November Recharter Unit Timeline

Milestone	Date
Key 3 meet with Unit Commissioner	July 1
Assign Recharter Champion	July 7
Review Recharter Resources	July 14
Begin Membership Inventory	Aug 1
Identify Expiring YPT	Aug 1
Internet Recharter Opens	Aug 1
Attend Roundtable Recharter Training	Aug 3-10
Begin collecting fees	Sept 1
Finalize Membership Inventory from fall recruiting	Sept 28
Update Internet Recharter Roster	Oct 1
Final review submit recharter	Oct 7
Confirm Key 3 approval	Oct 7
Council receives recharter and payment	Oct 7
Council reviews and processes recharters	Oct 10 to Dec 22
Units resolve defects	
Verify Roster	Jan 1

July 1 – Aug 1

Aug 3 – Oct 7

Oct 7 – Jan 1

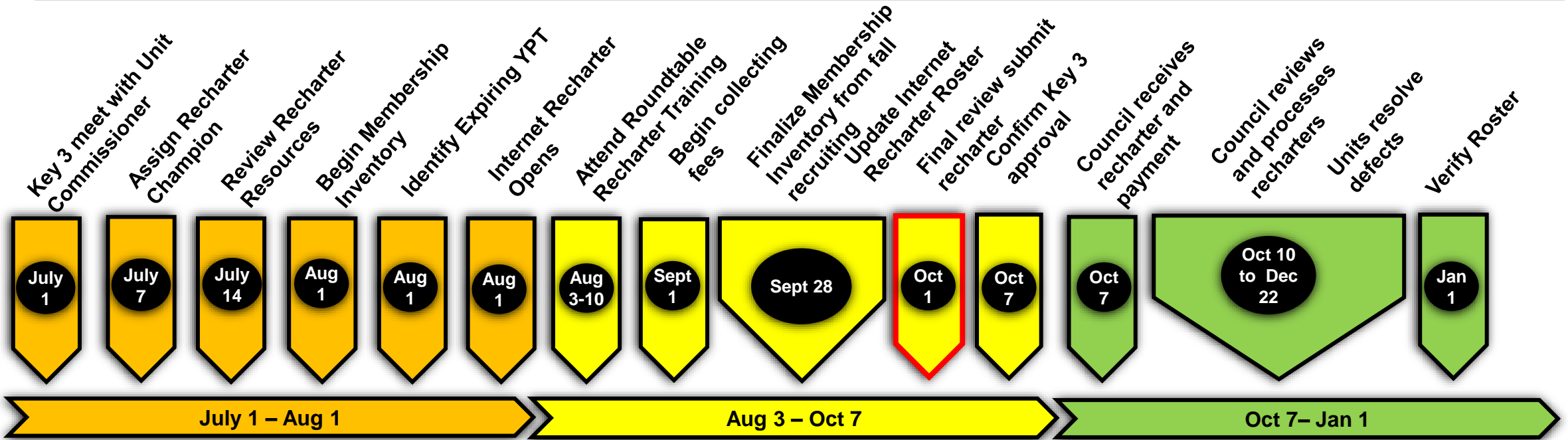## Stage 1 - Recharter Prep

1. Meet with unit commissioner review recharter timeline
2. Assign recharter champion
3. Review recharter resources
4. Begin membership inventory
5. Identify YPT expiring before Oct 31, 2024
6. Internet Recharter opens

Stage 2 - Internet Recharter

1. Attend Roundtable recharter training
2. Update/Add/Remove members from roster
3. Re-check and verify YPT training
4. Finalize membership inventory/fall recruitment
5. Collect fees & submit roster
6. Member of key 3 approves

Stage 3 - Council Process

1. Council receives recharter and payment
2. Validates recharter
3. Unit resolve defects or missing paperwork
4. Unit verifies My.Scouting roster

Recharter Checklist

July 1 – Aug 1	Aug 3 – Oct 7	Oct 7 – Jan 1

Stage 1 - Recharter Prep

❑ Begin membership inventory of who is renewing
❑ Send current unit roster to District Executive to help identify discrepancies
❑ Identify adults whose YPT expires before Oct 31, 2024
❑ Contact adults and ask them to renew their YPT by end of August
❑ Identify adults needing position specific training
❑ Contact adults and ask them to take their position specific training by October

Stage 2 - Internet Recharter

❑ Attend a Roundtable recharter training
❑ Submit paper applications with signatures to council from August with fee and any scholarship requests
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❑ Log onto the recharter system and Update/Add/Remove members from recharter roster
❑ Re-check and verify YPT training is current through October 31, 2024 for all adults
❑ Collect fees from members & submit Charter online
❑ Member of unit key 3 approves online recharter

Stage 3 - Council Process

❑ Council receives online by October 7th
❑ Unit submits recharter fees to Council by October 7th. Please do not pay online.
❑ Council Validates recharter
❑ Unit resolves defects or missing paperwork with commissioner by October 20th
❑ Unit verifies My.Scouting roster