

2024 TIDEWATER RECHARTER CHECK-LIST

All forms are required at turn-in to process a Recharter. (On-Line access opens on October 2nd)

District: _____ Unit Type: _____ Unit Number _____

IMPORTANT NOTE: Review roster on my.scouting.org before opening Recharter Roster to edit.

ITEMS TO COMPLETE WITH PARENTS AND LEADERS:

1. 2024 Unit Multiple Registration Report.

1a. Ask each adult and youth if they are registered in other units, in a district position, or in a council position. (Information regarding Multiple registration will need to be included with your Recharter Roster.)

1b. Charter Organization Representatives of multiple units must be listed for each unit, but only paid for by one of the units.

NOTES: For Youth and Adults registered in another Council, contact your Unit Commissioner for direction.

Confirm that all positions of adults registered with and paid with another unit have been circled and unit type and number is indicated on application. Members with multiple registration ONLY pay in their primary position.

2. Youth and adults NOT listed on the roster must be added in one of two ways:

2a. Youth and adult complete their application online. Log on to application manager and accept the application. It takes the national system 24 hours for new applications to appear on the unit roster. Verify they show up on the roster and their 2024 payment is accounted for before submitting Recharter.

2b. The youth or adult turn in a complete and approved paper application (with Youth Protection for adults). You will need to input their information in the online Recharter process.

NOTE: A youth or adult may transfer at Recharter time with an application. The unit gaining the youth or adult will be paying registration fees.

3. Update Adult and Youth Emails

4. Collect fees for renewing youth and adults. **Only new online applications pay online!**

5. Complete Specific Assistance Form for families needing relief from Council Program Fees. Include both Unit Summary and a Family request for each family.

Units should set a deadline for completing these items before beginning the recharter process.

ITEMS TO COMPLETE WITH ADULT LEADERS

6. Confirm that the minimum number of required leadership positions have been met. If you are unclear what positions are required, contact your unit commissioners.

7. All those over 18 years of age must have taken Youth Protection Training (YPT) in 2023 so that their YPT remains valid throughout the charter period (December 31st, 2024). New adult leaders must also have signed the Additional Disclosures and Background Check at the back of the Adult Leader application. Except for Assistant Scoutmasters, all adult leaders must be over 21 years of age. It is a best practice to create a deadline for your adults to complete YPT prior to you completing Recharter.

8. Check Youth Protection Training status by using Youth Protection Training Aging Report printed from my.Scouting.org Training Manager. All re-registering adults YPT must expire on January 1, 2025 or later. Bring a printed copy of the YPT Aging Report to be turned in during the charter review. On the YPT Aging Report, line out all adults not re-registering. The same applies for mandatory BSA Hazardous Weather training, which expires every two years.

9. To change a name, contact Jennifer Mapstone at Jennifer.Mapstone@Scouting.org

10. Delete Adults and Youth who are not registering.

11. Verify contact information (phone, email, and mailing address) for all youth and adult who are rechartering.

12. The "PAY HERE" button will appear when you complete the online Recharter, go ahead, and press it. You will be given multiple options. **Do not pay online**. Choose the "Pay at council office" option. Bring a check, money order, or credit card to your District Recharter Turn-In. Now your Recharter will be submitted for approval by your IH and Unit Leader electronically.

13. The Recharter has been approved on-line by the current Institutional Head (IH) and Unit Leader. (Note: A new IH requires a New Unit application). The IH has been included in the adult listing (Required). Note: The IH is not required to pay the BSA national nor TWC local fees as they are not a registered BSA volunteer position. If the IH wishes to become a registered leader in any capacity, they must pay the national and local fees, complete their Adult Application and YPT. The council will obtain Scout Executive or designee signatures as needed. (No signature required for on-line submittal, however, IH signature is required on Annual Unit Charter Agreement form.) **Please do not pay on-line.**

14. The Annual Unit Charter Agreement Form is signed by the Institutional Head (IH), Charter Organization Representative, Committee Chair and the BSA Council (The District Executive, District Commissioner or Asst. District Commissioner "For the BSA Council".)

15. All paper Adult Applications for new, transfer, position change or name changes must be signed by the Charter Organization Representative and COMPLETED BY THE UNIT PROCESSOR BEFORE TURN IN (remember to bring the printed **YPT Aging Report**).

16. Journey to Excellence (JTE) Form completed and turned in. Your Unit Commissioner can assist you in filling this out. JTE Recognition Order Form (If applicable) with additional funds to cover costs.

17. In coordination with the unit committee, provide a primary date and a secondary date for the district to conduct a **Friends of Scouting (FOS)** presentation. The best success for FOS presentations is an event where youth and parents attend (like courts of honor or blue & gold banquets).

18. Fees are calculated properly on the Recharter Fee Worksheet. CASH WILL NOT BE ACCEPTED. Only check, money order, or credit card. **Please do not pay on-line!**

Follow the Tidewater Council Recharter Fee Worksheet to determine your total fee. This is especially helpful if anyone from the unit is applying for financial assistance.

19. Update the Prepaid Unit Deposit Plan account form as required (for example, if you are changing authorized users).

20. Keep unit copies of applications and a copy of your completed Recharter Application. You can print unit membership cards in My.Scouting.org

This Recharter was reviewed by _____ on _____
(Unit Commissioner) (Date)

Approved by _____ on _____
(Asst or District Commissioner) (Date)

District Commissioner _____ Cell _____ Email _____

Your unit's charter is due on December 9, 2023 or before.

Units that are defective or dropped status result in not being able to access internet advancement records, register for council/district events, and are not covered by accident insurance.

The following documents should be part of your Recharter Turn-in packet:

- Tidewater Charter Renewal Checklist
- Charter Renewal Fee Worksheet
- Council Fee Specific Assistance Family Request, if applicable
- Council Fee Specific Assistance Unit Summary, if applicable
- Charter Renewal Application
- Youth and Adult Applications (if needed)
- Charter Renewal Unit Multiple Registration Report, if applicable
- Annual Unit Recharter Agreement
- Unit YPT Aging Report
- Leader Training Status Report
- Journey to Excellence Scorecard
- FOS Sign-up Form
- Scout Shop Unit Account Form, if applicable

Contact Council Registration Services at Jennifer.Mapstone@scouting.org or 757-497-2688 ext.172