



## **Rechartering / Membership Renewal 2023 – 2024**

**<https://michiganscouting.org/unit-resources/internet-recharter/>**

**This presentation is about the recharter process and resources available to Commissioners and unit leaders this recharter season.**

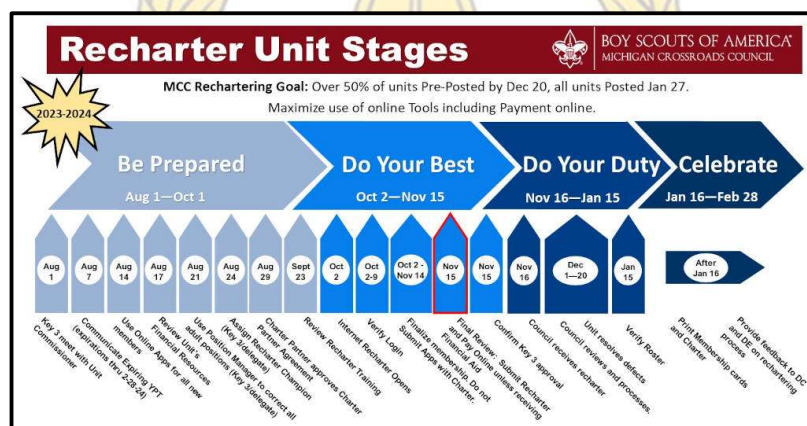
## Rechartering / Membership Renewal 2023 – 2024

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### GOALS FOR RECHARTERING 2023

- Unit charters completed **and pre-posted or posted** by December 20, 2023.
- All applications for new youth and adult members be handled electronically.
- All YPT current through March 1, 2024.
- No attached paperwork to the recharter.



This year will be **similar to last year**, the **biggest difference** that we know of so far is that those **members who join after August 1** will be noted as prepaid in the recharter system and **the unit will not have to collect National and MCC fees for their continued membership**, the unit is simply confirming that those members are on their roster.

- **They will be noted with a 0 dollar amount due** in the recharter roster.

Review of the major goals for the recharter season:

- Unit charters completed **and pre-posted or posted by December 20, 2023.**

- All applications for new youth and adult members be handled **electronically**. Including unit to unit transfers and adult leader position changes.

- All adult **YPT current through March 1, 2024.**

- **No attached paperwork** to the recharter.

In order to achieve these goals a timeline has been set-up with four different phases.

### Key Dates:

**First week of October** - Internet recharter system opens and unit recharter champions should be logging in to the system

**November 15 or November Roundtable** - unit recharterers submitted and approved by the unit Key 3

**December 20** - Units posted or pre-posted.

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### **Be Prepared**

Key 3 meet with Unit Commissioner

Communicate Expiring YPT  
(Expirations through 2-28-2024)

- Use New Unit Dashboard

Use Online Applications for all new members

Review unit's financial resources

Use Position Manager to correct all adult positions, including COR delegate and COR delegate roles

Charter Partner approves the Annual Charter Agreement

Review Recharter Training

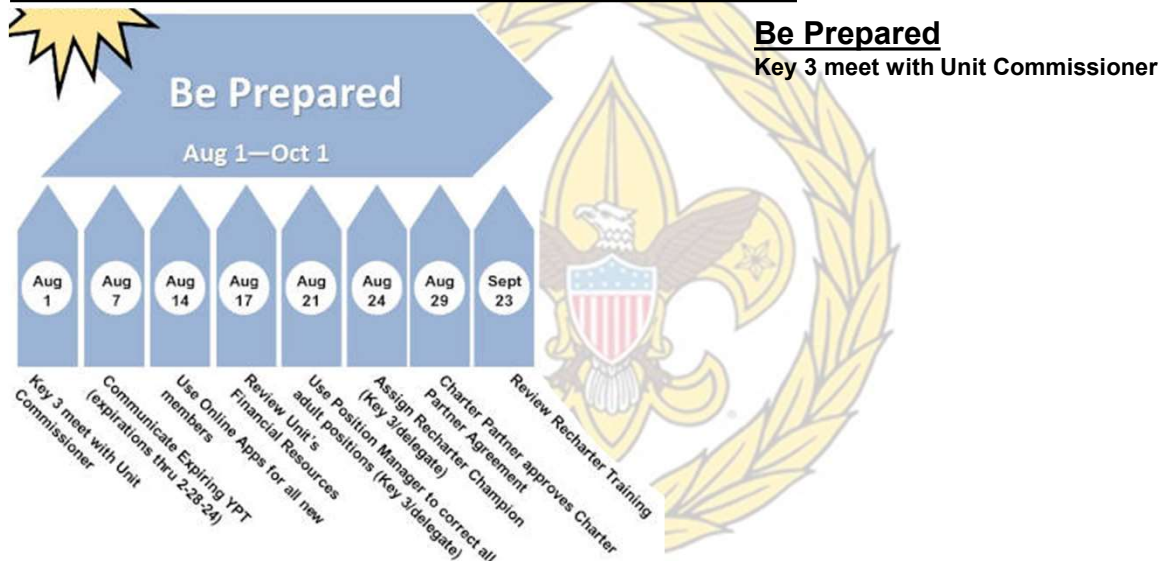
Much of the **success of the recharter season** is based on preparation in these first months of the recharter season.

