



## Bay Area Council BSA — 2023 Charter Renewal Guide

Charter Renewal is an annual process to renew your relationship with the Boy Scouts of America. Complete charter renewal through the [Internet Advancement 2.0 website](#). Charter Renewal opens **Saturday, October 1st**. Recharterers due by **Monday, November 14, 2022**.

This guide will assist in the charter renewal process. This year, payments can be made online including National Fees, Council insurance fees, and Scout Life Subscriptions.

Video tutorial & Internet Rechartering Guide - [www.scouting.org/resources/internet-rechartering/](http://www.scouting.org/resources/internet-rechartering/).

### RECHARTER FEES

Charter Fee - \$100 per Unit  
Youth - \$75 (+ \$25 if new)  
Adults - \$45  
Scout Life Magazine - \$15  
Council Insurance Fee  
- \$3 per person

### Preparing for Charter Renewal

- Ensure Unit Key 3 (Chartered Org Rep, Committee Chair, Cubmaster/SM/Skipper/Advisor) are correct on your roster in [my.Scouting.org](#) & confirm email addresses. Turn in apps for these leaders to make changes **BEFORE** starting recharter.
- Appoint a Unit Charter Coordinator to manage the process, and make them a Key 3 delegate in my.Scouting.org. (In my.Scouting.org, click UNIT, click ROSTER, click Position manager, click FUNCTIONAL ROLES tab.)
- Check Member Manager in my.scouting.org to confirm all Scouts and adults are registered.
- Confirm adults are showing trained and print a Trained Leader Report
- **FINANCIAL ASSISTANCE** - Get approval **BEFORE** starting Recharter and **CHOOSE** "Pay at Council" when completing Recharter online.

### Complete the Five Stages of Renewal

Go to [advancements.scouting.org](http://advancements.scouting.org). Follow the prompts and complete the Five Stages: Load Roster, Update Roster, Check Roster, Summary, Submit Roster.

### Submit Roster and Prepare Paperwork for Final Turn-In

1. Pay online with credit card (additional processing fee applies), or by submitting e-check or select "Pay at Council" for financial assistance.
2. The Key 3 will receive an email confirmation that the Recharter Renewal was submitted. One of them must click the link to approve the roster. Then another email will be sent with the FINAL version.
3. Download and save or print the FINAL Unit Charter Renewal Package to turn in.

### Checklist for Your Finalized Charter

- ☐ The Annual Charter Agreement is signed and ready for turn-in.
- ☐ FINAL Unit Charter Renewal Package has been printed for turn-in.
- ☐ For Adults & Youth listed as new on the cover page, applications have been uploaded and for adults - a signed "Additional Disclosure & Background Check" and Youth Protection certificate have been uploaded.
- ☐ Trained leader report is printed and ready for turn-in (Available through [my.scouting.org](#)>Training Manager).
- ☐ Charter Renewal Payment has been made online or check made payable to "Bay Area Council, BSA."
- ☐ 2022 Journey to Excellence has been completed, signed by Unit leader, Committee Chair, Unit Commissioner, and a printed scorecard is ready to turn-in.
- ☐ Unit Account Authorization form - Form for authorized purchasers at the Scout Service Center Unit account.

#### \*PAPERWORK DUE TO COUNCIL

- Annual Charter Organization Agreement (& Facilities Use Agreement for Methodist Units, if needed)
- FINAL Unit Charter Renewal package
- New adult and youth applications (+YPT & CBC forms) can be uploaded into Recharter system. If uploaded correctly then no need to submit paper copies.
- Trained Leader Report
- 2022 JTE Scorecard
- Unit Account Authorization
- Specific Assistance Request (For Financial aid, if needed)

Download all forms at [www.bacbsa.org/unit-resources](http://www.bacbsa.org/unit-resources).

Download the trained leader report from [my.Scouting.org](#)>Menu>Training manager.

*Plans are being made for District turn-in nights. Choose one of these or have your Unit Commissioner review your recharter paperwork BEFORE turning everything in to Council.*

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**Journey to Excellence (JTE)** is the BSA's plan to encourage excellence with a quality Scouting program and reward units, districts and councils. Participation AND reaching Gold, Silver or Bronze status allows units to receive complimentary ranks at the Scout Service Center in Galveston. [Download the JTE Unit Scorecards here.](#)

