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# Internet Recharter Guide and Timeline

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



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# Internet Recharter Guide and Timeline

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



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# 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

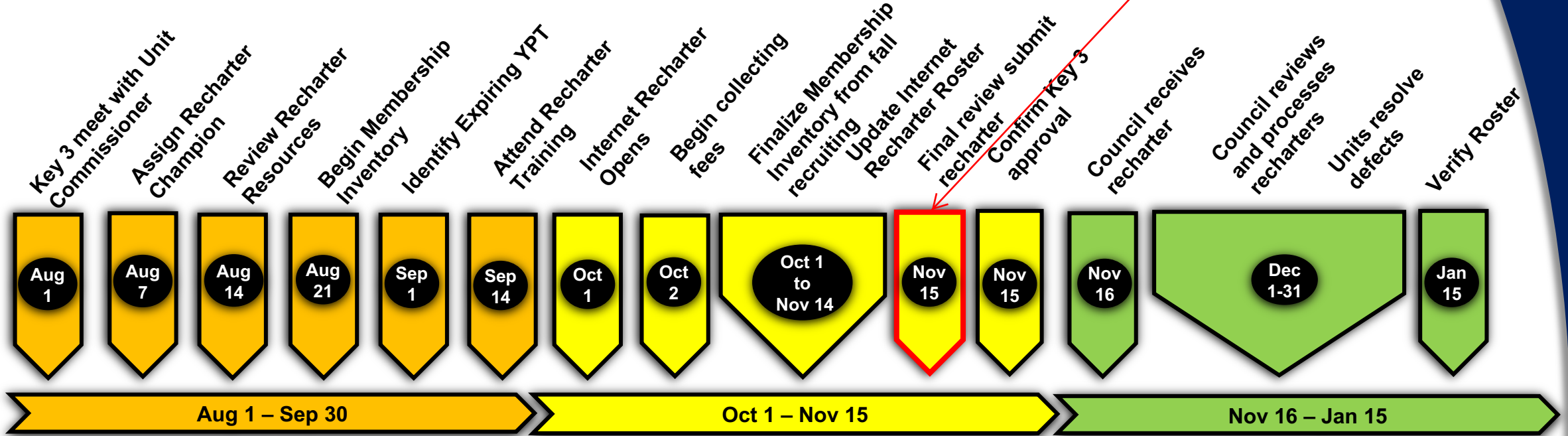
### **Avoid the most common reasons a recharter cannot be processed**

- 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

**DUE DATE FOR W D  
BOYCE IS DECEMBER 1ST**



## Stage 1 - Recharter Prep

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 Mar 1

## Stage 2 - Internet Recharter

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 - Council Process

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 **March 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**



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