



W. D. BOYCE COUNCIL
Boy Scouts of America
Serving Youth in Central Illinois

W.D. BOYCE RECHARTER PACKET

Recharter Turn-In Deadline

All units need to complete their Recharter and turn in all correctly completed material by
December 1st, 2023.

Your unit recharter is not complete until you have verified and submitted the Internet Recharter 2.0 with new applications, disclosure forms, YPT certificates, and all applicable fees.

To begin:

1. As close as possible to October 15, 2023, the "Recharter Lead" (Key 3 or Key 3 Delegate) should gather Recharter material and go to the council website for Rechartering - <http://www.wdboyce.org/recharter>.
2. Review the Rechartering Packet and Forms – Fill and Print those items needed (several documents are PDF fillable for your convenience)
3. Sign-in to Internet Advancement (link on the W.D. Boyce Recharter Website)
4. Review each person's role and personal information and update as necessary – **Focus on Emails this year.**
5. Review the Checklist below for reminders.

***Unchanged this year - Council Program fee for a Participant is \$28/year (scout, youth or adult participant, but not adult leader).**

Please remember that all adults **must** complete the newest version **Youth Protection Training** every 2 years. New adults must present a YPT certificate and disclosure form with any new application. You may access YPT training at my.scouting.org.

For Internet Recharter 2.0 help please review the FAQs and User's Guide before contacting a volunteer at www.scouting.org/commissioners/internet-rechartering. If you still require help, please reach out to the commissioners. Your first call should NOT be to the council staff.

ANY UNIT WHO HAS NOT COMPLETED THE RECHARTER PROCESS WILL BE CONSIDERED DROPPED WITH NO LIABILITY & NO ACCIDENT INSURANCE COVERAGE STARTING JANUARY 1st.

2023 Unit Recharter Checklist

- ☐ Youth members - Add new, remove from recharter & update any existing youth.
 - If you have hard copy applications -Youth Applications must be properly filled out and signed, then uploaded to the Internet Recharter 2.0 site under that individual.
- ☐ Adult Members - Add new, remove from recharter & update any existing adults.
 - (Note that family units must contain 1 female leader over 21 years of age)
 - Adult Applications must be properly filled out and signed including the Criminal Background Disclosure form and include a copy of the YPT certificate then uploaded to the Internet Recharter 2.0 site under that individual.
- ☐ Review multiple positions/registrations (youth in Crew/Troop or adult in Troop/Pack) and only pay through primary position/unit. The secondary roll cannot be completed until primary recharter is completed.
- ☐ After Validation you will “Proceed to Payment”. Select one of the three options provided but understand there are applicable fees to pay on-line. If you select “Pay at Council” enter your name on the top of the screen and either write a check for all applicable fees payable to W.D. Boyce Council, call either office with a valid Debit Card, or call and inform the staff to use available funds from a unit’s registration account.

SIGNATURE REQUIRED DOCUMENTS (hard copy signatures)

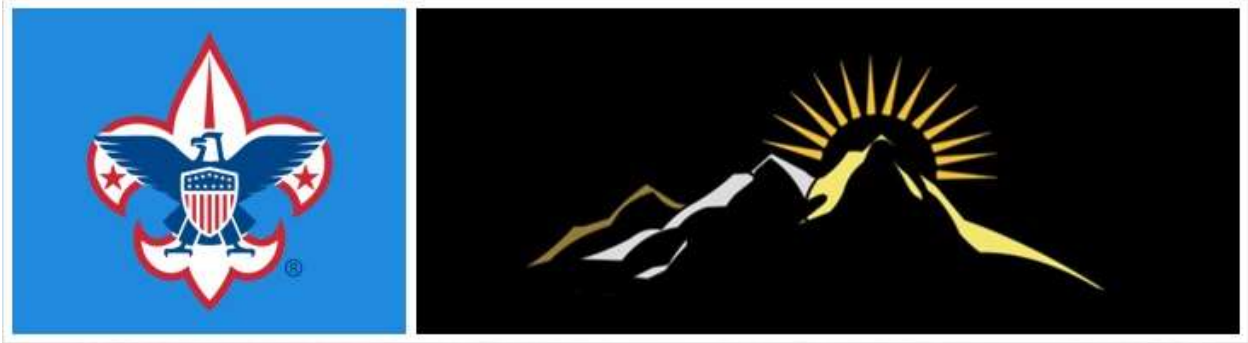
- ☐ Update and sign the Unit Account Authorization form.
- ☐ Complete the Journey to Excellence (JTE) for your unit type.
- ☐ Turn in the completed hard copy signature required documentation listed above (outside of Internet Recharter) in the [Secure Portal \(preferred\)](#), to your Unit Commissioner, District Commissioner, or designated drop-off location.

SOME DOCUMENTS HAVE A FILLABLE FORM FEATURE FOR YOUR CONVENIENCE. AT THIS TIME ELECTRONIC SIGNATURES ARE NOT PERMITTED OUTSIDE OF THE “INTERNET RECHARTER 2.0” TOOL.

Your PRIMARY means to submit copies not included in IR 2.0 is this [Secure Portal](#). Or - <https://www.dropbox.com/request/lZ6XXjgmioEpM5rrmmCe> PLEASE INCLUDE THE 4-DIGIT UNIT NUMBER IN THE FILE NAME OF ALL DOCUMENTS SUBMITTED ELECTRONICALLY. While we cannot endorse a particular product, there are several free scanning apps for iOS or Android that will render in PDF format.

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Journey To Excellence



Journey to Excellence scorecards for 2023 and resources can be found on the national site.

<https://www.scouting.org/awards/journey-to-excellence/>

Troops and Packs have guidebooks and tracking sheets to help you through the process. You may also review next year's JTE (2024), but you are scoring for the 2023 year.

**W. D. Boyce Council
Boy Scouts of America**

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Dear Committee Chairperson:

From time to time the leadership of your unit changes, although you may have completed the rechartering process this does not automatically change the names of the persons authorized to use your Unit Account.

The individuals listed below are authorized by the Unit Committee to use the Unit Account for:

Type of Unit _____ Unit # _____ District _____

Name	Position	email	Phone

Signature of Committee Chairperson or Key 3 _____
DATE _____

Thank you for your cooperation in keeping your account current.