



Before Internet Rechartering

COR	Committee Chair	Unit Leader	Recharter Processor	Unit Commissioner
1. Assisting the CC with selection leaders for the next charter year.	1. Identifying the unit charter renewal team	1. Advise the CC on direct contact leadership recommendations for the new year.		1. Helping the unit obtain all charter renewal materials.
	2. Establishing the unit charter renewal event timeline.			2. Providing guidelines for processing and meeting the district's charter renewal turn in deadline.
	3. Selection of a Renewal Processor (RP)			
	4. Attending District charter renewal training.		1. Attend district charter renewal training.	3. Participating in unit preparation training and organizational meetings.
	5. Designating a committee member to conduct the membership inventory.			
	6. Designating a committee member to coordinate YPT for members with YPT expired			
	7. Designate a committee member to collect charter renewal fees.			
	8. Assigning adult leadership positions for the new charter year.			
	9. Monitoring membership inventory, YPT completions, and fee collection.		2. Obtaining the list of adult and youth members, associated applications, disclosure forms, YPT certificates, Boy's Life requests, and payment status.	4. Facilitating application processing.



During Internet Rechartering Input

COR	Committee Chair	Unit Leader	Recharter Processor	Unit Commissioner
			3. Updating the unit's charter using Internet Rechartering.	5. Coaching the RP on Internet Rechartering.
			4. Assembling the charter renewal package.	

After Internet Rechartering Input

COR	Committee Chair	Unit Leader	Recharter Processor	Unit Commissioner
2. Participating in the Key 3 review of the Charter Renewal Application.	10. Participating in the Key 3 review of the Charter Renewal Application, directing corrections as needed and signing adult applications and the charter renewal applications.	2. Participating in the Key 3 review of the Charter Renewal Application. Sign the Renewal Application.	5. Participating in the Key 3 review of the draft charter renewal packet.	6. Participating in the Key 3 review of the draft charter renewal packet.
3. Help coordinate the meeting with the IH to sign the charter renewal application.	11. Ensuring a check is provided to pay charter renewal fees.		6. After draft is reviewed, click "Submit to Council" in Internet Rechartering UCRS.	7. Assisting with correcting incomplete or defective charter renewal packets prior to submission.
	12. Ensuring the Charter Renewal Application is submitted to the Commissioner prior to the district due date.			8. Accepting and delivering the final charter renewal packet to the district commissioner.



After New Charter & Membership Post

COR	Committee Chair	Unit Leader	Recharter Processor	Unit Commissioner
4. Schedule Charter Presentation.	13. Receive membership cards and verify all members were correctly renewed in www.my.scouting.org Member Manager.	3. With CC, verify all members were correctly renewed in www.my.scouting.org Member Manager.		
	14. Distribute membership cards.			
5. Participate in Charter Presentation.	15. Participate in Charter Presentation.	4. Participate in Charter Presentation.		9. Participate in Charter Presentation