The purpose of this guidebook is to provide information and resources to assist the Unit’s Charter Renewal Coordinator in the on-time renewal of their Chartered Organization’s Scouting Unit Charter to be effective for calendar year 2018 (Charter Year 2018).

Charter Year 2020: From January 1, 2020 through December 31, 2020

Online Recharter Tools: Available online at Lake Erie Council website on October 1, 2019. Includes access to the National Councils’ Internet Rechartering System, Step by Step.

Charter Renewal packets:
- Any time after November 1, 2019.
- For On-time Charter Renewal for 2019, must be turned into the LEC before December 15, 2019.
- The final turn-in date is December 30, 2019 at 4:00 PM at the LEC Service Center. Missing the deadline results in a $75 late fee and could result in the unit’s charter being discontinued on January 1, 2020.
- Must include a 2019 Journey to Excellence Scorecard for the specific unit type: Cub, Scout, Venturing Crew or Sea Scout Ship.
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This Charter Renewal Guidebook is provided to BSA Unit Leaders, Committee Chairs, and Charter Renewal Coordinators in good faith and contains the best information we had at the time of its publication in early October 2019. We believe the information contained is accurate and clearly written. However, the Charter Renewal software is being modified in two phases (October 2019, and November 2019). The October version can be used to print the roster and begin correcting entries. However, the November version must be used to submit the roster and complete the recharter process. But, if any user of this manual is uncertain as to what should be done to complete their Unit’s Charter Renewal, we strongly urge you to contact your Unit or Service Area Commissioner or your Unit Serving Executive for direction.
What is New or Critical for Recharter in 2019?

1. **Service Areas**: The service area structure **does not affect** how your Pack, Troop, Crew, Post, or Ship works through the Charter Renewal process.
   a. All Units may use their service area resources, including their Unit Commissioner, Service Area Commissioner, and Unit Serving Executive.
   b. Your Unit Commissioner (if assigned) is your first line of help for Charter Renewal.
   c. Your completed Charter Renewal Package may be turned in at
      i. Any of the scheduled Turn-in events which are open to **all** units regardless of location within Lake Erie Council or
      ii. To your unit commissioner, service area commissioner or unit serving executive at a mutually convenient time.
      iii. Online with the Chartered Organization’s online digital approval and online payment with a credit card.
      iv. **IF THE UNIT PLANS TO TURN IN THEIR CHARTER AT A SCHEDULED LEC TURN-IN SITE PLEASE REGISTER ONLINE USING THE LEC CALENDAR SO THERE ARE COMMISSIONERS AVAILABLE TO REVIEW THE CHARTER ON A TIMELY BASIS.**

2. **Fees** for charter year 2020 are:
   a. The **National BSA Membership Fee** remains $__.__ for each youth and adult member. The one month, prorated **National BSA Membership Fee** remains at $2.75 for each new youth and adult added by the unit during recharter
   b. The **Lake Erie Council Insurance Premium** is now **$12.00 for each youth and adult** unit member. This insurance fee is calculated as a step in the Internet Recharter System. This insurance fee will be **prorated at $1.00 per month per each new youth or adult after January 1, 2020.**
   c. The **Chartered Organization Insurance Fee** for each unit remains at $40.00 and is included with the calculations performed by the Internet Recharter System.
   d. **Boys Life Magazine subscriptions** remain at $12.00 for the year.
   e. A one-month National BSA Membership Fee of $2.75, will be added during commissioner reviews for new members to Scouting added to the roster by the unit during recharter.
   f. **At $75 late fee for charters turned in after December 30, 2019 or with significant deficiencies on or just before that date.**

3. **New Youth Members and New Adult Members** can be added to the unit’s roster during Internet Recharter. The Charter Renewal Package **must include completed Adult Membership Applications**, including all signatures, and a **printed copy of the Youth Protection Training certificate** before they will be registered members with the Unit. **However, units are encouraged to submit all new youth and adult applications by mid-October so the individuals appear on the Recharter roster when the recharter file is opened.** All new members to a unit must submit an appropriate application to the unit.

