

Charter Renewal Roles and Duties:



THE KEY UNIT POSITIONS INVOLVED:

CHARTER ORGANIZATION REPRESENTATIVE (CR)

COMMITTEE CHAIR (CC)

UNIT LEADER (CUBMASTER, SCOUTMASTER, CREW ADVISOR, SKIPPER)

CHARTER RENEWAL PROCESSOR (RP)

ROLES & DUTIES:

1. PRE-PLANNING ACTIVITIES: (OCTOBER 1 - NOVEMBER 1)

☐ 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 Youth Protection Training (YPT) 2.0 since February 2, 2018
 - [Print Unit Training Report](#) from [My.Scouting.org](#)
 - Schedule YPT Training sessions for any leaders needing training
- Select Charter Renewal Processor (RP)
- Attend [District Charter Renewal Training Session](#) (www.baylakesbsa.org → [Calendar](#))

☐ WHO: COMMITTEE CHAIR (CC); CHARTER RENEWAL PROCESSOR (RP)

- Attend [District Charter Renewal Training Session](#) (www.baylakesbsa.org → [Calendar](#))
- Confirm roster of continuing adult and youth members
- Collect applications for new adult and youth members joining the unit as of January 1, 2019
- Confirm Boy's Life subscriptions from youth members

2. ONLINE CHARTER RENEWAL DATA ENTRY: (NOVEMBER 1 - NOVEMBER 15)

☐ WHO: CHARTER RENEWAL PROCESSOR (RP)

- Log-in to and enter all data [Online Charter Renewal System](#)

3. Finalizing and Approval of Charter Renewal Application: (November 15 - December 15)

☐ 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 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: (December 15 - December 21)

☐ WHO: UNIT LEADER

- Turn in the charter renewal application along with all support documents/applications to your District Commissioner by December 21, 2018