The importance of early initial preparation is so that when unit leaders are busy with **initial program kick-offs, new membership, and fundraising like popcorn, the foundation for charter renewal** has already taken place

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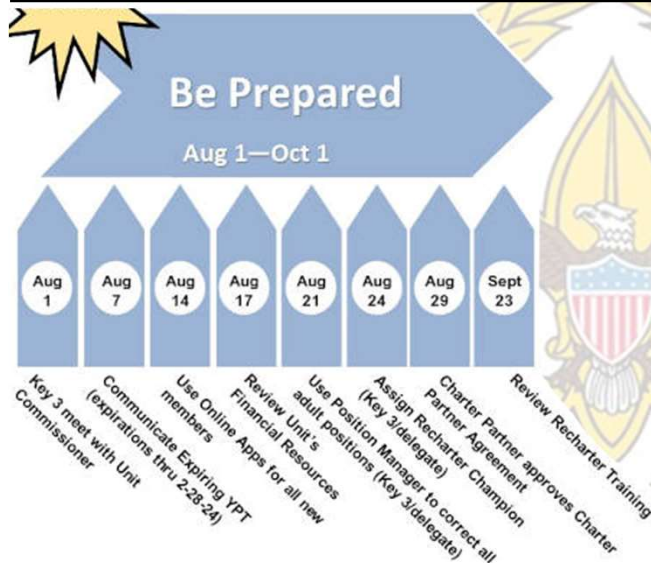
### **UNIT KEY 3 and Commissioner meet to work out a game plan for recharter**

- Be sure to enter the meeting as a **simple contact** or a **detailed assessment** in **Commissioner Tools**!

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### **Be Prepared**

Key 3 meet with Unit Commissioner

Communicate Expiring YPT  
(Expirations through 2-28-2024)

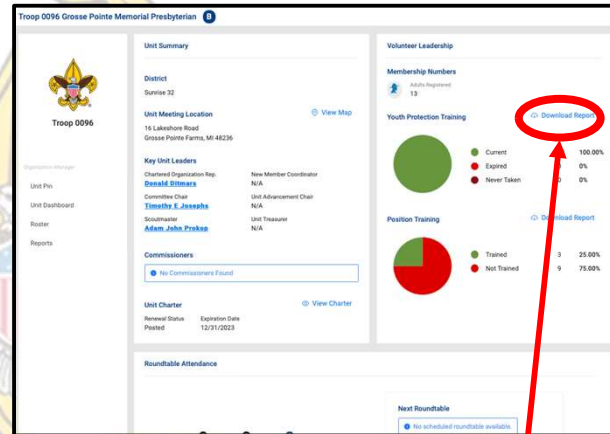
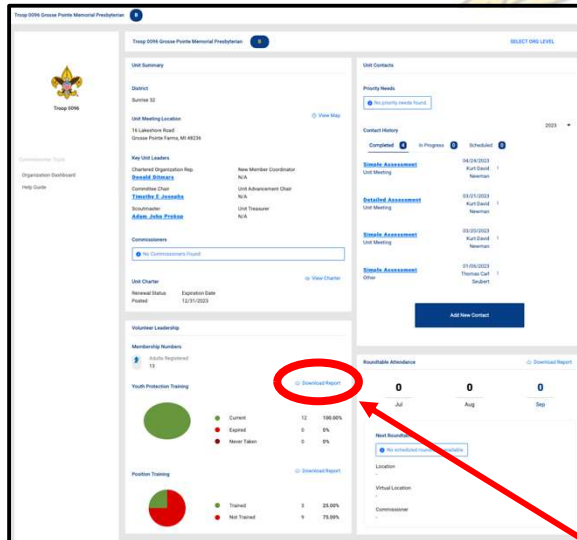
- Use New Unit Dashboard

Review unit **YPT Aging report**, Encourage leaders whose YPT expires before March 1 2024 to update their YPT now.