4. **Youth Protection**: All currently registered unit Scouters listed on the recharter roster should have YPT. If they are not YPT certified, the unit should investigate immediately to determine the reason. Individuals without YPT certification will block renewal of the unit charter unless they take the coarse or the unit removes them from the roster. **Unit leadership should encourage unit adults to take the course immediately.** If a YPT certified Scouter decides to ‘take a six month break’ and reregister in the fall, remind them a lapse in membership resets the YPT clock, they must take the course again before resuming their
NOTE: the individual must complete the Mandatory YPT course. There are five optional, special courses which DO NOT meet the YP training requirement.

5. **The final On Time Turn-in is December 13.** Charter packets will only be accepted for turn-in after a Commissioners review. A Charter Renewal Packet includes:
   - Proper payment, either using Internet Recharter online payment or by check to LEC BSA.
   - Unit Charter Renewal Report complete with all signatures.
   - Completed and signed youth and adult membership applications and YPT certificates for all new adults added to the roster during recharter. Please use the Charter Renewal Audit Checklist to be sure all the information on the applications and other documents is provided.
   - New signed September 2019 version of the Background Check Authorization for all current and continuing members of the unit.
   - A completed and signed 2018 Journey to Excellence Scorecard.

### Journey to Excellence 2019 Scorecard

The **Journey to Excellence 2019 Scorecard** will be completed and turned in with the Charter Renewal package.

- The **2019 Journey to Excellence Scorecard** for your unit type must be completed, signed per instructions on the scorecard, and submitted.
- The JTE scorecard can be filled in manually and tallied prior to signing by the Unit Leader, Committee Chairman, Chartered Organization Representative, and a Unit Commissioner or Unit Serving Executive from your current Lake Erie Council Service Area.
- Alternately, National BSA has provided spreadsheet tools to help with the JTE scoring task. Each type of Unit has a unique JTE scoring spreadsheet that has all of the rules and constraints programmed into it for the Unit type is being scored. The resulting scorecard must be signed and turned in.
- These JTE score sheets and scoring spreadsheets are downloadable from the LEC website at lecbsa.org/charter-renewal or by clicking on JTE RESOURCES at lecbsa.org/journey-to-excellence which takes you to the National BSA website.
- You should be able to score all JTE categories even though the 2019 scoring year is not over, because most point making activities and events should have taken place before November. If something will happen in November or December that materially affects your score (for example, a unit’s Service Project), take credit for the points, and then (Scout’s Honor) make sure it happens!
- One signed copy of either the manual JTE scorecard or a printout from the spreadsheet **must be included with the Charter Renewal package** OR
- If the unit certifies the Charter Package and pays all fees on-line, a copy of either the manual scorecard or a printout from the spreadsheet must be given or sent to your Service Area Commissioner and your Unit Serving Executive.
- **Even if you think your unit “can’t possibly qualify” for any of the JTE levels of performance, complete a 2019 Journey to Excellence score sheet and turn it by December 13 with your Charter Renewal Package for your Charter Renewal package to be identified as ‘on time’ in the JTE process.**
- Note: your unit commissioner or unit serving executive can discuss with you each of the measures and how they can be accomplished and accounted for.
The Charter Renewal Process

1. Immediate Action
   - Review this guidebook for an understanding of the charter renewal program.
   - Notify the Unit Committee that Charter Renewal will be an important item at the October unit committee meeting.
   - The Committee Chair should appoint a unit Charter Renewal Coordinator to facilitate data collection and the charter renewal documentation. Provide that individuals name and contact information to the unit’s Unit Serving Executive.
   - Identify your Unit Commissioner, Service Area Commissioner, or Unit Serving Executive for future questions.
   - Download a copy of the unit’s current charter/roster with individual adult training records.

