

## Rechartering 101:

What is rechartering? Rechartering is the process in which all units and members are registered for the next year. It is the time to update adult leadership positions, contact information of all members and verify that everyone is correctly registered. Recharter is completed at the unit, and non-unit level (district/council volunteers and Merit Badge Counselors). The recharter roster will go into effect January 1. (Changes that need to be made prior to January 1 should be done through the council office. Please call Jama for more information – 402-488-6039)

### **Before starting:**

Check your roster for completeness

Collect applications for new members and submit to the office ASAP to be registered for 2019. Recharter registration is for January 1, 2020 through December 31, 2020.

Renewing members – can use the form attached to collect information

Determine who is continuing. **PACKS – need to register WEBELOS even if they cross over in early 2020.** (Troops – please remember to register your transfers via paper application immediately after crossover)

Collect current address, phone number, email

Determine who may belong to other units. This is for accurate fee calculations as they need to pay only through the primary unit. The fee adjustment for multiple membership is one of the last steps of recharter. You will need to know what the additional unit number is for the fee change to apply.

Adults - YPT training must be the current version taken after March 2018. Be aware that there is a supplemental training that is OPTIONAL, but does not substitute for the MANDATORY training. If training date needs to be updated, please include a copy of the YPT certificate.

\* A Lion or Tiger Adult partner who wishes to serve in a leadership position will need to complete an adult application with background check

Collect fees (amount will be announced before October 23, 2019).

Recharter will be completed in 2 steps due to the undetermined fee increase.

First portion will update and verify your roster. Go to the Unit Charter Renewal System (UCRS) at <https://Scoutnet.scouting.org/ucrs/>

Follow the steps. Refresh roster if you add new members for 2019 during this process.

Second portion will open November 1 and will include the fee calculation, Chartered Organization Approval page and payment page. Payment can be made online using check or credit card (processing fees may apply), or through the OEC.

Recharter has been completed when:

All pages of the final recharter roster are turned in  
Please bring page 1 even if it is blank.

Any applications and training certificates indicated on Page 1 are submitted with the recharter to the OEC

The Chartered Organization has approved the renewal

The fees are paid

The Journey to Excellence scorecard is submitted