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A unit Key 3 or Commissioner can download a unit YPT Aging Report here from the Unit Dashboard in my.scouting

YPT Aging report which can be easily accessed on the new unit dashboard.

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### **Be Prepared**

**Key 3 meet with Unit Commissioner**

**Communicate Expiring YPT**  
(Expirations through 2-28-2024)

- Use New Unit Dashboard

**Use Online Applications for all new members**

## **CONTINUE TO ENCOURAGE UNITS TO USE ON-LINE APPLICATIONS for Youth and Adults.**

- The system is easy to use and there are tutorials available at the internet-recharter page on the MCC website.
- Typically new applicants show up by the next morning once the youth applications are approved by unit leadership or the adult applications are approved by the COR or COR delegate.



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Allow on-line applications when setting-up a unit pin, found in the *Unit Pin* section of *Organization Manager* or *Roster*

The screenshot displays the 'Unit Pin' section of the 'Organization Manager' interface. The page is titled 'Unit Pin' and includes a sidebar with navigation links: 'Unit Pin', 'Unit Dashboard', 'Roster', and 'Reports'. The main content area is divided into two columns. The left column contains the 'Unit Information' section, which includes a 'Unit Pin' field, a 'Unit Pin History' section with a toggle for 'Allow People to Apply Online' (currently turned on), and a 'Contact Person' section. The right column contains the 'Unit Pin Preview' section, which shows a preview of the unit pin information and a 'Unit Pin History' section. A red circle highlights the 'Allow People to Apply Online' toggle switch, and a red arrow points from the text box on the left to this toggle.

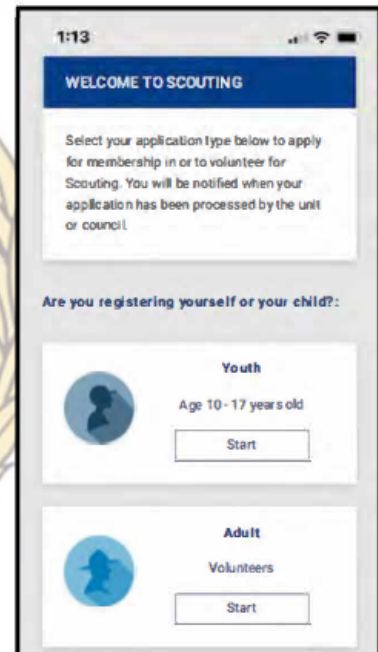
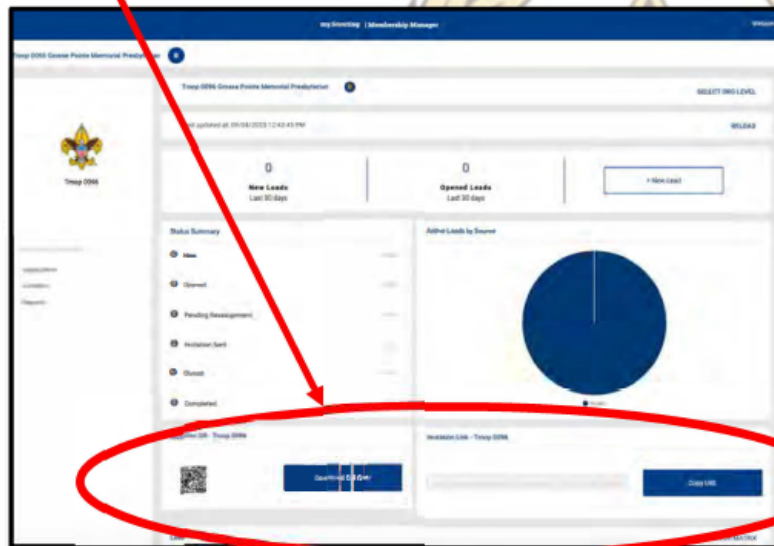
Encourage unit leaders to **update their unit pin** and to **make sure that they turn-on the use of on-line applications**.



