Basic Timeline to Complete Recharter Before the Deadline

The unit recharter designee, with the assistance of the unit Committee Chair and unit Trainer, will:

September - October

- Conduct a complete unit inventory [Critical to Recharter Success]
- Ensure all required positions will be filled.
- Review & remind all registered adults to update Youth Protection Training (YPT), which can’t expire prior to 12-31-20.
- Verify the unit roster – Name, Address, Phone, DoB, Email; find out who did not return & why, Multiple(s) (adults or youth), Boys Life.

Present - October 31

- Review and Validate that each unit adult is trained for his/her registered position.
- Request untrained leaders to complete BSA training for their registered position.
- Submit any and all applications as soon as able (have youth do the online application).
- Continue to work on membership validation.
- Follow up on YPT and Leader Training as needed.

November 1

- Log into the CVC Home Page (cvcboyscout.org), select the “Recharter” drop down, select the “Internet Recharter” icon and follow the instructions.
- Finalize the membership validation.
- Follow up on YPT and Leader Training as needed.
- Communicate with the unit Treasurer of the upcoming request for payment of recharter fee.
- Submit any additional applications as soon as able. (Do NOT hold on to them).

Upon completion, but NO later than the
Second Saturday of November

- Print the unit check list; make sure you have all the necessary items.
- Communicate tentative fee amount to unit Treasurer.
- Print 2 copies of the “Charter Renewal Application”.
- Submit Roster.
- Print Recharter for Signatures (or signature sheet if you accidentally did online signatures).
- Set up meeting with the Institutional Head (IH) / Chartered Organizational Head (COR) for signature.

Upon completion, but NO later than November 30

- Meet with the Unit Commissioner (UC) or District Representative (DR) in time to review the Recharter package for his/her submission to Council November 30th.*

  *Recharters are due November 27, 2019 (Because of Scout office closure for the Thanksgiving Holiday).

NOTICE: If the Recharter package is NOT turned in by the UC / DR by the close of business, on or prior to November 30, it is considered LATE.