**2024 Recharter Checklist**

These items need to be completed before a recharter can be processed\*

*\*Subject to change*

☐ 1. Key Leadership Positions filled.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Leadership Positions** | **Cub Scouts Packs** | **Scouts BSA Troops** | **Venturing Crews** | **Explorer Posts** | **Sea Scouts Ships** |
| **Executive Officer** | X | X | X | X | X |
| **Chartered Org Rep\*** | X | X | X | X | X |
| **Committee Chair** | X | X | X | X | X |
| **Unit Leader** | Cubmaster | Scoutmaster | Crew Advisor | Post Advisor | Ship Skipper |
| **(2)**  **Committee**  **Members** | X | X | X | X | X |
| **Den Leaders** | X | N/A | N/A | N/A | N/A |

* Chartered Org Reps can serve in more than one leadership position within a unit (except for Unit Leader or Den Leader)

☐ 2. BSA Adult Applications collected.

* Refer to BSA Adult Application Checklist for what items are needed to complete an adult application.
* Double check Youth Protection Training (YPT) dates. Adults whose YPT’s are set to expire before recharter or within 2 weeks of the renewal date need to renew their YPT, or the system won’t allow the unit to recharter.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Application Materials collected for the following leaders** | | |
| • | New Leaders | • Transfers | • Multiples\* |
| • | Position Changes | • Youth 18+ | • Unit Participants\*\* |

* Multiple Leaders are individuals serving in more than one unit, who are joining a new unit

\*\* Unit Participants must be approved for Registration Beyond the Age of Eligibility

☐ 3. BSA Youth Applications collected.

* Refer to BSA Youth Member Application Checklist for what items are needed to complete a youth application.
* Minimum of 5 needed - less than 5 requires Executive Director approval.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Application Materials collected for the following Scout members** | | |
| • | New Scouts | • Transfer Scouts | • Multiple Scouts\* |

* Multiple Leaders are individuals serving in more than one unit, who are joining a new unit.

☐ 4. Annual Unit Charter Agreement

* Signed by the Executive Officer, Chartered Organization Representative, Committee Chair, and the District Executive (the District Executive can sign the agreement after it’s been submitted). May be Esigned using verified digital signature (like docusign or adobe signature). Just typing the name is not acceptable.

☐ 5. Unit Charter Renewal Report

* Signed and initialed by a Key 3 member from the unit.
* For charters submitted online this report is automatically generated and emailed to the Chartered Organization Representative (or Key 3 designee).
* For charters submitted in hard copy, this report can be printed from the Internet Recharter page before submission.
* Email a copy of the Unit Charter Renewal Report to the Registrar at <mailto:Anna.Wilson@scouting.org>

☐ 6. Fees collected & submitted

* Refer to latest version of 2023 Membership Fees.
* A Unit Recharter Calculator is available online through the Central Minesota Council website to help units figure out their payments for recharter.

☐ 7. Additional resources & contact information

* Additional resources can be found on the Central Minnesota Council website:

<https://www.bsacmc.org/recharter>[.](https://www.erieshorescouncil.org/recharter)

* If you have any questions or concerns, please contact Anna Wilson, Registrar
  1. Phone: 320-251-3930
  2. Email: [Anna.Wilson@scouting.org](mailto:Anna.Wilson@scouting.org)

☐ 8. Youth Protection Training (YPT) Troubleshooting Guide

* If you are having issues completing/renewing your YPT, National recommends the following:
  1. Use Google Chrome (make sure you have the latest version)
  2. Clear Internet Cache – restart internet search engine
  3. Google Incognito Window
  4. Wait 45 minutes to 1 hour – restart the program
* If none of recommendations work, please contact Anna Wilson, Registrar for assistance.

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<https://advancements.scouting.org/login>

<https://www.bsacmc.org/recharter>

**BSA Youth Member Application Checklist**

These items need to be completed before a youth application can be processed\*

\* *Subject to change*

Please note – All units should be using the 2018 (or later) version of the BSA Youth Member Application

• This version is available online through Central Minnesota Council or National websites or as a hard copy from the Council Office – Watkins Service Center

Please place a checkmark by the following items to confirm their completion:

☐ 1. BSA Youth Member Application (*required items*)

☐ First Name & Last Name of Youth Member

☐ Mailing Address

☐ Phone Number

☐ Date of Birth

☐ Grade

☐ Gender

☐ Scout’s Life Subscription (*if applicable*)

☐ Relationship status of Parent/Legal Guardian

☐ First Name & Last Name of Parent/Legal Guardian

☐ Phone Number

☐ Date of Birth of Parent/Legal Guardian

☐ Parent’s Gender

☐ Parents Email Address

☐ Signature of Parent/Legal Guardian & date

☐ Signature of unit leader (or designee) & date

☐ Unit Type & Number

☐ 2. Receipt of payment – attached\*

* **Transfer applicants** – need to check the “transfer” box on the BSA Youth Member Application and include the unit number or the Council they are transferring from
* **Multiple applicants** – need to check the “multiple” box on the BSA Youth Member

Application and include which unit they are primaried in

* **Paying by unit account** – please write it at the bottom of the application

☐ 3. Application materials should be given to DE or dropped off at the Council Office

☐ 4. Timeframe – if all the steps have been completed turnaround time is on average 72 hours. Missing items can push turnaround times back on average by 1-2 weeks

**BSA Adult Application Checklist**

These items need to be completed before an adult application can be processed\*

\* *Subject to change*

Please note – All units should be using the 2020 (or later) version of the BSA Adult Application

• This version is available online through Central Minnesota Council or National websites or as a hard copy from Council Office- Watkins Service Center

Please place a checkmark by the following items to confirm their completion:

☐ 1. BSA Adult Application (*required items*)

☐ First Name & Last Name

☐ Mailing Address

☐ Phone Number

☐ Date of Birth

☐ Gender

☐ Social Security Number

☐ Position

☐ Email Address

☐ Declaration of Religious Principles – initialed

☐ Affirm information in application – initialed

☐ Signature of applicant & date

☐ **Signature of Chartered Org Rep (or representative) & date**

**(may E-sign using Adobe sign or Email approval to Anna.Wilson@scouting.org )**

☐ Signature of District Executive & date

☐ Unit Type, Number, and District

☐ Questions 6 a. – f. completed

☐ 2. Additional Disclosures & Background Check Authorization – completed & signed

* *Versions before 2020 are not acceptable*

☐ 3. Youth Protection Training certificate – attached

☐ 4. Receipt of payment – attached\*

* **Transfer applicants** – need to check the “transfer” box on the BSA Adult Application and include the unit number or the Council they are transferring from
* **Multiple applicants** – need to check the “multiple” box on the BSA Adult Application and include which unit they are primaried in
* **Paying by unit account** – please write it at the bottom of the application

☐ 5. Application materials should be given to DE or dropped off at the Council Office

☐ 6. Timeframe – if all the steps have been completed turnaround time is on average 72 hours. Missing items can push turnaround times back on average by 1-2 weeks

**How to update your Unit Roster contact information**

**in My.Scouting**

Log into <https://my.scouting.org/>

Click on Menu

Organization dropdown menu

Choose your unit

Click on Roster

Choose the individual to update

In the grey area in middle of page choose “edit profile”.

You will be able to edit:

* Address
* Phone number
* Email address

If anything is incorrect with name or birth date, please contact: Anna Wilson

320-251-3930 or [Anna.Wilson@scouting.org](mailto:Anna.Wilson@scouting.org)