

# PREPARING TO SUBMIT YOUR CHARTER RENEWAL ONLINE

## FIVE STEPS TO COMPLETING YOUR CHARTER

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

|  |   |
|--|---|
|  | Review your roster of current leadership, submit new applications for all changes to Central Florida Council (CFC) Office   |
|  | For any new adult leaders, submit applications complete with three signatures, SS#, CBC Page and Youth Protection Certificate to Central Florida Council Office. CFC Office will update unit rosters up to mid-October. |
|  | For any new adult leaders not previously submitted when starting the online process, have applications with signatures, SS#, CBC Page and Youth Protection Certificates.  |
|  | 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 (OCTOBER)

|  |  |
|--|--|
|  | Review your current roster with current & new Scouts. Update personal & Boys' Life info as necessary                       |
|  | Submit all completed & signed youth application to CFC office as soon as possible for unit file update                     |
|  | Participate in scheduled membership inventory review & unit health assessment (October 1 <sup>st</sup> -15 <sup>th</sup> ) |
|  | Verify all Boys' Life subscriptions  |

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

|  |  |
|--|--|
|  | Adults without YPT2 must take the course at <a href="http://www.my.scouting.org">www.my.scouting.org</a> |
|  | Work with unit chair & direct all unit leaders how to get trained in their position                      |

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

|  |  |
|--|--|
|  | Visit <a href="#">CFC Re-Charter webpage</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 four-digit unit # |
|  | Follow steps through online charter renewal  |

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

|  |   |
|--|---|
|  | Print two copies of charter, and save an adobe PDF copy to your computer  |
|  | Have one copy of charter signed by Executive Officer and Unit Leader  |
|  | Submit completed applications for each new youth &/or each new adult listed on cover sheet of charter print-out   |
|  | <p>A) All adult apps signed by CR &amp; Committee Chair</p> <ul style="list-style-type: none"> <li>- Insure all adult applications have completed their Criminal Background Check (CBC) authorization form</li> <li>- Insure Youth Protection Certificate accompanies each adult application</li> </ul> <p>B) All youth applications signed by Unit Leader / Designee</p> |
|  | Request check from Treasurer to reflect Total Fees Submitted shown on the printed charter. If using Unit Account, leave enough money in the account to cover Total Charter Fees   |
|  | Submit a Youth Protection Certificate for any adults listed on the Adults Without Youth Protection Training Report  |
|  | Double check adult leaders and their positions and confirm minimum required leadership positions for Charter Renewal (See Back)   |
|  | Complete 2019 Journey to Excellence form and turn in with charter paperwork (See Roundtable Schedule on Back)   |
|  | <b>Turn in signed charter, applications and youth protection certificates by November Roundtable</b>  |

BOY SCOUTS OF AMERICA  
 CENTRAL FLORIDA COUNCIL



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## FIVE STEPS TO COMPLETING YOUR CHARTER

| <b>Minimum Required Leadership Positions for Charter Renewal</b>  |   |   |
|---|---|---|
| <input type="checkbox"/> Pack   | <input type="checkbox"/> Troop                                    | <input type="checkbox"/> Crew                                     |
| <input type="checkbox"/> Charter Organization Representative (CR)   | <input type="checkbox"/> Charter Organization Representative (CR) | <input type="checkbox"/> Charter Organization Representative (CR) |
| <input type="checkbox"/> Committee Chairman   | <input type="checkbox"/> Committee Chairman                       | <input type="checkbox"/> Committee Chairman                       |
| <input type="checkbox"/> Member of Committee  | <input type="checkbox"/> Member of Committee                      | <input type="checkbox"/> Member of Committee                      |
| <input type="checkbox"/> Member of Committee  | <input type="checkbox"/> Member of Committee                      | <input type="checkbox"/> Member of Committee                      |
| <input type="checkbox"/> Cubmaster  | <input type="checkbox"/> Scoutmaster                              | <input type="checkbox"/> Crew Advisor                             |
| <input type="checkbox"/> Lion Guide* <input type="checkbox"/> Tiger Leader <input type="checkbox"/> Den Leader <input type="checkbox"/> Webelos Leader  |   |   |
| * Charter Organization Representative and Committee Chairman can be the same person   |   |   |
| * The only person that can serve in two titled positions within the unit is the Charter Representative  |   |   |
| * Pack Trainer (PT) counts as a member of the committee   |   |   |
| * Pack - Lions Guide if your unit is running a lion program in 2018-2019 calendar year.   |   |   |
| <b>These are minimum requirements; please ensure you have adequate leadership for the needs of your program<br/>See your Unit Commissioner or District Executive if you need assistance in leadership cultivation</b> |   |   |

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

**October Roundtable (18<sup>th</sup>)** – Receive Charter Renewal Packet/Attend Workshop

**Oct. 20** – Load Roster (Step 1)

**Oct. 27** – Update Roster (Step 2)

**Nov. 3** – Check Roster (Step 3)

**Nov. 10** – Summary (Step 4)

**November Roundtable (15<sup>th</sup>)** – Submit (Step 5)

| <b>Roundtable Dates</b> |                                 |                                 |
|-------------------------|---------------------------------|---------------------------------|
| District                | October                         | November                        |
| <b>Timuqua</b>          | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Lake</b>             | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Riverside</b>        | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Colonial</b>         | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Challenger</b>       | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Osceola</b>          | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Seminole</b>         | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Eagle Empire</b>     | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |
| <b>Metro Orlando</b>    | Thursday, Oct. 18 <sup>th</sup> | Thursday, Nov. 15 <sup>th</sup> |

**Charter renewal paperwork should be turned in to your District Commissioner Team 100% completed prior to or at November Roundtable!**