2. Have the Charter Renewal Coordinator attend one of the five September Roundtable sessions strategically located throughout the Lake Erie Council.
   - Recharter Training sessions are scheduled at Roundtable locations during the 2nd and 3rd week of September 2019 on a Wednesday or Thursday. This training is not in lieu of the regularly scheduled Cub, Scout, or Venturing sessions. See the Council’s Website Calendar for times and locations.
   - In preparation for the training sessions, go to the TUTORIAL on the Internet Recharter website, scoutnet.scouting.org/ucrs/Files/pdf/Updated Internet Rechartering 04142019.pdf, to understand how to navigate the software. (Do this as soon as possible after September 1, 2019.)
   - Read the “Internet Rechartering - Frequently Asked Questions” Appendix, from the LEC website under Resources/Charter Renewal available as a separate, downloadable PDF document.
   - Review the four U-Tube videos found on the LEC web site under Charter Renewal.
   - Contact your Unit Commissioner or Unit Serving Executive for a copy of Charter Renewal Training materials if you can’t attend a Roundtable and need help with any recharter renewal activities.

3. Conduct a Charter Renewal Planning meeting for your Unit as soon as possible, preferably no later than November 1st:
   - Confirm the individual who is responsible for completing packet: the Charter Renewal Coordinator.
   - Determine any per-member unit dues for 2020 (in addition to the National BSA Membership fee and the LEC Insurance Fee).
   - Confirm unit leader roles for charter year 2020. (See unit myScouting.org roster for current names and positions)
     - Executive Officer of your Charter Organization* (Church, or School, etc.)
     - Chartered Organization Representative*
     - Committee Chair *
     - Unit Leader: Cubmaster*, Scoutmaster*, Post/Crew Advisor*, or Ship’s Skipper.*
     - Den Leaders (including Lion, Tiger and Webelos Den Leaders)
     - Unit Committee Members
   - Set up a meeting in November (prior to Thanksgiving Day) to get the Executive Officer’s approval of unit leaders and to sign the Charter.
     - All “starred” (*) leaders listed above for 2019 should be in attendance. You may invite your Unit Commissioner if one has been assigned to your unit.
4. Develop a unit plan to ensure all registered adults have completed Youth Protection Training (YPT).
   • All adults (individuals 18 years of age or older) on a unit’s roster in 2020 must have completed Youth Protection Training, after March 2018. The March 2018 version was a major update and the National Office directed everyone take that version. YPT will be valid for two years unless the individual for some reason is not registered during a segment of the two-year period. A lapse of membership restarts the YPT clock. NOTE the individual must complete the Mandatory YPT course. There are five optional, special courses which DO NOT meet the YP training requirement.
   • All persons on the 2019 roster who have not completed the March 2018 YPT will have their YPT certification listed as expired. The charter renewal packet for 2020 will be blocked until those individuals are YPT certified or removed from the roster.
   • The On-line version of the March 2018 YPT course takes about one hour to complete. Youth Protection training can be taken online at My.Scouting.org. No in-person courses are being scheduled in the LEC at this time; but if scheduled, the number will be limited and space at each will also be limited.
   • Once an individual has successfully completed the on-line version of YPT, the unit’s roster and training records will be updated in about two days. However, the individual should still print out the certificate of completion.
   • If an individual believes they have completed the current YPT but the certification is not on the unit’s scoutnet training record, an update may be made in “Maintain Member Data” during renewal using information on the printed YPT certificate of completion. Please compare the BSA member number on the certificate with the individual’s BSA member number on the units myScouting.org roster; a common problem is the individual has two (or more) BSA member numbers. Please contact your Unit Commissioner or Unit Serving Executive for help in combining multiple records for an individual.

