

# 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 all new applications for all changes to Council Office
	For any new adult leaders, submit applications complete with three signatures (SS#, CBC Page and Youth Protection Certificate) to Council Office. Council 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 council 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)

	Leaders with Youth Protection Training expiring before 3/31/17 retake course <a href="http://www.my.scouting.org">www.my.scouting.org</a>
	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="#">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
	<ul style="list-style-type: none"> <li>A) All adult apps signed by CR &amp; Committee Chair                             <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> </li> <li>B) All youth applications signed by Unit Leader / Designee</li> </ul>
	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 2016 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**



# PREPARING TO SUBMIT YOUR CHARTER RENEWAL ONLINE

## 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"/> Team	<input type="checkbox"/> Crew
<input type="checkbox"/> Charter Organization Representative (CR)	Charter Organization Representative (CR)	Charter Organization Representative (CR)	Charter Organization Representative (CR)
<input type="checkbox"/> Committee Chairman	<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"/> Member of Committee	<input type="checkbox"/> Member of Committee
<input type="checkbox"/> Cubmaster	<input type="checkbox"/> Scoutmaster	<input type="checkbox"/> Varsity Scout Coach	<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			
<ul style="list-style-type: none"> <li>• Charter Organization Representative and Committee Chairman can be the same person</li> </ul>			
<ul style="list-style-type: none"> <li>• Pack Trainer (PT) counts as members of the committee</li> </ul>			
<ul style="list-style-type: none"> <li>• The only person that can serve in two titled positions within the pack is the Charter Representative</li> </ul>			
<b>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</b>			
* 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. 16** – Load Roster (Step 1)

**Oct. 20** – Update Roster (Step 2)

**Oct. 24** – Check Roster (Step 3)

**Oct. 28** – Summary (Step 4)

**November Roundtable** – Submit (Step 5)

<b>Roundtable Dates</b>		
District	October	November
<b>Little Econ</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Lake</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Tuscarora</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Three Rivers</b>	Monday, Oct. 17 <sup>th</sup>	Monday, Nov. 21 <sup>st</sup>
<b>Riverside</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Fort Gatlin</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Challenger</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Osceola</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Apopka Shores</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Seminole Springs</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>
<b>Sand Lake</b>	Thursday, Oct. 20 <sup>th</sup>	Thursday, Nov. 17 <sup>th</sup>

**Re-charter paperwork should be turned in to our District Commissioner Team 100% completed prior to November Roundtable!**