

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 Council Office
	For any new adult leaders, submit applications complete with three signatures, SS#, CBC Page and Youth Protection Certificate to Council Office.
	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 your 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 st -15 th)
	Verify all Boys' Life subscriptions

STEP 3- TRAINING (SEPTEMBER-DECEMBER)

	Adults with Youth Protection Training expiring before 3/31/18 retake course www.my.scouting.org
	Work with unit committee chair & direct all unit leaders how to get trained in their position

STEP 4- LOGGING INTO YOUR CHARTER RENEWAL (OCTOBER)

	Visit CFC Re-Charter webpage (http://cflscouting.org/council/unit-recharter/) to access resources
	Click the "Login" button
	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 electronically signed by Executive Officer or Chartered Organization Representative 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"> A) All adult apps (with correct signatures) <ul style="list-style-type: none"> - Insure all adult applications have completed their Criminal Background Check (CBC) authorization form - Insure Youth Protection Certificate accompanies each adult application B) All youth applications signed by Guardian and Unit Leader
	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 new adults
	Double check adult leaders and their positions and confirm minimum required leadership positions for Charter Renewal (See Back)
	Complete 2017 Journey to Excellence form and turn in with charter paperwork (See Roundtable Schedule on Back)
	Turn in signed annual unit charter agreement, annual applications and youth protection certificates by November Roundtable

BOY SCOUTS OF AMERICA®
 CENTRAL FLORIDA COUNCIL



PREPARING TO SUBMIT YOUR CHARTER RENEWAL ONLINE

FIVE STEPS TO COMPLETING YOUR CHARTER

Minimum Required Leadership Positions for Charter Renewal			
<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"> • Charter Organization Representative and Committee Chairman can be the same person 			
<ul style="list-style-type: none"> • Pack Trainer (PT) counts as members of the committee 			
<ul style="list-style-type: none"> • 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 2017-2018 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)

Roundtable Dates		
District	October	November
Little Econ	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Lake	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Tuscarora	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Three Rivers	Monday, Oct. 16 th	Monday, Nov. 20 th
Riverside	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Fort Gatlin	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Challenger	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Osceola	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Apopka Shores	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Seminole Springs	Thursday, Oct. 19 th	Thursday, Nov. 16 th
Sand Lake	Thursday, Oct. 19 th	Thursday, Nov. 16 th

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