|  |  |
| --- | --- |
|  | StAGE 1- LOAD ROSTER (nOW-OCT. 7TH) |
|  | |  |  | | --- | --- | |  | Attend Recharter Training and pick up packet at your October Roundtable. | |  | Review/update your roster to current youth & adults, submit unregistered applications to council office. | |  | Call/email to any youth you have not seen at recent activities to ensure their continued participation continued participation | |  | Reach out to potential Scouts who showed interest at open houses/events who have not yet joined. | |  | Packs- Are their Arrow of Light 6th Graders not yet transferred to a troop? Help them find a troop. | |  | Have your leaders completed necessary trainings? Youth Protection (Sept 30th), Position Specific, etc. | |  | Visit <http://www.mac-bsa.com/journey-to-excellence/> to access rechartering resources.  to access charter resources. | |  | Click “ Login” - you will 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 # (Pack 15= 0015). | |
|  | STAGE 2- uPDATE YOUR ROSTER (PRIOR TO OCTOBER 14TH) |
| MidAmerica_Std_4C.gif | |  |  | | --- | --- | |  | Update Charter Information. | |  | Select members for renewal- unmark after contacting anyone not renewing for 2020. | |  | Add a new member (Youth or Adult). | |  | Update member data (addresses, e-mail, or phone) | |  | Update member position (leadership) | |
|  |  |
|  | |  |  | | --- | --- | | **StAGE 3- roster check (pRIOR TO oCT. 21st)** | | |  | Verify fees for applicants such as adults who multiples registration from another unit. | |  | Update leadership positions served (remember only the Charter Rep. can hold multiple positions). | |  | Will review information to ensure roster will submit without errors | |
|  | STAGE 4- SUMMARY (pRIOR TO oCT. 28TH) |
|  | |  |  | | --- | --- | |  | Verify all youth receiving Boy’s Life magazine are checked to receive. | |  | Verify youth protection training | |  | All leadership positions needed are registered | |
|  | stAGE 5- SUBMIT roster (AT NOVEMBER 5th OR 7TH ROUNDTABLES) |
|  | |  |  | | --- | --- | |  | **Approve Roster ~ Payment ~ Submit Roster ~ Complete Survey ~ Receive Confirmation** | |  | **Completing Charter Online (with electronic signatures)** | |  | * Submit fees electronically (e-check, or pay at office) | |  | * Have Charter Representative log on and approve your charter (with access information) | |  | **Charter completed with “wet/physical” signature** | |  | * Print 2 copies of charter | |  | * Have Charter Representative and CM, SM, NL,SK sign charter and applications | |  | * Submit payment along with charter |  Other important Items  |  |  | | --- | --- | |  | Fill out Order of the Arrow (OA) Dues form and submit with charter (Troops, Teams, Crews) | |  | Complete 2019 Journey to Excellence form, and turn in with charter paperwork | |  | Charter fee submitted by Friday, December 6th | |  | **Minimum unit position requirement matrix & Roundtable Schedule – See back** | |

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

* Oct. 1/3 – Pick up your Recharter Packet at Roundtable
* Oct. 7 – Load Roster (Stage 1)
* Oct. 14 – Update Roster (Stage 2)

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| Roundtable Dates | | | |
| District | October | November | **Re-charter paperwork should be turned in to our District Commissioner Team 100% completed by November Roundtable!** |
| **Ohwahnasee** | Tuesday, Oct. 1st | Tuesday, Nov. 5th |
| **Thundercloud** | Tuesday, Oct. 1st | Tuesday, Nov. 5th |
| **Twin Lakes** | Thursday, Oct. 3rd | Thursday, Nov. 7th |
| **War Eagle** | Thursday, Oct. 3rd | Thursday, Nov. 7th |
| **Diamond Dick** | Tuesday, Oct. 1st | Tuesday, Nov. 5th |
| **Goldenrod** | Tuesday, Oct. 1st | Tuesday, Nov. 5th | **Payment for re-charters must be made by December 6, 2019 through Scouter Services.** |
| **Petah La Shauro** | Thursday, Oct. 3rd | Thursday, Nov. 7th |
| **Iron Horse** | Thursday, Oct. 3rd | Tuesday, Nov. 5th |
| **Trailblazer** | Thursday, Oct. 3rd | Thursday, Nov. 7th |
| **Wagon Wheel** | Tuesday, Oct. 1st | Tuesday, Nov. 5th |
| **Black Hawk** | Thursday, Oct. 3rd | Thursday, Nov. 7th |

* Oct. 21 – Check Roster (Stage 3)

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| --- | --- | --- | --- |
| **Minimum Required Leadership Positions for Charter Renewal** | | | |
| * Pack | * Troop | * Crew | * Ship |
| * 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 | * Member of Committee |
| * Cubmaster | * Scoutmaster | * Crew Advisor | * Skipper |
| □Lion Leader □ Tiger Leader □ Den Leader □Webelos Leader |  |  |  |
| * **New Member Coordinator counts as members of the committee** | | | |
| * The only person that can serve in two titled positions within the pack is the Charter Representative (CC, MC) | | | |
| **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** | | | |

* Oct. 28 – Summary (Stage 4)
* Nov. 5/7 – Submit (Stage 5)