



## District Unit Type & Number

### Recharter Timeline

- Follow the time line, Catch-up creates errors.
  - August/September – Packets are distributed to units
  - October 1<sup>st</sup> – Online Window opens/Turn in any new applications
  - October 15<sup>th</sup> – download roster
    - this gives the council enough time to enter all new member applications that you have turned in so you don't have to!
  - December 1<sup>st</sup> – Charters Due to Council with expiration date of December 31<sup>st</sup>.
    - **There will be no Charter Lapse period (see info inside the packet to understand what this means)**

### Recharter Helpful Hints

- Check to make sure the Chartered Organization information is current.
- Bring a **BLANK CHECK** to the turn-in location to expedite the process
- Please update all addresses, phone numbers, and email addresses.
- **All new adults must complete and turn in their Youth Protection Training Certificate.**
  - Youth Protection Training must be current for the duration of the upcoming charter year. You must update your training records online or by turning in your certificate with the charter.
  - **PLEASE NOTE: The newest version must be taken to re-register for 2020.**
- **Check unit rosters for overlooked members.**
- Contact non-attending youth as to why they are not attending.
- If you hit a snag, check the help suggestions at the bottom of the summary sheet.
- Complete all other forms and return with the charter, it is to your benefit.
  - **Journey To Excellence Form – Please remember to record annual service hours. Should you need help, please contact your District Executive.**
  - **Chartered Organization Agreement**
- ***Don't enter an amount on the check until it is reviewed by District personnel***
- Usual reason for rejection of charter – **lack of proper signatures.**
- **No Draft Charters will be accepted**
- A member must have a paid registration in the BSA in order to register with the Order of the Arrow (Nentico Lodge)
- Social security numbers are required on all adult applications. This is a National policy. The records are kept in a secure location.
- As a unit processor do not input incorrect Social Security numbers. You will not be able to go back to correct them later. Wait to enter that person's information until you have all the required information.
- Having a **BLANK CHECK** when you turn in your charter will make the process smoother