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A unit's on-line application QR code and URL, found in *Invitation Manager*



Review QR Code and unit URL location in Invitation Manager

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### **Be Prepared**

Key 3 meet with Unit Commissioner

Communicate Expiring YPT  
(Expirations through 2-28-2024)

- Use New Unit Dashboard

Use Online Applications for all new members

Review unit's financial resources

## **REVIEW UNITS FINANCIAL RESOURCES TO PAY FOR RECHARTER**

- Will **Popcorn or other fundraisers** be needed to assist with funding recharter or other unit activities?
- Will **financial aid** be needed for some scouts to reregister?

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### **Be Prepared**

Key 3 meet with Unit Commissioner

Communicate Expiring YPT  
(Expirations through 2-28-2024)

- Use New Unit Dashboard

Use Online Applications for all new members

Review unit's financial resources

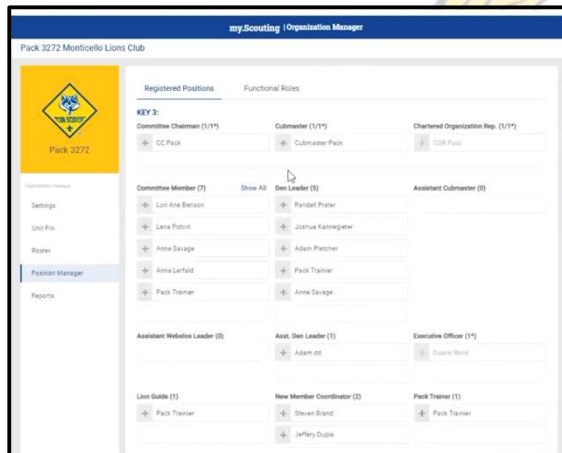
Use Position Manager to correct all adult positions, including COR delegate and Key 3 delegate roles

**USE POSITION MANAGER TO CORRECT ALL ADULT POSITIONS, INCLUDING COR DELEGATE AND KEY 3 DELEGATE ROLES**

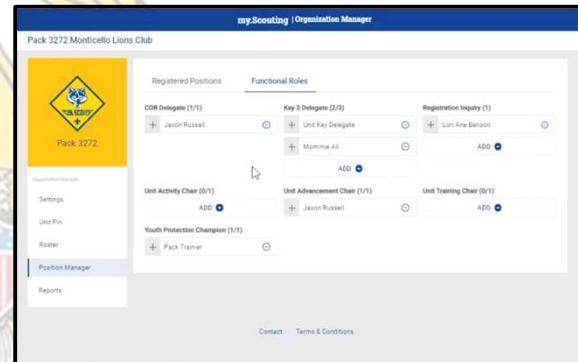
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- Using Position Manager:  
<https://vimeo.com/551542220>



- Establishing COR Delegates, Key 3 Delegates  
and other Functional Roles:

<https://vimeo.com/551541655>

**Also, Establish a Unit Recharter Champion**

- Review Position Manager for Registered Positions and Functional Roles
- Determine who the **unit recharter champion** will be:
  - Encourage the unit leadership to establish a unit recharter champion who will lead the recharter effort and be the person trained to manage the recharter process.
  - Make sure that the unit recharter champion is either a key 3 member or Key 3 delegate in the unit.
  - Later in the season The recharter champion will review recharter training materials when available.

## **Rechartering / Membership Renewal 2023 – 2024**

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### **Be Prepared**

**Key 3 meet with Unit Commissioner**

**Communicate Expiring YPT (Expirations through 2-28-2024)**

- Use New Unit Dashboard

**Use Online Applications for all new members**

**Review unit's financial resources**

**Use Position Manager to correct all adult positions, including COR delegate and Key 3 delegate roles**

**Charter Partner approves the Annual Charter Agreement**

## **ANNUAL CHARTER AGREEMENT**

- Encourage the signing of the Unit Annual Charter Agreement:  
Effective 3/1/2023 – 3/1/2024 Signed by Roger Mosby on Page 3.

