

Dear Scout Leader,

We hope this email finds you well during these final days of summer.

As we prepare for another successful recharter season there are some things you can be doing right now that will have a positive impact on your unit recharter.

1. Identify your URL (Unit Recharter Leader). Already know who it is? Great! Complete this [survey](#) so we make sure they are receiving our emails.
2. Like and follow the Capitol Area Council [Facebook Page](#).
3. Subscribe to the Capitol Area Council [Youtube channel](#).
4. The Capitol Area Council Recharter webpage is your one stop shop for all things recharter! Remember to bookmark the [CAC Recharter page](#) to stay up to date on Recharter news.

We are excited to share with you the 2020 Recharter Timeline. This will give you and your unit the vital details on completing your recharter by the November 30th deadline. Below you will find the details of the 2020 recharter Plan. This plan can be found the [CAC Recharter page](#) and a video explaining the details of the plan is available for view online at <youtube link>.

Month	Event
August	<p>Video - The council recharter task force releases a short video to kick off the recharter process, gives unit leaders an overview of the process, and advises of the tasks they should complete in August and prepare to complete in September.</p> <p>Unit Recharter Leader (URL) Identification - Unit leaders discuss and identify the primary point of contact for the 2020 charter renewal process and provide URL contact information to the Council. The council will gather the URL contact info and share this with the District Commissioner Staff.</p> <p>Membership Roster Review - URL and unit leaders review the official membership roster in my.scouting.org and prepare for reconciliation.</p> <p>Training Roster Review - URL and unit leaders review the current YPT status of adult members and manage the process of training completion.</p>
September	<p>Video - The council recharter task force releases a short video describing what tasks should already be completed, what should be completed in September, and what they should be prepared to complete in October to meet the deadline.</p> <p>Units submit new member applications - URL and unit leaders submit complete applications, YPT, and payment for any youth or adults for the 2020-2021 school year.</p> <p>Required YPT training completed - URL and unit leaders review the current YPT status of adult members and manage the process of training completion.</p> <p>District offers recharter training - District personnel offer recharter information and training to URL and unit leaders. Roundtable may be too early in the month. Consider scheduling an information session via Zoom, Facebook, or pre-recorded video.</p> <p>Distribute unit recharter codes - Internet recharter codes distributed to the URL and unit leaders in mid to late September.</p>
October	<p>Video - The council recharter task force releases a short video describing what tasks should already be completed, what should be completed in October, and what they should be prepared to complete in November to meet the deadline.</p>
Key Date:	

<p>October 1st Online Portal Opens</p>	<p>Internet portal opens – URL and unit leaders are notified when the portal opens and are asked to log in to test the code and record contact information.</p> <p>Unit leaders log into the portal and begin the reconciliation process</p> <p>District personnel offer help/review sessions – October Roundtable may be too early for units. Consider scheduling an informal session later in the month.</p> <p>Units submit complete recharter packet and payment – Complete recharter packets are due no later than Monday, November 30.</p> <p>Units receive feedback - Service center provides immediate feedback upon review and district personnel notify the URL and unit leaders of their status. Especially any items that may delay their renewal. Suggest methods of resolution.</p>
<p>November</p> <p>Key Date: November 30th All Recharter Due to Fickett Center</p>	<p>Video - The council recharter task force releases a short video describing what tasks should already be completed and what should be completed in November to meet the deadline.</p> <p>District offers help/review sessions – Roundtable may be too early for units. Consider scheduling a review session later in the month.</p> <p>Units receive feedback - Service center provides immediate feedback upon review and district personnel notify the URL and unit leaders of their status. Especially any items that may delay their renewal. Suggest methods of resolution. Consider removing individual members to successfully renew the charter for the unit.</p> <p>Deadline for recharter packet and payment – Complete recharter packets are due no later than Monday, November 30. Thanksgiving is Thursday, November 26.</p>
<p>December</p>	<p>District personnel work with units regarding late submissions and pending items.</p> <p>Units receive feedback - Service center provides immediate feedback upon review and district personnel notify the URL and unit leaders of their status. Especially any items that may delay their renewal. Suggest methods of resolution. Consider removing individual members to successfully renew the charter for the unit.</p>
<p>January</p> <p>Key Date: January 31st Unresolved Unit Charters Dropped</p>	<p>District personnel work with units regarding late submissions and pending items.</p> <p>Units receive feedback - Service center provides immediate feedback upon review and district personnel notify the URL and unit leaders of their status. Especially any items that may delay their renewal. Suggest methods of resolution. Consider removing individual members to successfully renew the charter for the unit.</p>

We realize that the uncertainty around COVID-19 might affect how you approach your annual recharter process. Our recharter team is working to review current practices and identify ways we make sure to practice social distancing when getting Recharter signed and turned in to the Fickett Center.

Should you have any questions about the 2020 recharter process please do not hesitate to reach out to your local staff member for support. Details on who to contact can be found online at <https://www.bsacac.org/resources/districts/>.

Don't forget to complete this [brief survey](#) to help us confirm we have the correct contact information for your Unit Recharter Leader (URL).

Finally, thank you for all you do to further Scouting in Central Texas! Scouting would not be able to continue without the support you provide every day to the youth in our communities.

Sincerely,

CAC Recharter Task Force