004	1600 Pine Valley, Aurora	Youth	Youth Member	14244398	--	--	<input type="checkbox"/>	\$ 155.00
<input type="checkbox"/>	Peter	Guerrero	M	09/10/2001	5000 Woodbury Ct, Aurora	Youth	Youth Member	140321990	--	--	<input checked="" type="checkbox"/>	\$ 0.00
<input type="checkbox"/>	William	Haskins	M	01/14/2001	1000 West 100th St, Aurora	Youth	Youth Member	135943887	--	--	<input type="checkbox"/>	\$ 155.00
<input type="checkbox"/>	Abigail	Hemme	F	04/23/2001	2000 West 100th St, Aurora	Youth	Youth Member	140330337	--	--	<input checked="" type="checkbox"/>	\$ 0.00