Important Note: Charters for every unit in our council will expire on December 31, 2019. There is no grace period. Everything MUST be done by December 31st.

Follow the timeline and tips listed here to better prepare your units to submit the 2020 re-charter BEFORE the current charter expires!

If you have any questions on this process, your first contact is your Unit Commissioner. If you are unable to reach him or her, contact.

- Three Rivers
  - Dave Yansky 319-573-9243
david.yansky@trapezegroup.com
- Old Capitol Valley
  - Sarah Harris 319-626-2792 or 319-430-2402
  sarah-harris@uiowa.edu
- Red Cedar
  - Tracy Schloss 319-551-2505
  Tracy@troop42.com

Everyone over 18 years (including Venturing Participants) is required to have current Youth Protection Training (YPT)

This training is available both on-line and in person (limited times) and is the same for all types of Scout units. Each unit should obtain a full report on all of the training in their unit to verify this training was taken. Do this NOW. The Unit Leader, Committee Chair, and Charter Organization Representative have authority to log onto www.my.scouting.org, and click on Unit Training Detail report. Important: Youth protection training is required for all leaders at the time of registration. With the upcoming renewal cycle, the Internet Re-chartering system will not allow a unit to submit the registration of any adult who does not have current YPT. The system will look to see if the adult’s YPT was completed after February 1, 2018 with expiration on or after February 1, 2020. If not, the renewal processor will receive an error and will not be able to submit the renewal with those adults.

August-September

- **By September Roundtable** Provide the coordinator above with your unit recharter contact, the person who will “own” the re-charter process for 2019. Please supply the following information by September Roundtable: Unit type and number, name of contact, best phone number, and email.

- Compare your unit roster with the youth and adult rosters available from the BSA Internet Advancement online program. Plan to go through this with your unit commissioner at the October Roundtable.

- If your members are not in the BSA online reports, they have not been registered with our council. Have a membership application completed immediately and submitted to the council office with dues to match the month that the member joined your unit. Do not wait until recharter!

- **In September**: As a unit, determine what it will cost to renew a member on your 2019 charter. This includes: BSA annual dues, Boy’s Life (if wanted), and an amount of unit fees. These fees might include costs associated with activities, materials, and awards. **Collect the fees in October** make
them due by 10-31-18. You need some wiggle room for members who are slow pay.

**August-September Continued**

- The 2020 National Annual dues are:
  - **Youth = $63**
  - **Adults = $39.**

  *(This fee includes the national registration fee and $3 council insurance fee.)*

- Confirm who will hold leadership positions in 2019. Fill Vacancies **NOW** and have them take the necessary trainings.

**October 3- District Roundtable**

- Turn in any missing youth or adult membership application for council processing. Adults must have a copy of a current Youth Protection Training certificate. Tip- keep a copy of the certificate in your unit files.
- You will receive your re-charter paperwork packet at October Roundtable.
- An official membership inventory will be taken with a unit commissioner at the **October Roundtable**. Red Cedar has a special offer Unit will earn 10 **RC Bonus Bucks** for bringing a copy of your unit roster (not a printout from Internet Advancement), which will be compared to the recharter printout.

**October actions in your unit**

- Ask every youth and their parent to confirm that they will be renewing their membership with you.
- Ask every adult to confirm that they will be renewing their membership and inquire if they will be changing their leadership position.
- Ensure that all adults renewing their membership have taken the new YPT Youth Protection Training.
- Double check the following information for everyone: mailing address, phone number, and email address. If someone uses a PO Box, be sure to use that one.

**November**

- The online BSA Internet Recharter system will be LIVE on November 1st.
- Login ASAP so the District can see you are moving forward.
- Log on to complete the data entry, print the reports, gather the signatures, and other items specified on the checklist included in your recharter packet.
- November 8th early bird target date to turn in your completed paperwork to be in the running for special rewards.
- Districts will hold a workshop before the November Roundtable to help you with the on-line portion. At any time if you want or need help you can always stop in the Council Office or contact Tracy@troop42.com 319-551-2505.

**December Roundtable**
• Turn in all of the components of your completed recharter to help your district reach the 100% ON Time completion goal.