



Rechartering Tips for Units

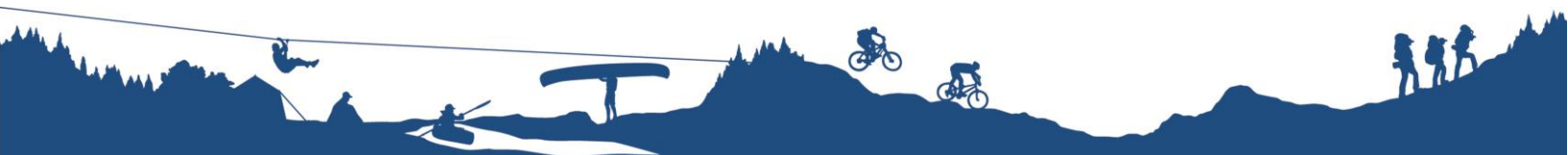
Start Here:

1. In order to access a unit recharter, you have to be a member of the unit Key 3 or have a Key 3 Designee functional position
 - a. If you are an incoming Key 3 member you will not be able to get access until after the charter is posted. In this case, please reach out to your District Professional for instructions
2. To get into the recharter process follow [this guide](#) that shows you how to navigate the websites.
 - a. You will start at [my.scouting](#)
3. Follow [this guide](#) on how to complete the manual aspect of rechartering

The Nitty-Gritty:

The above two guides will show you how to maneuver the technical side of the rechartering process, overall, you will need 4-5 items submitted in order for the recharter to be completed.

1. Once you have added/removed everyone from your roster you will then need to submit your unit roster for Chartered Organization Rep approval
 - The signature email will go out to all members of the Key 3, but the COR is the one who needs to sign
2. Send a copy of the signature confirmation email to your District Professional
 - It will come from an Adobe email address
 - This may go into your junk folder so make sure to check there if you do not see the email
 - If the signature was submitted and no confirmation email received, then reach out to your District Professional and let them know what is going on

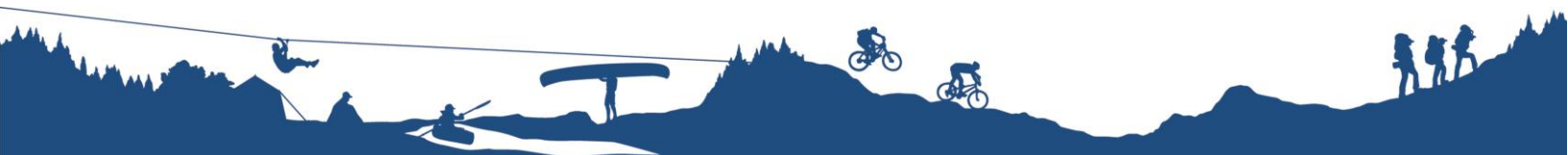




3. Submit a signed [Annual Charter Agreement](#) (Pack/Troop/Crew/Ship) or [Memorandum of Understanding](#) (Club/Post) for the organization you will be chartering with for this year
 - This can be scanned and emailed to your District Professional

4. Upload all applications for new unit members and all criminal background authorization paperwork when you are creating your new roster (the system will not let you upload it afterwards)
 - Here is a fillable [Adult Application](#), and [Youth Application](#) you may utilize
 - As a reminder, make sure you are getting all required signatures before submitting!
 - Please do not submit blank documents as placeholders!
 - All renewed PA Clearances should be scanned and sent to your District Professional (These must be renewed every 5yrs)

5. Make sure all adult leaders are up to date on their Youth Protection Training! **Your training cannot expire at any time during the year you are registering for (ex. if your Youth Protection expires 12/8/2024, it will need to be redone so that you are covered through 12/31/2024).**
 - Youth Protection Training (YPT) can be reached using the link on the my.scouting home page
 - If you are having trouble logging into my.scouting or are unable to print your completion certificate, please reach out to your District Professional for assistance
 - Your charter will not be processed until all adults in required positions have up to date YPT training
 - Adults in non-required positions that do not have YPT completed may be dropped from your roster until such time that they have completed the course





Other Tips:

- To ensure minimal errors (and prevent an additional administrative fee from being charged), please select 'Pay at Council'
 - This will allow your local registrar to review your paperwork and fix any errors before posting. Think of it like a safety net!
- Checks can be mailed into the council office if you reside in a distant community
 - Notate the unit and the check's purpose when you send it in so there is no confusion
 - It is advised that you only pay with check or cash, as Credit Cards add an additional 3% processing fee
- If you make changes and they are not showing up in our system, please wait 24hrs and then check again. This new system updates overnight so changes will not show up automatically
- Any registration and/or recharter issues that cannot be solved in unit should be brought to the attention of your District Professional for assistance
 - If you receive any error messages, please take a screenshot of them and forward along with a summary of what is going on

District Professional Contact List:

- Hiawatha District – John Babbage – John.Babbage@scouting.org
- Chenango & Delahanna Districts – Kellie Amlin – Kellie.Amlin@scouting.org
- Taughannock District – Stacy Hall – Stacy.Hall@scouting.org

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