

It is never too early to start getting ready for re-chartering. So, when should I start? I would say right now or at the latest October 1st. The first thing you can do to make it easier for your unit to re-charter in November is to register every leader and Scout as they enter the unit.

If you have leaders who move positions, submit an application putting them in their current position when they move to the new position. Why is this important? If you have everyone in the position they are supposed to be in, they will have access to the proper tools.

The unit Key Three: Charter Organization Representative (COR), Committee Chair and Crew Advisor, Scoutmaster or Cubmaster can access tools for training and membership in my.scouting.org, that helps them know who is trained and if everyone's youth protection is current.

If adults and youth are not properly registered, they are not covered by insurance during scouting events and may not register.

How do I get to these tools? Go to my.scouting.org and sign in. You will see a list of choices some of which include:

Membership manager: This will show you all adults and youth registered in your unit. It will also show you which adults are currently registered in which positions. In membership manager you can filter youth, adults and Key Three. You can also export the roster to a PDF or CSV. The Key Three can also edit profiles (address, phone number and emails).

Training manager: The Key Three can check who is trained by clicking on the report under trained leaders. If you just want to see who is not trained click on the red pie slice under trained leaders and it will only show those who are not trained. For youth protection the Key Three would do the same thing.

In May, the unit Key Three should review the unit roster in either my.scouting.org, Scout Book, or Troop Master to ensure that everyone is registered. This is important as summer camp will be starting shortly and everyone needs to be registered.

In October it is time for the Key Three to review everyone's youth protection in my.scouting.org. The sooner you get your leaders to take the youth protection training the easier it will be for everyone. In November and December, a lot of Scouters have trouble taking the training due to the volume of people in the system. Be patient and try at another time to get access.

You should also review your roster to see if a new leader or Scout joined the unit during the last year, but an application was not submitted or recorded. If you have an issue with the application not being recorded call the registrar's office at 801-476-4807.

The Scout leader and the Committee Chair should review the unit roster and see who they think will remain in the troop and who may be leaving the unit. If you have youth who have not been

active, give them and their parents a call to see if they will stay in Scouting. If they want to leave find out why.

You also will want to start collecting dues at this time or at least let the Scouts and parents know what the dues will be and how they can pay for them. Each unit sets dues according to the units needs. Some units do a lot of fundraising, so the costs are lower. Some units do not want to do any fundraising and the parents will pay the costs. Things to think about when setting your dues amount is the cost of re-registration, awards, activities and camping trips. The amount should be decided on by the Committee and communicated to the Scouts and their parent's months before re-chartering starts. If you have youth that cannot afford the costs you may ask parents to donate to a scholarship fund to assist Scouts in need. This is a very sensitive issue and when approving scholarships, it should be done discreetly.

Please make sure your Key Three's information is current and up to date in my.scouting.org. The codes for re-chartering will be sent to the COR for all the units for rechartering. The COR needs to send the codes to whoever is selected to complete the recharter. Normally this is the Committee Chair, but it can be anyone who can do the rechartering.

When the online re-chartering opens, log in that day or shortly thereafter and load your roster. This way you can see if there are any issues. If you submitted applications as leaders or youth joined or when a leader changed positions and then ensure all leaders are current with their youth protection training, then the only thing you will have to do is remove those Scouts who will not be participating next year and complete the rechartering process.

The recharter should then be submitted online for the Scout Executive or Registrar to review and approve it and the Scout leader can set back and relax!

Below is a link to formal instructions from National dealing with the recharter process.
https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2020/10/Internet-Rechartering-Update_Version_12_October-1-2020.pdf

Below is a webpage that has answers to Frequently Asked questions about rechartering.
<https://scoutnet.scouting.org/UCRS/Help/FAQ/tips.htm>