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## Annual Unit Charter Agreement

Look for *Effective 3/1/2023-3/1/2024* and *Roger Mosby's* signature

Instructions for completing the Annual Unit Charter Agreement (AUCA) can be found at:

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## Rechartering / Membership Renewal 2023 – 2024

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Be Prepared**

**Key 3 meet with Unit Commissioner**

**Communicate Expiring YPT  
(Expirations through 2-28-2024)**

- Use New Unit Dashboard

**Use Online Applications for all new members**

**Review unit's financial resources**

**Use Position Manager to correct all adult positions, including COR delegate and Key 3 delegate roles**

**Charter Partner approves the Annual Charter Agreement**

**Review Recharter Training**

Recharter Training in terms of unit recharter champion.

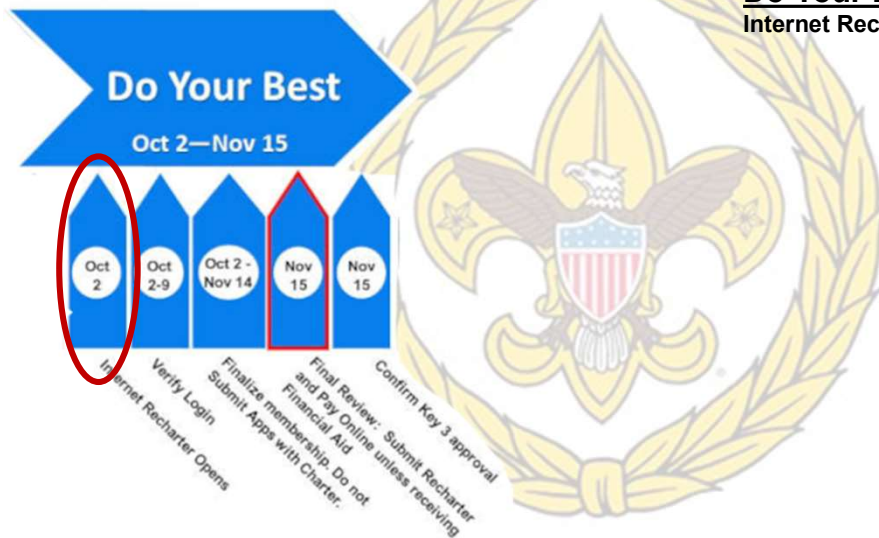


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**Do Your Best**  
Internet Recharter Opens.



This phase is when the recharter system opens, typically in the first few days of October

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<https://michiganscouting.org/unit-resources/internet-recharter/>



**Do Your Best**  
Internet Recharter Opens.

Verify Log-In.

Please encourage unit recharter champion to login to the recharter system in the first week to make sure that they can access the system, check the roster for completeness, and make note of any missing YPT or CBC forms for adult leaders.

## **Rechartering / Membership Renewal 2023 – 2024**

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Do Your Best**

Internet Recharter Opens.

Verify Log-In.

Finalize Membership. Do Not submit Applications, YPT certificates or CBC forms with the recharter.

We want to make sure that if there are missing members, that there are electronic applications submitted for those members. And if there are any missing CBC forms or YPT certificates, that they are submitted to their District Professional to make sure that the forms are updated in the registration system.

## **Rechartering / Membership Renewal 2023 – 2024**

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### **Do Your Best**

Internet Recharter Opens.

Verify Log-In.

Finalize Membership. Do Not submit Applications, YPT certificates of CBC forms with the recharter.

Final Review: Submit Recharter and pay on-line unless receiving financial aid.

About the time of the November Roundtable, units should be wrapping up the recharter process by submitting their recharter and making an on-line electronic payment, either by the ACH system or by credit card.

- The exception to this is if the unit is receiving some form of financial aid, in which case, payment may need to be made to an MCC office.

## **Rechartering / Membership Renewal 2023 – 2024**

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### **Do Your Best**

Internet Recharter Opens.

Verify Log-In.

Finalize Membership. Do Not submit Applications, YPT certificates of CBC forms with the recharter.

Final Review: Submit Recharter and pay on-line unless receiving financial aid.

Confirm Key Three approval of the recharter.

After the charter has been submitted, we want to make sure that the recharter is approved by one of the Key 3 or one of the delegates.

## **Rechartering / Membership Renewal 2023 – 2024**

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### **Do Your Duty**

Council receives the recharter.

