

LFL/ Exploring District Unit Type & Number _____

Renewal Timeline

- Follow the time line, Catch-up creates errors.
 - September – Unit Codes are distributed to units. Packet information can be found at <http://www.baltimorebsa.org/resources/internet-rechartering/73441#gsc.tab=0>
 - October 1st – Online Window opens/Turn in any new applications
 - October 15th – 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 1st – Charters Due to Council with expiration date of December 31st.
 - **There will be no Lapse period (see the [Lapse Notice](#) for details)**

Renewal Helpful Hints

- Check to make sure the Participating Organization information is current.
- Please update all addresses, phone numbers, and email addresses.
- **All new adults must complete an [Adult Application](#) and turn in their Youth Protection Training Certificate.**
 - Youth Protection Training must be current for the duration upcoming charter year. You must update your training records online or by turning in your certificate with the charter.
 - Youth Protection Training and Adult applications must be completed by all youth members over the age of 18.
 - The Additional Background Disclosure form in the Adult Application must be submitted and signed for all new members, and youth participants, and signed with an original signature.
- **Check unit rosters for overlooked members.**
- **Complete Memorandum of Understanding**
- 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.**
- 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 Renewals will be accepted**
- 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.

**PLEASE RETURN ALL DOCUMENTS TO WENDY GORDON AT
WGORDON@BALTIMOREBSA.ORG.
443-573-2521**