5. Conduct a Unit Membership Inventory before November 1st.
   • Ensure all youth and adults listed on the Membership Roster downloaded from my.Scouting.org match the current active members who will renew membership for charter year 2020. Your Unit Key 3 can access this roster on the my.Scouting.org Member Management tool.
   • If new youth members are found on the Unit’s “active” roster, but not on the My.Scouting.org roster, it usually means they are not officially registered. Always turn in a completed and signed member application with fee payment to the Council office quickly after anyone joins the unit to ensure that each member has BSA insurance and a youth member gets timely advancement credit.
   • All active adults not on the my.Scouting.org Roster must be considered as not registered. A completed and fully signed BSA Adult Application must be included in the Charter Renewal packet along with a Youth Protection Trained (YPT) certificate (for those adults not appearing on the Internet Recharter member roster), if you wish to add them to the roster.
   • It is preferable to register members to the unit at the council service center before starting charter renewal. Those new members will then appear on the roster when you open your online renewal file. If adding new members who are already members of LEC in another unit (changing membership between units), on the first page of “Add Adult/Youth” PLEASE DO NOT CLICK ON THE “Transfer into the Unit” BOX!!! LEC has noticed that the Internet Recharter software does not correctly calculate fees if an individual is “transferred into the unit.”
   • Note, however, the above concerning several membership numbers particularly for youth and adults in Scouts and Venturing, or crossed over or transferred from another unit. An individual should only have one Boy Scouts of America membership number in the LEC.
   • “Inactive” members, especially youth, should be contacted to determine why they are not active and to determine their membership plans for charter year 2020.
• Identify and confirm all information about Cubmasters, Den Leaders, Scoutmasters, Crew/Post Advisors/Ship’s Skippers, etc. Ensure all Adult and Youth contact information is correct, especially email addresses.
• Identify individuals wanting Boys Life.

6. Fees and Multiple Registrations
• Membership and individual insurance fees are paid for every person listed on a unit’s charter with the following exceptions:
  o The Chartered Organization’s Executive Officer is a no fee position except if the individual chooses to take an additional role in the unit and on the charter in a fee position. The internet recharter program identifies the Executive officer as a no fee position.
  o The Chartered Organization Representative (COR) is appointed by the Executive Officer to be the Chartered Organization’s representative on the Unit Committee and fees are paid for this person. If a chartered organization sponsors more than one BSA program (say a Pack and Troop) only one fee is paid for the COR. The unit not paying the COR’s fees, lists the COR as a Multiple and identifies where the fees are paid. If the COR chooses to hold an additional position on the charter, the internet recharter program ‘multiples’ the second entry as no fee.
  o Other adults and youth on a charter may be in ‘multiple’ units (e.g., both a Crew and Troop). Your unit members must verify which unit they choose as their primary for membership; the primary unit pays their fee. The unit not paying the member’s fees, lists the individual as a ‘multiple’ and identifies the unit where the fees are paid. WITH THE ADVENT OF FEMALE SCOUT TROOPS, THERE MAY BE A NUMBER OF ADULTS WHO ARE ‘MULTIPLE’ REGISTRANTS... i.e. a parent who may be a committee member of a male Scout troop and a Scoutmaster in the female Scout troop.
  o At the present time, all youth in a Venturing Crew, Explorer Post, or Ship and working on the Eagle Rank must have their primary registration in a Troop. A ‘Youth Participant’ in a crew who is 18 years of age or older, and in a Scout Troop must register in the Scout troop as an adult leader and pay the adult registration fee and the youth participation fee in the Venturing Crew or Ship.
  o Youth or Adults transferring from a unit in the LEC do not pay the prorated one-month membership fee as they are already members of the LEC and BSA.
  o Adults or youth transferring from a unit outside the LEC may be treated as new to Scouting because their membership in the former council officially ended before they came to the LEC. On the other hand, they may be due a credit on the national fee if their membership has several months to run. However, all youth or adults transferring from another BSA unit inside or outside the LEC to a new LEC unit must submit a new application (and proof of youth protection training) to the gaining unit.
• Begin collecting the membership registration and insurance fees, Boys Life subscriptions and annual unit dues for both the youth and adults. Set the unit due date to be before the unit meets with the Chartered Organization Executive Officer to ensure completing the charter by the Turn-In date.