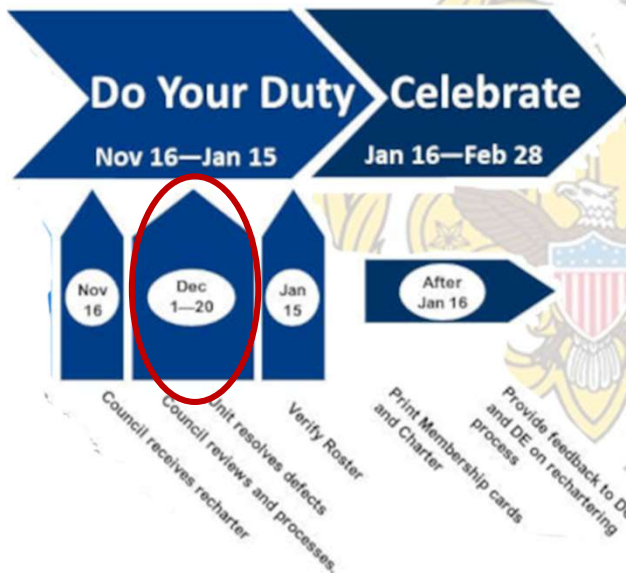
### **DO YOUR DUTY**

In the Do Your Duty phase, our council receives the recharter.

## **Rechartering / Membership Renewal 2023 – 2024**

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Do Your Duty**

Council receives the recharter.

Unit resolves defects. Council reviews and processes the recharter

**If there is no attached paperwork and payment is made on-line, the charter should quickly pre-post and then post. If there is attached paperwork, or financial aid involved, the council office will then review the recharter and advise of any defects found.**



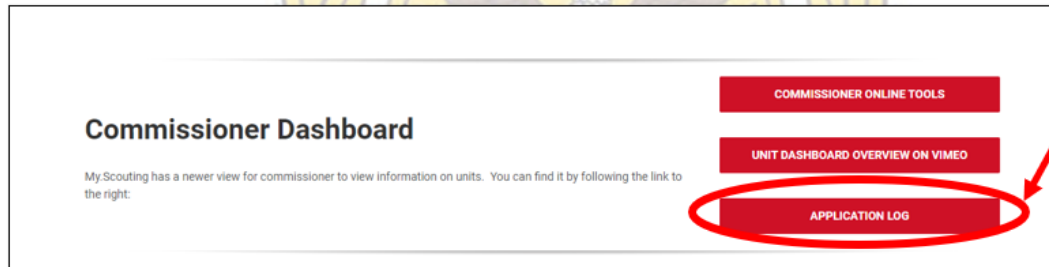
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<https://michiganscouting.org/unit-resources/internet-recharter/>

**MCC Commissioner – Unit Health:** <https://michiganscouting.org/commissioners/unit-health/>

To find the most current link to Registration Service Application Log, go to:  
<https://michiganscouting.org/commissioners/unit-health/>  
Scroll down to the “Commissioner Dashboard” section and find the  
Application Log button



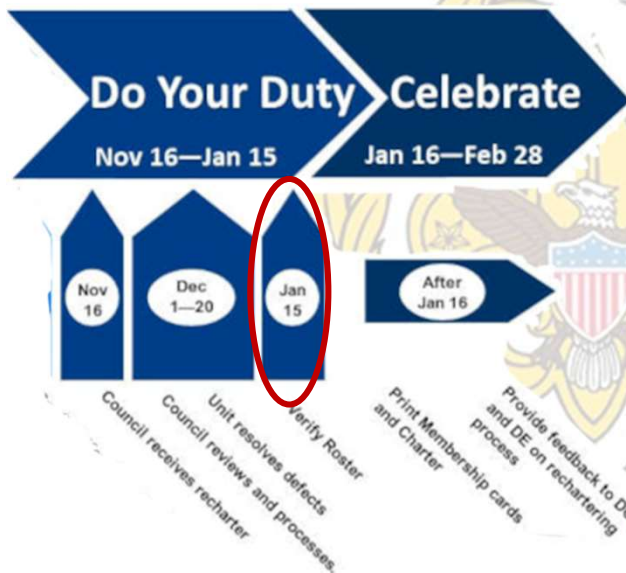
- How to find the Application Log on the Commissioner Unit Health page. The application log can be used to determine defects and defect status in the system.

