

Recharter Checklist

Hello leaders,

It is time to start the recharter process. All documents with signatures and fees must be submitted by December 31, 2022. If you have any questions or concerns, please call the office.

Get Started:

Who is participating in 2023 and their roles:

- Current Unit Roster (can be obtained from your my.scouting.org account)
- List of youth and adults to remain on roster; collect their registration fees
- Scout Life, who is subscribing
- At least five paid youth members to recharter. Multiple registrations Do Not Count as part of the five.
 - The adult committee has:
 - Head of Institution (1); Charter Organization Representative (1 – the IH and COR can be the same person; the COR can also serve as the CC or MC)
 - Committee Chair (1)
 - Committee Member (2)
 - Cubmaster/Scoutmaster/Advisor (1)
 - Den Leaders (Packs only, minimum 1) Assistant Scoutmasters (optional but recommended)

Ensure that the currently registered unit Key 3 leaders are correct in My.Scouting so they can e-approve member and charter renewals. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps.

1. Check that all youth and adults are currently registered with the unit appear on your roster in my.scouting.org.
2. New applicants will have to be uploaded into charter renewal. Check that all the family information, parent signatures and leader signatures are on the application.
3. Applications for any new adults must be uploaded into the charter renewal as well as their Youth Protection Training Certificate and Criminal Background Check Authorization. This includes any adult who is moving from a Tiger Parent or Lion Parent into a leadership position and those who have turned 18 and are moving from a youth position to an Assistant Scoutmaster position or that is being entered as a UP, VP or EP (Unit Participant, Venturing Participant or Exploring Participant). You will need to enter any adult who is on the charter as an AP or LP and moving into a leadership position or a youth moving into a new leader position or into a UP/VP or EP as New Adult and upload all required documents.
4. Complete and approve the on-line Unit Recharter process. This can be found by logging into Internet Advancement 2.0 and clicking on Recharter - Internet Recharter Log In
5. Pay the 2023 BSA Registration fees in the local council office via check, cash, or credit card. The total on the recharter from National is incorrect, we can make the changes in the office. If paying with credit card, a 3% card fee will be applied to the total.
6. Note: A unit's rechartering application cannot be approved until all steps are complete. The Key 3 leaders will receive an email for a final digital approval signature. This must be completed to finalize the Charter Renewal. The Mountain West Council HIGHLY SUGGESTS that you opt to pay in the office. As last year, we can make financial corrections before submitting to national.

Make an appointment with your DE to finalize all the charges; we are here to help.

UNIT: _____ **DISTRICT:** _____

REGISTRATION FEES (Youth) Commissioner Check

Re-registering Youth	_____ @ \$75.00	_____	_____
New Youth Applications	_____ @ \$75.00	_____	_____
New Member Joining Fee	_____ @ \$25.00	_____	_____
Scout's Life	_____ @ \$15.00	_____	_____

REGISTRATION FEES (Adults)

Re-registering Adults	_____ @ \$45.00	_____	_____
New Adult Applications	_____ @ \$45.00	_____	_____
Multiple Adults	_____ @ \$ 0.00	_____	_____
Non-Paying Adults	_____ (IH, Lion/Tiger Partner)	_____	_____
Scout's Life	_____ @ \$15.00	_____	_____

ACCIDENT INSURANCE - \$2.00 per person (primary registration)

Do not charge for multiple _____ @ \$2.00 _____

CHARTER FEE \$100.00 _____

TOTAL FEES DUE FOR RECHARTER \$ _____

Bring to the Council Service Center:

Any New Applications with required signatures	_____
Additional Disclosure Form (CBC)	_____
Youth Protections Training verified for all Adult Leaders	_____
Signed Annual Charter Agreement	_____
JTE Scorecard and Order Form	_____
Payment of Fees:	_____

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Commissioner Review: _____ Date: _____

District Professional Review: _____ Date: _____