7. Update Internet Recharter with the latest member data for the Unit (Starting on 11/01/2017)
  1. You will need a unique Access Code to do Online Charter Renewal. The Council Field Service Team will mail (via U.S. Postal Service) a letter to each Unit Committee Chairperson, Top Unit Leader and Chartered Organization Representative containing the Internet Recharter ACCESS CODE for their unit.
  2. Internet Rechartering is now accessible through the LEC web site:
1. Open the Lake Erie Council website and find the TAB Icon (three bars) in the upper right corner.
2. Click Tab Icon and look down the selections (on the right side) for RESOURCES.
3. Click on RESOURCES and look down the listing for CHARTER RENEWAL.
4. Click on CHARTER RENEWAL and a new page comes up. The page lists six Helpful Recharter Resources which are clickable links to the PDF documents listed.
5. Below the Helpful Charter Resources list are two boxes: ONLINE RECHARTERING SYSTEM.
6. Click on the box ONLINE RECHARTERING SYSTEM and you are linked to the National Internet Recharter web page (https://scoutnet.scouting.org/ucrs/UI/home/default.aspx).
7. Initially Login to the Internet Recharter system by clicking on the REGISTER box. Fill in the boxes with the access code, select the correct unit type, and enter the four-digit unit number, then click on CONTINUE.
8. Create a Password and remember or record it... you will need it to rejoin an interrupted Internet Recharter session.
9. The software will walk you through step by step.
10. If you must complete “offline tasks” during this process, you may exit the program and come back later. Use the LOG IN box, as a “Returning User,” when you wish to rejoin your Internet Recharter session.
11. The system will ask whether to UPLOAD data from approved unit management software like Troopmaster®, Packmaster®, ScoutTrack® or SCOUTBOOK. The answer to the question can make a huge difference in the amount of work that you will need to do. Here are key factors to consider:
   - NOTE: there have been negative reports on data uploads from a unit’s software which was not compatible with the online recharter software. If your unit recently uploaded data from the unit’s proprietary software there may not be a problem.
   - If the online unit roster is missing a number of youth that are in your unit software, and you do not have proof that all adults on the printed roster have current youth protection training, then you may UPLOAD the unit roster from your software. Note, provided there are member numbers in your unit software, the Youth Protection Training for adults should update (in about two days) once you temporarily close out of the internet recharter program.
   - If the online Unit Roster has more accurate data for individuals than those in your unit software, you may DOWNLOAD the online roster to your unit’s software.
   - If the online Unit Roster has the complete names for individuals in the unit instead of nicknames that are in your unit software, you may choose to DOWNLOAD the online roster. If you upload your unit software with individual’s nicknames, the system will think you have different individuals and it will force you to make unnecessary changes.
   - If the online unit roster is missing a lot of youth that are in your unit software, AND you have proof that ALL adults on the online roster have current youth protection training and your unit software has the exact matching names as the online unit roster for all current members then UPLOAD the roster. This is the ONLY time it might be advantageous to upload to the internet recharter file.
8. Print out a draft copy, when you think your Charter Renewal package is complete, to review with the Committee Chair, Unit Leader and Chartered Organization Representative. The key points you are looking for are:
   - The appropriate and correct adults listed in all key leadership positions.
9. **Revise Roster As Needed.** After this review, sign back in, going to Internet Rechartering, and log in as a Returning User.

   - Make the changes that were requested by Committee Chair and Unit Leader. When you have completed the process, “SUBMIT” the charter. This locks in the names and roles.
   - Print out two (2) copies of the final FULL Charter Renewal document. This will allow you to keep a copy in case something happens to original. These are the copies that the Executive Officer and Unit Leader must sign. The sheet that lists the Charter Organization name will have places for the two signatures.
   - **Recommendation: Save the charter as an Adobe PDF file.** Select a name and save this file in the event the printed copies get lost. With the PDF copy you will not have to go back into the system to reprint the Charter Renewal Package again.

10. **Get Signatures on the Final Charter Renewal Printout if not submitting and paying online (step 11a below).**

    At the meeting set up in step 3, get the signatures of:

    - **Executive Officer** of the Chartered Organization, on the front page of Charter packet.
    - **Top Unit Leader** – Cubmaster/Scoutmaster/Advisor/Skipper signatures are also on the front page.
    - If there is a new Chartered Organization Representative (COR), it is recommended that the Executive Officer sign this COR adult application. The reason is that the COR represents the Executive Officer in all Scouting matters and the Chartered Organization’s Executive Officer should personally approve the application.