Click here for Unit Health page

## **Rechartering / Membership Renewal 2023 – 2024**

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Do Your Duty**

Council receives the recharter.

Unit resolves defects. Council reviews and processes the recharter

Verify the Roster

It is also a good practice to review the unit roster for completeness after the unit posts to make sure that the registered roster is complete.

## **Rechartering / Membership Renewal 2023 – 2024**

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Do Your Duty**

Council receives the recharter.

Unit resolves defects. Council reviews and processes the recharter

Verify the Roster

### **Celebrate!**

Print Membership Cards and Charter Certificate

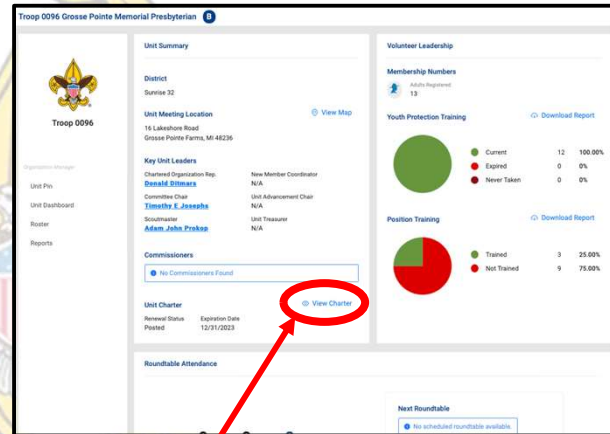
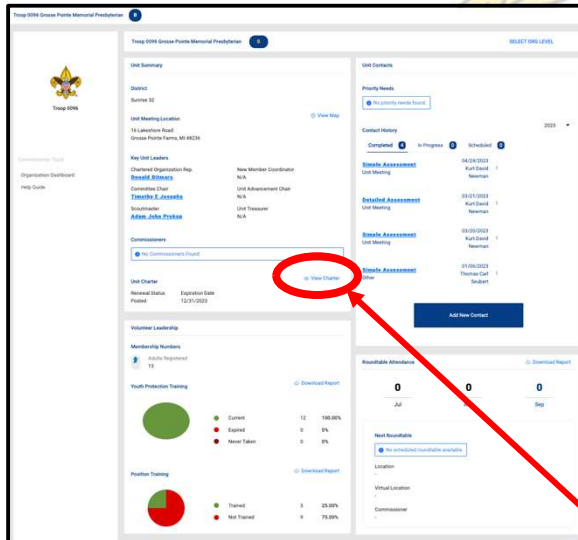
## **CELEBRATE**

This is time to celebrate the completion the recharter season by printing out and distributing the membership cards and the unit recharter certificate.

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<https://michiganscouting.org/unit-resources/internet-recharter/>



Charter Certificates can be printed directly from Unit Dashboards

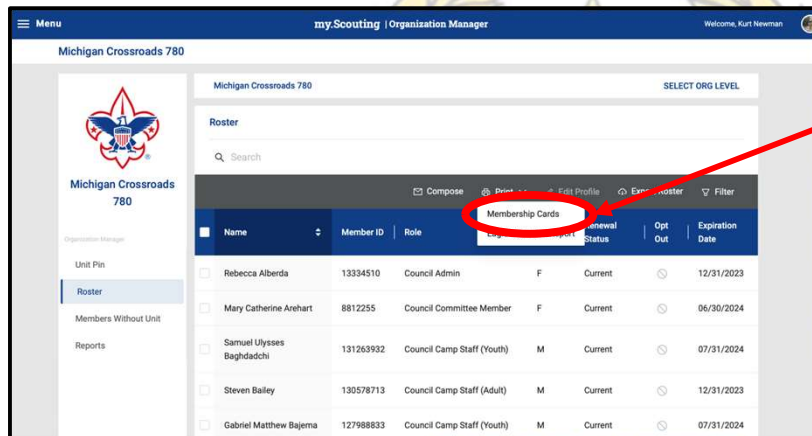
The new charter certificate can also be easily accessed through the new unit dashboard. This should be celebrated as another year of Scouting activities.

Click here for My.Scouting to access Organization Manager --> Unit Dashboard

## Rechartering / Membership Renewal 2023 – 2024

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<https://michiganscouting.org/unit-resources/internet-recharter/>



Membership cards can be printed from *Organization Manager* or *Roster*. Membership cards can be found under the *Print* function.

