

The following is an outline of the rechartering process. It's actually easier than you think, but what makes it easy is having a great team that keeps the roster and training current throughout the year.

Throughout the Year

- **Scout Registration:** As new scouts join throughout the year and especially at crossover, the Troop Parent Coordinator registers new scouts by having the parents complete the youth application. The completed youth application is delivered to the Scoutmaster who transmits it to the BSA Grand Canyon Council Service Center. The Youth Application is scanned by the Scoutmaster and maintained as a record. Note: New scouts who join during the year will be charged dues at a prorated amount based on the remaining months of the year ($\{\text{annual fee} \div 12 \text{ months}\} * \text{months remaining}$).
- **Adult Leader Registration:** As new adult leaders volunteer for troop positions, the Scoutmaster or Troop Committee Chair will have them complete an adult application. The Scoutmaster will transmit the application to Grand Canyon Council Service Center and maintain a copy for troop records.
- **Roster Management:** The Parent Coordinator updates the troop roster on a quarterly basis. The updated roster is circulated to troop members. Note: the troop roster is a confidential document containing emails, phone numbers and addresses.

July

- **Roster Verification:** The Troop Committee Chair compares the BSA roster on my.scouting.org with the Troop 818 roster and identifies discrepancies. Completing this in July should provide sufficient time to resubmit youth or adult leader applications to Council.
- **Journey to Excellence Verification:** The Troop Committee Chair verifies with the Scoutmaster that service hours are being maintained at the JTE website.

August

- **Dues Established for Coming Year:** The Troop Committee determines dues for the coming year. Dues are based on current year operating expenses plus estimated costs for the coming year.
- **Invoice Request Prepared:** The Troop Treasurer will draft an invoice request in Freshbooks for all scouts and adult leaders.
- **Request for Dues Letter:** The Troop Committee Chair updates the prior year request for dues letter. Note: the letter highlights the accomplishments from the prior year and outlines expenses for the coming year. Letter also emphasizes the values of scouting and the development of young men to make good choices in their lives (see attachment 1).
- **Verify Youth Protection:** Request the Troop Training Coordinator verify youth protection and Safe Environment Training (SET). Our troop policy is that only SET compliant leaders are permitted on the charter.

September

- **Roundtable Recharter Night:** The Troop Committee Chair attends recharter night at Roundtable and receives recharter packet including service number to activate recharter process at Grand Canyon BSA website.
- **Request for Dues Letter and Freshbooks Invoices Transmitted:** The Troop Committee Chair and Troop Treasurer transmits the letter and invoice to scout families via email on September 1st with a due date of October 15th.
- **Verify Troop Roster with my.scouting.org Roster:** The Troop Committee Chair compares the current troop roster with the roster on my.scouting.org. Since this was completed in July, there should not be too many discrepancies. Council will suspend the electronic addition of new youth and adult applications in mid-September, so it is beneficial to verify all applications are in the system. If there are outstanding applications, they will have to be submitted manually at the time the charter is submitted.

October

- **Refine the Troop Roster:** From October 1st to October 15th the Troop Treasurer and the Troop Parent Coordinator and the Troop Committee Chair will identify scouts and adult leaders who may not be continuing for the coming year. This is based on invoice payment, scouts who have turned 18 or adult leaders whose personal circumstances may have changed. The Parent Coordinator reaches out to scout families who have not paid dues and asks if they plan to continue for the coming year. The Parent Coordinator should ask families with two scouts if they want one or two editions of Boys Life. The Troop Committee Chair identifies Adult Leaders who do not plan to continue for the coming year.
- **Online Recharter:** On or about the first weekend in October, the recharter application will be available through the Grand Canyon BSA Website. The log-on is the service number on the outside of the packet cover received at Roundtable in September. You receive a password when you initiate the online recharter process.
- **Print Documents:** Once the online recharter is completed, the document will need to be printed for signature. You will need the renewal document, the Charter Organization Agreement Letter and the Journey to Excellence page for signature. You will also need to include any applications (youth or adult) plus any YPT certificates that were not in the system prior to the suspension of electronic additions in mid-September.
- **Journey to Excellence:** The Troop Scoutmaster will oversee the Journey to Excellence documentation. However, the Troop Advancement Chair can be helpful with advancement statistics for the past year. Since the charter is due in November, we counted the prior year December COH in the rank advancement statistics.
- **Obtain Signatures:** The Scoutmaster will take charter and the agreement document to the Charter Organization for signatures. The charter is signed by Executive Officer Father Peter at St. Bernadette's Catholic Church and the Scoutmaster. The Annual Unit Charter Agreement is signed by the Executive Officer Father Peter and the Charter Organization

Representative Mike McCann. The JTE document is signed by the Scoutmaster and the Troop Committee Chair.

- **Write a Check:** The Troop Committee Chair will obtain a blank check from the Troop Treasurer. A blank check is needed in the event there are last minute additions/subtractions at the time the charter is turned in at council.

November

- **Turn in Charter:** Bring the check and charter packet to District Roundtable on the designated evening. Come early as there is a line. Make sure you have the envelope provided at the September meeting as they use the envelope to calculate fees.
- **Admin:** The Troop Committee Chair will copy the final packet and distribute copies to the Scoutmaster, Treasurer and Parent Coordinator.