11a. **Submittal of the Charter Renewal Package and Payment of Fees Online**

    **Online Approval and Payment of Fees (goes directly to the National Council).**

    *If the unit is adding new members to the roster or submit the new Background Check Authorization for members on the roster during recharter, or intends to submit the charter renewal packet to the LEC do not accept “online approval,” click on the ‘Do not accept’ flag.*

    - If the Executive Officer is satisfied the charter is complete and correct, ONLY that person or the Chartered Organization Representative can digitally sign the charter.
    - Online payment using credit card is available in the Submit stage following online approval. The credit card entry form is open by default and will display the calculated registration fees. The $12.00 fee for Accident Insurance will display. A 3% Convenience Fee will be added to the fee subtotal to arrive at the Total Fee due. The convenience fee offsets the cost of credit card processing. If the on-line payment process continues, then the valid credit card
information is entered and saved. Upon acceptance, the Credit Card Payment Confirmation will display. This will also appear on the unit renewal application following Submittal.

- Note: Online signatures and payment mean:
  - All youth and adults were listed on the original Charter Renewal papers, no applications or YPT certificates need to be submitted.
  - No changes can be made to the Charter Renewal packet once payment is made, no additions, no removals and any excess fees must be recovered from BSA National.

- Journey to Excellence forms must be turned in separately to the Lake Erie Council by December 15, 2019 for on time recharter.

Except for Journey to Excellence, the units recharter process is complete.

11b. Charter Renewal to the Lake Erie Council at a Scheduled Turn-in event.

a. If you are not using the Internet Recharter Credit Card Payment option, click the Cash Payment button. The total fees due must then be remitted to the Lake Erie Council.

b. When you turn in your Charter Renewal Package at a designated charter turn-in event, a Commissioner will review your package for completeness and accuracy; and, complete a Charter Renewal Audit Checklist. Plan for a 20-30 minute review session. The Charter Renewal Packet includes:

i. Full Charter Renewal Printout with signatures and the roster (NOT THE SUMMARY), printable after the electronic “submittal” to LEC. See #9 above.

ii. All new-youth and/or new-adult applications (if needed). The front page of the Charter Renewal Printout will list, as a minimum, the names of those adults and youth that will need new member applications (unless new member(s) are added manually to the charter after the document has been submitted electronically to LEC). The Commissioner reviewing your packet will check all applications for completeness, especially signatures.

iii. All September 2019 Background Check Authorization forms for adult members currently on the roster who have not previously update the authorization.

iv. The unit’s completed and signed 2019 Journey to Excellence form.

v. A check made out to “Lake Erie Council BSA (Council 440)” with appropriate bank authorized signature, and the final fee amount. Note: the total payment for recharter can be paid by unit check, personal check, funds in a LEC unit account, cash, or any combination thereof. LEC does not accept credit card payment for charter renewal.

Turning in a Charter Renewal Package to the Lake Erie Council offers the opportunity to make adjustments if the reviewing Commissioner identifies issues that can change the fees needed.

Other Turn-in to LEC Options. If you cannot utilize any of the above-mentioned opportunities, contact your Unit Commissioner, Service Area Commissioner, or your Unit Serving Executive to schedule a mutually acceptable location and time for review and turn-in. Recharter packets may not be just dropped off at the council office without a review by a Commissioner.
# Fall 2019 Charter Renewal - Schedule & Timeline Summary

The following is a summary of the suggested Timeline that Lake Erie Council strongly recommends for the Fall 2019 Charter Renewal process.

