

2019 Charter Renewal Calendar

Unit Recharter Leader

By Date	Event	Description
Aug. 1 – Sept. 10, 2018	Unit Re-charter Leader meets with Commissioner	Unit Re-charter Leader (URL) meets with Unit Commissioner and reviews Unit preparations needed for re-charter and to ensure that Unit is able to view their respective rosters via my.scouting.org tools.
Sept. 11-17, 2018	Charter Renewal Packet Digital Distribution	District Commissioners e-mails Charter Renewal Guide to each respective Unit Re-charter Leader.
September Roundtable	Roundtable Charter Renewal Kickoff	At the September Roundtable, there will be an additional session for Charter Renewal Q&A.
Sept. 21, 2018	Application Turn-in	New youth and adult applications (with YPT certificate) submitted to Fickett Center, so that Unit Roster is updated on Charter Renewal Window by October 1.
Sept. 28, 2018	Internet Charter Renewal Access Codes	District Commissioner e-mails Charter Renewal Access Codes to each respective URL. Note, that Access Codes change annually and previous codes will NOT work.
Oct. 1, 2018	Print Unit Roster	URL should print out unit's membership roster (adult and youth) and review it to ensure that all members are listed on roster.
Oct. 1, 2018	Internet Charter Renewal window Opens	Units may start the internet process http://www.bsacac.org/resources/recharter
October Roundtable	October Roundtable	Commissioners available to assist in reviewing Unit Charter Renewal Report Packages or answer specific charter renewal questions.
Oct. 26-29, 2018	District Charter Renewal Help Sessions	Commissioners available to assist in reviewing Unit Charter Renewal Report Packages or answer specific charter renewal questions. Time and locations announced by individual Districts.
Oct. 31, 2018	Internet Charter Renewal Step 5 Completed	Steps 1- 5 of internet charter renewal process should be completed. The finalized copy should be printed and signatures obtained.
November Roundtable	November Roundtable "Charter Renewal" Turn-in	Commissioner reviews Unit Charter Renewal Report Package using the "Charter Renewal Worksheet". If Report Package is error-free, it can be submitted. It should include: <ul style="list-style-type: none"> <input type="checkbox"/> Commissioner signed Charter Renewal Worksheet <input type="checkbox"/> Printed and Signed Unit Charter Renewal Report Package <input type="checkbox"/> Signed copies of adult applications and new applications (if applicable) <input type="checkbox"/> Youth Protection Training (YPT) certificates <input type="checkbox"/> Unit payment
Nov. 30, 2018	Submission Deadline	All Unit Charter Renewal Report Packages should have undergone a "Final Review" with a Commissioner and submitted to the Fickett Center.