

Supplemental Instructions for Recharter

For the most part, the National BSA online recharter tool is not changing. However, there are a few incremental changes that the National BSA Service Center has changed and a few tweaks that your local Capitol Area Council has implemented. These changes are outline below.

National BSA Changes in the online recharter system:

- Step 5 in the process has been cleaned up to reflect the steps how an Institutional Head/Executive Officer can sign online.

Local Capitol Area Council tweaks to the recharter process:

- Units have several payment options:
 - Use the online recharter system to pay with a credit card and a 3% convience fee (all of this money is transmitted directly to the National Service Center)
- Units can pay at the Frank Fickett Service Center
 - Units can pay with a check (preferred)
 - Units can pay with a Credit Card for recharter balances up to \$1000. (Any fees associated with using a credit card are paid by our Council. Please help us be thrifty by paying with a check)
 - Units can bring or mail a check to the Frank Fickett Service Center to deposit into their Unit Account that can be used to pay recharter or other registration fees.
- Paperwork to submit
 - Our Unit Commissioners have asked that every unit print out the Unit Charter Renewal Report (NOT the Summary E-Z Report at the end of the online recharter process). Even though you can submit online, pay online and obtain signatures online...our Commissioner team want a printed out "long form" so that they can review it and check it for accuracy.
 - If you did not get online approval signatures, obtain those on this report.
 - Any new youth or adults that have been added during the recharter process, should include their BSA application with the recharter report and YPT certificates requested.
- Journey to Excellence forms
 - Our Unit Commissioners have asked that each unit review and print the Journey to Excellence scorecard to see where they have improved and submit with the Recharter Report.