



Welcome to the Charter Renewal Process for your unit.

Simply put, this is the annual renewal of your unit with the BSA.

In our council, this process began at the Tradeshow of Scouting on June 3rd, with the distribution of your unit's Youth Protection Aging Report that was developed to help you determine who in your unit must update their training.

Charter renewal is done using the online Internet Re-chartering website in order to simplify and expedite this process. The on-line system will be available starting October 1st, 2019.

Your current charter will expire on December 31, 2019. If the charter renewal has not been received at the council by that date, your unit activities must cease until the hard copy charter package is submitted and approved by council.

To avoid this, plan to turn in the completed, printed, and signed charter renewal with payment by the December roundtables, the University of Scouting, the district drop-off nights, or at the office in Cedar Knolls before the end of the year.

Please be aware most charter renewals fail for one of the following reasons:

- Delinquent or incorrectly calculated fees (You must use the provided **2020 Fee Calculator**. Link provided in the email).
- All leaders have not submitted proof of current Youth Protection training.
- Missing certification signature or online approval from the chartered organization on the printed Charter Renewal Application.
- Missing or incomplete applications for new members.



September 2019 – the following tasks should be complete by the end of September:

- Receive unit re-charter packet with unit access code (emailed before the September Roundtables to all unit committee chairs, and unit leaders).
 - ***Black River September 3rd***
 - ***Fishawack September 4th***
 - ***Munsee September 3rd***
 - ***Raritan Valley September 18th***
 - ***Sussex September 5th***
 - ***Watchung Mountain September 4th***

- Contact your unit commissioner to review schedule and requirements for current year
- Start your units Youth Protection training (YPT) verification process using the Youth Protection Training Aging Report distributed at the Tradeshow of Scouting in June (100% YPT required for all adult leaders) *you can also find a link to the **2020 YPT Aging Report Instructions** in the email this PDF came in.*
- Collect completed applications for all new youth and adults.
 - ***Submitting applications to council is a year-round process; DO NOT wait to update your unit records during your charter renewal. This only delays the processing of your charter. Youth and adults not properly registered are not part of the unit, not insured, not eligible for youth advancement and generally cannot participate in activities. The charter renewal is MUCH simpler if your paperwork and roster is current.***



2020 Charter Renewal Process

Unit Key 3 Checklist

October 2019 – the following tasks should be complete by the end of October:

- Initiate and complete on-line unit charter renewal
- Initiate unit membership and leadership inventories.
- Contact inactive members, encourage participation in unit activities and membership for the coming year.
- Review unit rosters (youth & adults); add any new members

November 2019 – the following tasks should be complete by the end of November:

- Ensure re-charter packet is reviewed, complete with signatures, and correct prior to submittal.
- Attend charter turn-in nights with unit commissioners as determined by your district. Dates, times, and locations will be announced at your roundtables.
 - ***The online internet charter renewal does not include the Patriots' Path Council activity fee of \$18.00 per person or the insurance fee of \$12.00 per person. Please be sure to use the '2020 Fee Calculator'. A link to this is found in this email. The Charter Renewal Report Package, required applications, and payment are to be submitted to your unit commissioner or unit service executive no later than your December Roundtable.***

- Complete 2019 Journey to Excellence scorecard, with your commissioner, and turn in.

December 2019 – the following tasks should be complete by the beginning of December:

- Ensure all re-charter requirements are complete
 - Turn in completed packet with payment at the University of Scouting district table, or at your District Charter Drop Off Nights or your district roundtables.