

"Be Prepared"

Recharter Checklist

Each year, all units in the Baden-Powell Council recharter during the month of December. The recharter process requires significant coordination and if you delay it can be more difficult than it needs to be.

Preparation

- _____ Hold an Annual Planning Meeting to create your unit's 2020-21 calendar and budget. Including your 2021 FOS & Camping promotion dates in your calendar will make it easier for your District to plan.
- _____ Include 2021 membership fees in your unit's budget (\$72 per scout, \$48 per Adult, \$12 per Boy's Life Subscription and \$75 unit charter fee).
- _____ Using your budget, determine the cost per Scout and your unit's dues structure. Consider how Scouts can offset the cost with fundraisers such as Popcorn.
- _____ Identify which unit leadership positions need to be filled.
- _____ Email all adult leaders reminding them of the Council's policy for YPT to be taken annually & encourage them to complete it as soon as possible.

August

Ensure the individuals filling the following roles for the 2020-21 program year are on your unit roster:

- _____ All returning youth
- _____ Committee Chair
- _____ Committee Member (1 of 2)
- _____ Committee Member (2 of 2)
- _____ Chartered Organization Representative
- _____ Cubmaster/Scoutmaster/Advisor
- _____ Den Leaders (Packs only, minimum 1)

Collect the following:

- _____ Completed Adult Application, CBC disclosure page and YPT certificate (completed in 2020) for any missing adult leaders. Submit to Council after collecting.
- _____ Youth Protection Training Certificates showing completion of training in 2020 for all currently registered adult leaders. Retain copies until recharter is processed by Council.
- _____ Youth Applications for any missing youth. Submit to Council after collecting.

September

Verify the following:

- _____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.
- _____ Committee has assigned someone to complete the recharter online and coordinate submitting paperwork.

Collect the following:

- _____ Completed Adult Application, CBC disclosure page and YPT certificate (completed in 2020) for any new adult leaders. Submit to Council after collecting.
- _____ Youth Applications for any missing or new youth. Submit to Council after collecting.
- _____ Unit dues for returning youth and adult leaders, including 2021 registration fees. Consider delayed payment if families are participating in fundraiser to offset cost of dues.

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October

Verify the following:

_____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.

_____ Your Unit has received your recharter login credentials

_____ The person completing your recharter attends (or views) the virtual recharter orientation

_____ All Adult Leaders have completed Youth Protection Training in 2020.

Collect the following:

_____ Balance of unit dues if your unit allows Scouts to use a fundraiser to offset membership costs.

_____ Youth Applications for any new youth. Submit to Council after collecting.

Do the following:

_____ Login and begin online recharter.

November

Verify the following:

_____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.

Collect the following:

_____ Youth Applications for any new youth. Submit to Council after collecting.

Do the following:

_____ Complete and click "submit" on online recharter.

_____ Get Chartered Organization approval of recharter (online or signed copy of recharter print-out).

_____ Review completed charter packet with your Unit Commissioner, District Executive or Cub Scout Associate.

_____ Address any issues with recharter.

December

Verify the following:

_____ Submitted applications are showing on unit roster. Check Scoutbook or my.scouting.org to view your current unit roster.

Collect the following:

_____ Youth Applications for any new youth. Submit to Council after collecting.

Do the following:

_____ Submit completed recharter packet with missing pieces and Journey to Excellence Scorecard.