RECHARTER PROCESS

Steps to follow when processing your recharter are:

- 1. Ensure that the currently registered unit Key 3 leaders are correct on <u>my.scouting</u> so they can e-approve members and charter renewals. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps.
- 2. Check that all youth and adults are currently registered with the unit and appear on your roster in my.scouting.org.

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	PACK ROSTER REMOVED MEMBERS (1) PENDING MEMBERS (0)										Q. Search by Name or Member ID				
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3. Complete and approve the on-line Unit Recharter process by logging into Internet Advancement at Internet Recharter Log In



4. Applications for any new adults must be uploaded into the charter renewal as well as their Youth Protection Training Certificate and Criminal Background Check Authorization. This includes any adult who is moving into a leadership

position and those who have turned eighteen and are moving from a youth position to an Assistant Scoutmaster position or that is being entered as a UCS, UP, VP or EP (Unit College Scouter, Unit Participant, Venturing Participant or Exploring Participant).

- 5. Applications for any new youth must be uploaded into the charter renewal.
 - a. <u>Reminder</u>: All youth or adults that are submitted throughout the year are processed without delay.
- 6. Confirm that all required information has been completed on the adult and youth applications before uploading the documents.

Internet Advancement Recharter		0 Welcom	e, Derek Brasher 👷 - 🛱
	Add New Member	2. Enter information in fields X	
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- 7. Note: A unit's rechartering application cannot be approved by the National Service Center until all steps are complete.
- 8. Pay the BSA Registration fees and the Council Fees online through the Internet Recharter site. The preferred method to pay the recharter and council fee is via e-check or Credit Card.
 - a. Review the 2023 Membership Fee changes here: 2023 Membership Fee QA Session

← Back to: Recharter Info						
		Complete Recharter Information		(2) Payment and Confirmation		
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You will be required to approve the charter and this can be done by any of the unit Key-3 or their designees, email notices will be sent. If someone else other than the COR is approving, review the details with the COR before approval is given.

If you have chosen to pay by E-Check, please be aware that an email will be sent to you with instructions for verifying two micro deposits. You must validate these micro deposits to complete the payment process. Your charter renewal will not complete the submittal process until this step is completed.

To ensure a timely process of your Charter Renewal, be sure your CURRENT key leadership (including the COR and IH) have established their <u>My.Scouting</u> accounts and are ready to approve new members and the charter renewal application. If your Scouting role has changed, please forward this message to the person who now has your former role.