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<tr>
<th>Recharter Process Steps</th>
<th>Description of Activity</th>
<th>Suggested Start Date</th>
<th>Suggested Finish Date</th>
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<tr>
<td>1. Immediate Recharter Actions</td>
<td>Notify Unit Members and Begin Collecting Data</td>
<td>10/01/18</td>
<td></td>
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<tr>
<td>2. Attend Recharter Training</td>
<td>One of five Roundtable Sessions</td>
<td>10/09/19</td>
<td>10/17/19</td>
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<td>3. Unit Charter Renewal Meeting</td>
<td>Unit Committee Meeting</td>
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<td>10/25/19</td>
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<td>4. Adult Youth Protection Training</td>
<td>Individuals Needing YPT Training Go Online</td>
<td>10/01/19</td>
<td>11/01/19</td>
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<tr>
<td>5. Membership Inventory</td>
<td>Using Internet and Unit Rosters</td>
<td>10/01/19</td>
<td>11/01/19</td>
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<tr>
<td>6. Fees and Multiple Registrations</td>
<td>Collect individual recharter and insurance and Boys Life fees. Identify multiple registrants.</td>
<td>10/01/19</td>
<td>11/01/19</td>
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<tr>
<td>7. Update Member Data on Recharter Roster</td>
<td>Open the <a href="#">Online Recharter file</a> and Update Membership data and Boys’ Life</td>
<td>11/01/19</td>
<td>11/15/19</td>
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<td>8. Print and Review Draft of Recharter Papers</td>
<td>Unit Review and adjustments as necessary</td>
<td>11/15/19</td>
<td>11/24/19</td>
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<tr>
<td>9. Submit and Print Final Copy of Recharter Papers</td>
<td>Submit Roster to LEC (<a href="#">except Online Charter Renewal and Payment</a>)</td>
<td>11/24/19</td>
<td>11/24/19</td>
</tr>
<tr>
<td>10. Meet with the Executive Officer</td>
<td>Present Charter Package, Obtain Signatures or Online Charter Approval by Executive officer or Chartered Org. Rep.</td>
<td>11/24/19</td>
<td>12/13/19</td>
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<tr>
<td>11. Online Charter Renewal and Fees Payment</td>
<td>Complete Online Approval and Electronic Payment Option</td>
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<tr>
<td>12. Charter Renewal Turn-in Events</td>
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<td>12/05/19</td>
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<td>13. Final Turn-in Date</td>
<td>Turn in Completed Recharter Package</td>
<td></td>
<td>12/30/19</td>
</tr>
</tbody>
</table>
WARNING REMINDER

If the Unit’s complete and correct (no “flags”) Charter Renewal packet and payment are not submitted to the Council office before December 30, 2019 at 5:00 PM, your Lake Erie Council BSA Unit Charter will lapse at midnight on December 31st. Charter packets with ‘Flags” still to be corrected or packets anticipated but not turned in will be subject to a $75 late fee. Charter packets that are anticipated but not turned in may require a new charter application be completed and submitted by the Chartered Organization in order for the unit to continue to operate as an authorized unit of BSA. This is no trivial task.

A lapsed unit charter means that all adult and youth members have to complete new BSA Membership Applications, get all required signatures, and submit them with the New Charter Application. Disrupted youth membership could result in the loss of an existing membership number (replaced with a new number) and the advancement information that is linked to the existing number. Disrupted adult membership could also result in the loss of an existing membership number and the training records that are linked to that membership number. A lapsed adult membership also affects YPT, not just the lost training record. The break in membership continuity essentially assumes there might be youth protection issues, therefore a new background check and (re)training on YP.

Furthermore, lapse of a unit’s charter ends a Unit’s “Term of Service” which is reset to zero years, even if a New Charter is established with the same Chartered Partner. Some of our long serving units have 30, 40, 50 or more years of continuous service which reflects strongly on a Charter Organization’s commitment to serving the youth in their community.

REMINDER: All Lake Erie Council offices will be closed on December 24th and 25th (Tuesday and Wednesday) for the Christmas holiday, and December 31st (New Year’s Eve).

If you have read this entire Guidebook and haven’t found the answer to your question, and your Charter Renewal process is at a standstill, please call or email either your Unit Commissioner, Lead Service Area Commissioner, your Unit Serving Executive, or the Council Rechartering Commissioner.