# PREPARING TO SUBMIT YOUR CHARTER RENEWAL ONLINE 5 STEPS TO COMPLETING YOUR CHARTER CORRECTLY

#### STEP 1- LEADERSHIP (SEPTEMBER - OCTOBER)

	Update your roster to current leadership, submit all new applications to Council Office				
	Have applications and SS # from new leaders not submitted when starting online charter process				
	Review current roster for adults not in positions with unit. Make necessary mark to remove as necessary				
Thank those leaders completing their service to Scouting					
	Make sure you have required leadership positions filled in your unit. (See Back)				

#### STEP 2- YOUTH (SEPTEMBER - OCTOBER)

Review your current roster with current and new Cub Scouts. Update addresses if needed			
Submit all completed youth application to council office as soon as possible for unit file update			
Participate in scheduled membership inventory review & unit health assessment (September 19th-30th)			
Verify all Boys' Life subscriptions			
Order of the Arrow Dues submitted (Boy Scouts , Teams & Venturing Only)			

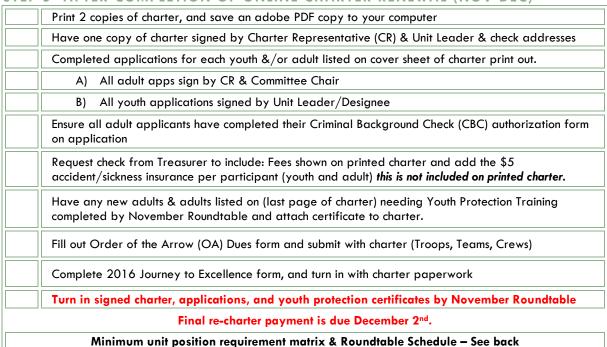
### STEP 3- TRAINING (SEPTEMBER-DECEMBER)

Leaders with Youth Protection Training expiring before 3/31/17 retake course <u>www.my.scouting.org</u>
Work with unit chairman & direct all unit leaders how to get trained in their position

#### STEP 4- LOGGING INTO YOUR CHARTER RENEWAL (OCTOBER)

Visit <a href="http://www.mac-bsa.org/ite-rechartering.aspx">http://www.mac-bsa.org/ite-rechartering.aspx</a> to access charter resources		
Click Login		
Login as a first time user if this is your first time signing in this fall		
Enter Access Code located on charter packet, select unit type, and 4 digit unit #		
Follow steps through online charter renewal		

## STEP 5- AFTER COMPLETION OF ONLINE CHARTER RENEWAL (NOV-DEC)





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Minimum Required Leadership Positions for Charter Renewal						
☐ Pack	☐ Troop	□ Team	☐ Crew			
☐ Charter Organization Representative (CR)	Charter Organization Representative (CR)	Charter Organization Representative (CR)	Charter Organization Representative (CR)			
☐ Committee Chairman	☐ Committee Chairman	☐ Committee Chairman	☐ Committee Chairman			
☐ Member of Committee	☐ Member of Committee	☐ Member of Committee	☐ Member of Committee			
☐ Member of Committee	☐ Member of Committee	☐ Member of Committee	<ul><li>Member of Committee</li></ul>			
☐ Cubmaster	☐ Scoutmaster	☐ Varsity Scout Coach	☐ Crew Advisor			
□Lion Guide* □ Tiger Leader □ Den Leader □Webelos Leader						
Charter Organization Representative and Committee Chairman can be the same person						
Pack Trainer (PT) counts as members of the committee						
The only person that can serve in two titled positions within the pack is the Charter Representative						
These are minimum requirements, please ensure you have adequate leadership for the needs of your program  See your Unit Commissioner or District Executive if you need assistance in leadership cultivation						
* Pack- Lions Guide if your unit is running a lion program in 2016-2017 calendar year.						

To streamline the re-chartering process, please adhere to the following timeline for re-charter completion.

October Roundtable- Receive Charter Renewal Packet/Attend Workshop

Oct. 7 – Load Roster (Stage 1)

Oct. 14 – Update Roster (Stage 2)

Oct. 21 – Check Roster (Stage 3)

Oct. 28 - Summary (Stage 4)

November Roundtable - Submit (Stage 5)

Roundtable Dates						
District	November	December	Re-charter paperwork should be			
Ohwahnasee	Tuesday, Nov. 1st	Tuesday, Dec. 6 <sup>th</sup>	turned in to our District Commissioner Team 100%			
Thundercloud	Tuesday, Nov. 1st	Tuesday, Dec. 6 <sup>th</sup>				
Twin Lakes	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st	completed prior to November Roundtable!			
War Eagle	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st				
Diamond Dick	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st				
Goldenrod	Tuesday, Nov. 1st	Tuesday, Dec. 6 <sup>th</sup>	Payment for re-charters must be made by December 2, 2016 through Scouter Services.			
Petah La Shauro	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st				
Lewis & Clark	Tuesday, Nov. 1st	Tuesday, Dec. 6 <sup>th</sup>				
Trailblazer (West)	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st				
Trailblazer (East)	Thursday, Nov. 10 <sup>th</sup>	Thursday, Dec. 8 <sup>th</sup>				
Wagon Wheel	Tuesday, Nov. 1st	Tuesday, Dec. 6 <sup>th</sup>				
Soaring Eagle	Thursday, Nov. 3 <sup>rd</sup>	Thursday, Dec. 1st				