

# 2020 Recharter Timeline

By following this schedule you will have an easier time with the rechartering process. This framework allows units to take smaller bites out of the process so that it doesn't become overwhelming.

Please treat each of these dates as milestones to pass not as limits placed.

## **October 3<sup>rd</sup>: Unit Key-3 Receive their charter information**

- Determine your recharter processor
- Begin discussing which members are renewing their membership
- Set up a meeting before Nov 21<sup>st</sup> with your Chartered Organization to sign the [Annual Agreement](#)

## **October 10<sup>th</sup>: Recharter Processor completes Stage 1:**

- Create a Login
- Load Roster from ScoutNet

## **October 31: Complete Stage 2: Update Roster**

- Update any changes to the Charter Organization
  - New IH (pastor, PTO president, etc.), Address, Spelling
- Enter members that are renewing their membership
- Add New Members
- Update changes to member profiles
  - Address, email, spelling etc.

## **November 7: Complete Stage 3: Check Roster**

- This stage simply has the computer validate the information on your roster for errors including membership minimums and Youth Protection Training (which must be completed every two years).

### **Complete Stage 4: Summary**

- Update fees for members on your roster
  - Mark members paying their memberships with another unit.
  - Indicate members receiving Boys' Life

## **Nov 11: Complete Stage 5: Submit Roster**

- Have roster approved online by the Charter Representative or physically, after printing the roster, with signatures
- View payment options
  - We highly recommend paying directly to council, rather than online, so that we can ensure your unit isn't overcharged and to assure that the paperwork is as accurate as possible.
- Submit the roster electronically
- Complete the survey
- Submission Confirmation and print screen
  - This screen includes the roster print off as well as the Journey to Excellence form and the Annual Agreement. Additional copies of these forms can be found at [NCBSA.org/Recharter](#)

## **November 21: Recharter Turn-In**

- Check out [NCBSA.org/Recharter](#) for updates on charter turn in locations and times
  - Book your turn-in appointment at [NCBSA.org/RecharterBooking](#)
  - Interested in a contactless Charter Turn in? Find more in our handbook at [NCBSA.org/Recharter](#)
  - Completed charters can be dropped off at the Council Office by appointment. Just let us know!