

Potawatomi Area Council 2023 Re-charter Timeline — Updated 8/24/2023

September 2023

This is your leader's opportunity to talk about the process & responsibilities with commissioners, other unit leaders, or even Council Staff.

Look at your records and ensure your leaders are registered correctly in the positions they currently hold. **If not, the COR can adjust positions for adults currently registered with the unit via <http://my.scouting.org>** - or submit new apps to the Council office ASAP for those that are wrong or missing to put them into the correct positions. This is the month most Packs recruit new scouts and leaders. Ensure everyone knows what training is needed for their current positions and that all Youth Protections (Y01) are up to date.

YPT training is ONLY available on line through <http://my.scouting.org>.

Collect applications for new or transfer youth and adults.

Submit all membership applications (YOUTH and ADULT) by September 30, 2023 so that your rosters are accurate. —although the new registration based on join date may make this moot.

These steps are critical to avoid having to manually enter your information in November.

Balance of Month:

Work to resolve any problems.

October 2023

An e-mail will be sent about where the Re-Charter packet information will be **available on-line only** to Unit Key 3 (Charter Org. Rep., Comm. Chair, Unit Leader) and Recharter designee in the first week of the month. *It is the Unit's responsibility to download and print their Re-Charter information.*

Units with special needs must make arrangements with their District Exec. **Prior to 10/31.**

Balance of Month:

Data collection - Use this month to collect all of your unit's information and verify it against your records, double check the training records of your leaders to ensure they are up-to-date for the positions they currently hold.

Re-charter your leaders in the positions they will be holding in January 2024, **not what they will hold in September 2023.** Also make sure leader e-mail and phone numbers are current and correct.

Use the <http://my.scouting.org> Training manager to see leader training and **pay special attention to the Youth Protection status and when it expires! They must be current with the training as listed under Y01—past the start of 2024 or their units posting date which ever is later.**

(Special Note: There is a movement at National that **may require** that YPT not expire during the recharter year. I.e: if their YPT expires in 2024 they might have to renew it prior to recharter)

Work with your Unit Commissioner to resolve any problems that are identified.

November 2023

Online Re-Charter system open for data entry on or before November 3rd.

Youth Protection training - ALL leaders MUST be Youth Protection Trained to be registered

Balance of Month:

Units MUST enter their data online using the online Re-Charter process by December 1, 2023 - Preferred onLine submission due date is PRIOR to Thanksgiving or November 22, 2023 (even better - before deer hunting season!)

Finalize signatures including the Charter Agreement, unit roster, etc.

Review and sign your 2023 Journey to Excellence with your Unit Comm.

Collect fees (to be turned in by Dec 15)

Don't put this off as you may have difficulty working around people's vacations, especially the signatures of the Charter Organization.

Council Paper Collection Date is at the December Council Roundtable for all units or at the Council Office.

Paperwork (Signed Charter agreement and signed roster) can be scanned and e-mailed to the Council office after the on-line submission to: Alissa.Liebchen@scouting.org

December 2023

All Units (Pack, Troop, Crew, Ship, Post) printed paperwork is due NOW, turn in at Roundtable or drop off at Council office!

- * **Final Re-Charter printout including member listing and signatures**
- * Leader and youth apps (as needed)
- * Training certifications (as needed)
- * 2023 JTE final evaluation
- * Correct e-mail and phone numbers
- * **2023 Signed Charter Agreement**

Youth Protection must be current past 1/1/2024 (or their units posting date which ever is later) for **All Registered Adults** even if you are not associated with a specific Unit.

All leaders should be trained for the positions they are listed as currently holding

Merit Badge Counselors & other leaders not registered with a unit need to pay required BSA dues to remain registered.

Re-Charter Fees (due by December 15th)

Balance of Month:

Council office verifying data. Units, DEs and commissioners work to correct errors and omissions,

End of Month - Charters and registrations expire December 31, 2023. If you or your unit are not re-chartered they are in default and therefore may be subject to the following until they are no longer in default:

No Insurance

No registration for Council events

Cannot operate as a BSA unit