



Charter Renewal Roles and Duties:

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

1. Pre-Planning Activities (Now - October 1)
2. Online Charter Renewal Data Entry (Beginning Oct 1 - November 15)
3. Finalizing and approving the charter renewal packet (No Later Than November 15)
4. Final Charter Renewal Report with support documents and payment due by December 17

2021 Unit charter renewal will be completed in the new [Internet Charter Renewal 2.0 system](#). The system will be accessible to the following unit positions: Unit Key 3 (Charter Organization Representative (COR); Committee Chair (CC); Unit Leader) and any Unit Key 3 Delegate(s).

ROLES & DUTIES:

1. PRE-PLANNING ACTIVITIES:

1. Confirm leaders for the next charter year - Complete Membership Inventory Worksheet
2. Ensure all leaders have completed/current Youth Protection Training 2.0
 - a. [Print Unit Training Report](#) from [My.Scouting.org](#)
 - b. Share "[How to Complete YPT](#)" document and set deadline for leaders to complete the training
3. Collect applications for new adult and youth members joining the unit as of January 1, 2021
4. Collect new [Disclosure Authorization forms](#) for leaders who have not submitted yet
5. Confirm Scout's Life subscriptions from youth members

2. ONLINE CHARTER RENEWAL DATA ENTRY

- Log-in and enter all data [Online Charter Renewal System](#) (<https://advancements.scouting.org/login>)

3. FINALIZING AND APPROVAL OF CHARTER RENEWAL APPLICATION

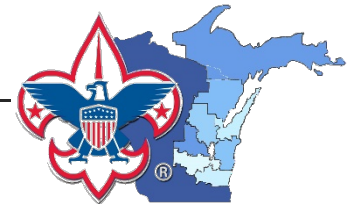
- Review Charter Renewal Roster draft and make any needed corrections
- Coordinate meeting with the Executive Officer or Charter Organization Representative for final review and signature on the Charter Renewal Application

4. CHARTER ROSTER APPROVAL:

- Review and sign the final charter renewal application form either electronically through the Online Charter Renewal System or on the hardcopy Renewal Report.
- The Charter Organization will also have to sign the Annual Charter Agreement form, which once completed can be uploaded to the Charter Renewal System

5. FINAL PAYMENT AND REPORT:

- Coordinate payment for all charter renewal fees. If mailing payment to the Council office, please include the following information with the payment: **Unit Number – Unit Leader – Memo: Charter Renewal**
- Please mail payments to: **Bay-Lakes Council, PO Box 267, Appleton, WI 54912**
- If your unit chooses to pay their renewal fees online, absolutely no changes to the charter roster can be made following the charter submission. Please remember: **Membership fees are NON-REFUNDABLE.**
- No paperwork needs to be submitted via hardcopy, instead the charter is submitted to council through the online renewal system. ***The unit should print a copy for their unit records.***



FREQUENTLY ASKED QUESTIONS:

WHEN CAN A UNIT BEGIN THE RENEWAL PROCESS?

The online renewal system will open on 10/15/2021 for units with an Expire date of 12/31/2021.

WHO CAN SUBMIT THE INTERNET RECHARTER?

The Charter Organization Rep, Committee Chairman, Unit Leader, or any Unit Key 3 delegate has the ability to submit the Renewal. [Click here to learn how to assign a Unit Key 3 Delegate.](#)

IS AN ACCESS CODE REQUIRED?

No, an access code is not required. The Key 3 and any Key 3 Delegate can access Internet Rechartering using the same log-in credentials used to access Scoutbook.com or My.Scouting.org.

WILL A UNIT HAVE THE ABILITY TO UPLOAD DOCUMENTS INTO THE RENEWAL BEFORE SUBMITTING?

Yes, the unit will have the ability to upload Youth Protection Training Certificates, CBC Disclosure Authorizations, Adult and Youth applications and Annual Charter Agreement forms.

IS A UNIT REQUIRED TO PAY THEIR REGISTRATION FEES ONLINE?

No, there is an option to pay by ACH, Credit Card or to Pay at the Council. If a unit opts to pay their fees online, the unit will be posted as it was submitted – no changes can be made. So, if you miss marking someone as a multiple registrant, you will still have to pay their registration fees. Please remember: **MEMBERSHIP FEES ARE NON-REFUNDABLE.**

CAN A UNIT ADD ADULTS AND YOUTH WHO HAVE APPLIED ONLINE INTO THE RENEWAL AFTER THEY HAVE LOADED THE ROSTER?

Yes, there is a refresh button which we encourage the person processing the renewal to use throughout the renewal process before submitting their unit.

CAN A UNIT ADD MULTIPLES INTO A RENEWAL?

Yes, they will enter the volunteer as a multiple and notate what unit/non-unit position and council that they are registered in. All multiple registrations must be verified by Council prior to posting the charter renewal.

CAN A UNIT SUBMIT A CHARTER RENEWAL WITHOUT THE REQUIRED LEADERSHIP?

No. A unit will receive an error if the required leadership is not met or they attempt to assign multiple leader positions to a volunteer. A unit will not be permitted to move forward with the online renewal the error is corrected. Review the [Membership Inventory Worksheet](#) to confirm which positions are required for your renewal.

CAN A UNIT ENTER YOUTH PROTECTION TRAINING DATES INTO A PERSON PROFILE THROUGH INTERNET CHARTER RENEWAL?

No, the renewal processor does not have the ability to enter Youth Protection Dates into a person's profile.

WHAT IF THE NEW CBC AUTHORIZATION HAS NOT BEEN SUBMITTED BY THE VOLUNTEER?

The unit can upload a completed CBC Authorization form to the Online Charter Renewal system to the individual before submitting the renewal.

HOW WILL A COR SIGN THE RENEWAL?

Once submitted, the Unit Key 3 and Key 3 Delegates will receive an email requesting a digital signature. If necessary, the CC, UL and Key 3 Delegate may sign on behalf of the COR.