



Charter Renewal Roles and Duties:

The unit's roles and tasks for charter renewal can be divided into four phases:

1. Pre-Planning Activities (October 1 - November 15)
2. Online Charter Renewal Data Entry (November 15 - December 15)
3. Finalizing and approving the charter renewal packet (November 15 - December 15)
4. Final Charter Renewal Report with support documents and payment due by December 21, 2020

ROLES & DUTIES:

1. Pre-Planning Activities:

- WHO: CHARTER ORGANIZATION REPRESENTATIVE (COR); COMMITTEE CHAIR (CC); UNIT LEADER**
 - Confirm leaders for the next charter year - Complete Membership Inventory
 - Ensure all leaders have completed/current Youth Protection Training 2.0
 - Print Unit Training Report from [My.Scouting.org](https://my.scouting.org)
 - Schedule YPT Training sessions for any leaders needing training (See Page 4 for details.)
 - Select Charter Renewal Processor (RP)
 - Attend **District Charter Renewal Training Session** (October 7, 2020 at 6 pm via Zoom)

- WHO: COMMITTEE CHAIR (CC); CHARTER RENEWAL PROCESSOR (RP)**
 - Attend **District Charter Renewal Training Session** (October 7, 2020 at 6 pm via Zoom)
 - Confirm roster of continuing adult and youth members
 - Collect applications for new adult and youth members joining the unit as of January 1, 2020
 - Collect new Disclosure Authorization forms for leaders who have not submitted yet
 - Confirm Boy's Life subscriptions from youth members

2. Online Charter Renewal Data Entry

- WHO: CHARTER RENEWAL PROCESSOR (RP)**
 - Log-in to and enter all data [Online Charter Renewal System](#)

3. Finalizing and Approval of Charter Renewal Application

- WHO: COMMITTEE CHAIR (CC); UNIT LEADER AND CHARTER RENEWAL PROCESSOR (RP)**
 - Review Charter Renewal Application draft and make any needed corrections
 - Coordinate meeting with the Executive Officer or Charter Organization Representative for final review and signature on the Charter Renewal Application

- WHO: EXECUTIVE OFFICER OR CHARTER ORGANIZATION REPRESENTATIVE (COR)**
 - Review and sign the final charter renewal application form either electronically through the Online Charter Renewal System or on the hardcopy Renewal Report

- WHO: CHARTER RENEWAL PROCESSOR (RP)**
 - Once final review of application is complete and the Executive Office or Charter Organization Representative have approved and signed the document, click "**SUBMIT TO COUNCIL**" in the Online Charter Renewal System and **print 2 copies** of the final charter renewal application

- WHO: COMMITTEE CHAIR (CC)**
 - Coordinate payment for all charter renewal fees

4. Final Charter Renewal Report

- WHO: UNIT LEADER**
 - Turn in the charter renewal application along with all support documents/applications to your District Commissioner by December 21, 2020.