Recharter Unit Stages

BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

2023-2024

MCC Rechartering Goal: Over 50% of units Pre-Posted by Dec 20, all units Posted Jan 27.

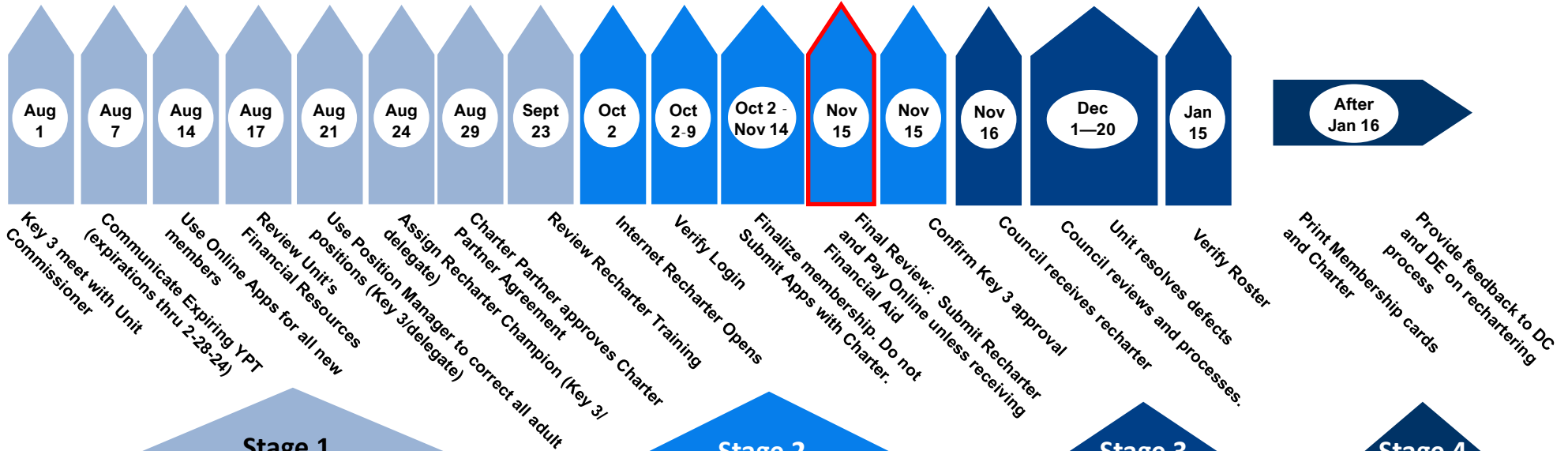Maximize use of online Tools including Payment online.

Be Prepared	Do Your Best	Do Your Duty	Celebrate
Aug 1—Oct 1	Oct 2—Nov 15	Nov 16—Jan 15	Jan 16—Feb 28

Timeline

- **Aug 1** — Key 3 meet with Unit Commissioner
- **Aug 7** — Communicate Expiring YPT members (expirations thru 2-28-24)
- **Aug 14** — Use Online Apps for all new members
- **Aug 17** — Review Unit's Financial Resources
- **Aug 21** — Use Position Manager to correct all adult positions (Key 3/delegate)
- **Aug 24** — Assign Recharter Champion (Key 3/delegate)
- **Aug 29** — Charter Partner Agreement
- **Sept 23** — Charter Partner approves Charter
- **Oct 2** — Review Recharter Training
- **Oct 2-9** — Internet Recharter Opens
- **Oct 2 - Nov 14** — Verify Login
- **Nov 15** — Finalize membership. Submit Apps with Charter. *(highlighted)*
- **Nov 15** — Final Review: Submit and Pay Online unless receiving Financial Aid. Do not Financial Aid.
- **Nov 16** — Confirm Key 3 approval
- **Dec 1—20** — Council receives recharter
- **Jan 15** — Council reviews recharter / Unit resolves defects and processes. Verify Roster
- **After Jan 16** — Print Membership and Charter / Provide feedback to DC and DE on rechartering process

Stage 1

1. Meet with unit commissioner to review timeline.
2. Communicate expiring YPT (expiring through 2-28-24).
3. Make Unit PIN active, and use invitation manager and application manager. Use Online Apps for all new members.
4. Review the unit's financial resources to pay for Rechartering
5. Use Position Manager to correct the position of all adults on Roster (meet minimum # required). Must be a Unit Key 3 or Key 3 Delegate.
6. Key 3/delegate assigns a recharter champion in the unit and advises DC and DE.
7. Charter Partner Agreement will verify they will continue to support the unit for the coming year
8. Review Internet Rechartering Training at MichiganScouting.org —> Resources —> Unit Resources

Stage 2

1. Update member positions/remove members from roster.
2. Verify Login to system.
3. Avoid sending in paper applications with recharter. Process paper ahead of recharter submission.
4. Finalize membership inventory from fall recruiting.
5. Print and save electronically the final roster.
6. Collect fees & submit roster online unless receiving financial aid.
7. Member of Key 3 approves.

Stage 3

1. Council receives recharter.
2. Council validates recharter.
3. Unit resolves defects or missing paperwork.
4. Unit verifies My.Scouting roster and advises DC or DE of discrepancies.
5. Sync ScoutBook to My.Scouting when Charter is posted (when My.Scouting shows 2023 roster).

Stage 4

1. From Organization Manager —> Roster in My.Scouting, choose Print —> Membership Cards
2. From Organization Manager —> Settings, click "Download Charter Certificate" button in upper right to print the Charter.