

2021 Recharter Timeline				
Stage	Troop, Crew, Ship Due Date	Pack Due Date	Task to be completed	Helpful Hints
Preparation	November 1, 2020	November 1, 2020	Recharter codes available	New codes are generated each year; you must have the new code to recharter
	November / December	December / January	Contact all youth and adults on your unit roster to determine their intent to recharter.	Aging out, moved, etc. Notify members that will not recharter that they will be dropped off the charter and their BSA membership will become inactive in your unit.
			For adults that are registered to multiple units or multiple positions (i.e., Unit, District, Council), verify the units/positions in which each adult is registered and where his/her registration is paid. The unit/position in which the adult is registered and paid is that adult's primary registration.	For adults with multiple registrations, you can update their status in your unit by entering their primary unit from the Fee summary report at the end of the registration process. In the column left of the name is the word "update" (blue underline). Click and a box pops up and asks if the person is paid in another unit. If yes, fill in the other unit information, and the fee for that person will zero out. Units cannot look up and determine adults that have multiple registrations, so they must ask who is multiple/dual registered before beginning online registration.
			PACKS ONLY - Verify one adult partner for each lion and each tiger.	System requires an adult for tigers and lions. If a single adult is the partner for 2 or more lions or tigers, in the online system, you must use blue underline "update" to give the same partner a position for each child, so they will show up on the report as the partner for each child.
			<a href="#">TROOPS ONLY - Collect Merit Badge Counselor Information forms for each adult that is serving as a merit badge counselor in the unit. They must also complete an adult application with position code 42. Adults not currently registered must provide current youth protection training (YPT) certificate.</a>	This is a no fee, non-unit position and the application will be processed by the council office.
			Only in primary registered units - Verify: spelling of name, email, address, all phone numbers, date of birth, drivers license number for all rechartering and new adults and youth.	Many adults do not receive important Scouting information as their personal information is out of date or incorrect. Use this opportunity to update personal information.
			Ensure YPT is renewed prior to recharter for all adults that will expire before April 30, 2021.	Any Adult YPT that expires after the recharter is turned in but before the unit is posted in the system will prevent the recharter from being completed on time.
			Collect applications for all youth and adults not currently registered; ensure applications are complete with all fields and required signatures. Ensure all new adult applications have a social security and drivers license numbers.	
			Collect all registration fees. Note that new member joiner fee may apply to some youth.	
			Follow up with all rechartering families, as needed, to remind of training needs, applications required, and fee payment.	Reminder of training needs and payment due by end of this month
<a href="#">Print the F.H.O.D. Information Update form, and fill out all for persons allowed to use the unit FHOD account.</a>	All units are required to update their FHOD information, even if it isn't used. It will be used for recharter payment this year.			
Contact Committee Chair and Institution Head and/or Chartered Organization Representative to inform of need to sign recharter online; let them know when you expect to complete the process and will need their signature, ensure availability to sign online.				
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Online	November / December	December / January	<a href="#">Login to charter system</a> ( <a href="https://scoutnet.scouting.org/UCRS/ui/home/default.aspx">https://scoutnet.scouting.org/UCRS/ui/home/default.aspx</a> ) <a href="#">Compare and update your roster in the recharter system</a>	Go to: <a href="https://my.scouting.org">https://my.scouting.org</a> - Click on the menu icon at the top of the page to access BSA Web Links, then select Internet Rechartering.
	by December 30, 2020	by January 31, 2021	Enter all membership information into online system.	Update all personal information that you have verified for rechartering youth and adults. Enter all fields except social security number from new youth and adult applications.
	January 1, 2021	February 1, 2021	Obtain online signature	The recharter online system gives the option on the approval page to electronically sign as the Institution Head (IH) or Chartered Org Rep (COR). If you are NOT one of these two positions, DO NOT select this option Instead select "print signature line".
			Submit Recharter on-line.	
		Print all pages of the Unit Charter Renewal Report Package, including page 1 even if blank. No draft copies or Report Summary EZ versions. One printed copy must be turned in at Roundtable or Council office with payment.	The online system has the following options for printing: Unit Charter Renewal Report Package (must print) EZ Rreport (for unit use only) JTE Scorecard (not used by Quivira Council in Jan/Feb) Annual Recharter Agreement (see below)	
		Print one copy of the Annual Recharter Agreement for all units chartered to the same organization. All units will be listed on this agreement, and the Chartered Organization (IH or COR) will sign the one agreement for all units.	All units chartered to the same organization need to coordinate the printing of the annual Recharter Agreement, so each unit knows who is turning in the Annual Recharter Agreement for the chartering organization.	
Turn In			Obtain physical signature on recharter renewal and annual rechartering agreement.	If you are NOT the IH or COR, then print the signature page for the IH or COR to sign.
	by January Roundtable	by February Roundtable	Meet with unit treasurer to obtain one check payable to Boy Scouts of America and attached to the recharter paperwork.	The only form of payment accepted is check. You will receive a receipt when you turn in the package.
	by January Roundtable	by February Roundtable	For youth needing financial aid, fill out Aetna or Council Financial Aid request form. Identify those youth on the recharter printout with the form of aid being requested.	Follow the council process for requesting recharter financial assistance.
	January Roundtable	February Roundtable	Turn in recharter at Roundtable with payment.	Recharter may be checked on site for defects, as time and reviewers are available
	January 15, 2021	February 12, 2021	Final week to have completed charter paperwork and payment turned in to Council office.	DO NOT WAIT UNTIL THE LAST MINUTE!
February 1, 2021	March 1, 2021	<b>Charter expires if not completed properly. Your unit and all memberships will be dropped.</b>		
Once your charter is in the Council office, it goes through a series of checks prior to payment and data entry. If any errors are found, you may be contacted to help. PLEASE respond PROMPTLY if you are contacted. <b>YOUR RECHARTER MAY BE DELAYED IF ALL ITEMS AND SIGNATURES ARE NOT PRESENT IN UNIT PACKAGE</b>				
Dropped Unit	February 1, 2021	March 1, 2021	<b>On and after this date, new paperwork will be required including NEW APPLICATIONS FOR ALL adults &amp; youth if your recharter is not completed on time.</b>	