How to find and print Membership Cards in my.scouting. Go into Organization Manager and click Roster. Select the users and choose Print --> Membership Cards

Click here for my.scouting

## **Rechartering / Membership Renewal 2023 – 2024**

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<https://michiganscouting.org/unit-resources/internet-recharter/>



### **Do Your Duty**

Council receives the recharter.

Unit resolves defects. Council reviews and processes the recharter

Verify the Roster

### **Celebrate!**

Print Membership Cards and Charter Certificate

Provide feedback to District Commissioner and District Executive on rechartering process

Also, it is a good time sit down with unit leaders and the unit commissioner to do a stop-start-continue or thorns-roses-buds to discuss how to make next year's recharter go even smoother.

The is a summary of the recharter season. Next, we will look at resources that are available.

## **Rechartering / Membership Renewal 2023 – 2024**

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**<https://michiganscouting.org/unit-resources/internet-recharter/>**

### **RECHARTERING / MEMBERSHIP RENEWAL RESOURCES - WEBSITES WORTH BOOKMARKING**

**Michigan Registration Resources Page:** Your complete, one-stop resource for rechartering information.  
<https://michiganscouting.org/unit-resources/internet-recharter/>

**Recharter / Membership Renewal:** Information on the annual membership renewal.  
<https://michiganscouting.org/membership-registration/>

**MCC Commissioner – Unit Health:** Information on Unit Health Indicators, YPT Suspension list and more.  
<https://michiganscouting.org/commissioners/unit-health/>

**National Charter Renewal Resources:** Information about rechartering from the National office.  
<https://www.scouting.org/commissioners/internet-rechartering/>

**National On-Line Registration Resources:** National information about electronic applications / membership transfer / adult position changes for unit leaders.  
<https://www.scouting.org/resources/online-registration/>

## RESOURCES WORTH BOOKMARKING IN YOUR BROWSER

The best recharter resource available is at [michiganscouting.org/unit-resources/internet-recharter/](https://michiganscouting.org/unit-resources/internet-recharter/)

This is a resource worth bookmarking in your browser. There you will find answers to most any question you will have during the recharter / membership renewal season including tutorials, FAQ's, forms and contacts for assistance.

Others:

- Recharter / Membership Renewal Page
- MCC Commissioner – Unit Health Page
- National Charter Renewal Resources Page
- National On-Line Registration Resources Page



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### **RECHARTERING / MEMBERSHIP RENEWAL RESOURCES**

**MCC - Wayne Hastings – ACC – Rechartering** [lwhastings@yahoo.com](mailto:lwhastings@yahoo.com)

#### **ACC – PF North**

Gregory Caskie  
[sharkbsa@gmail.com](mailto:sharkbsa@gmail.com)

Northern Lights  
Scenic Trails  
Timber Trails

#### **ACC – PF South**

Fritz Reasons  
[freasons@comcast.net](mailto:freasons@comcast.net)

Nottawa Trails

#### **ACC – PF South**

Dave Blythe  
[dblythe1525@gmail.com](mailto:dblythe1525@gmail.com)

Pathfinder  
Wabano

#### **ACC – PF Central**

Cheryl Dorwin  
[cheryld@aol.com](mailto:cheryld@aol.com)

Chief Okemos  
Eagle Spirit  
Lakeshore

#### **ACC – PF East**

Joshua Cromer  
[jdcromer@gmail.com](mailto:jdcromer@gmail.com)

Heartland  
Ojibway  
Shoreline

#### **ACC – GL West/South**

Ken Norin  
[knorin@aol.com](mailto:knorin@aol.com)

Irish Hills  
Huron Trails  
Mahican  
Ottawa  
Pontiac Manito  
Running Waters  
Sunset

#### **ACC – GL East/North**

Kurt Newman  
[kdnewman155@gmail.com](mailto:kdnewman155@gmail.com)

Blue Star  
Blue Water  
Chippewa  
North Star  
Renaissance  
Rivers North  
Sunrise  
Three Fires

In addition to your district Commissioner and your District Recharter Champion, the Council and Division Commissioner staff can provide additional resources

That was a quick overview of the recharter process and some of the resources available to help you.

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Contact your district's Recharter Champion. List of Champions can be found on the <https://michiganscouting.org/unit-resources/internet-recharter/> page