

Good day, Unit Key 3 Leader,

You are receiving this letter as a registered Charter Organization Representative (COR), Committee Chair, or the unit leader, the Key 3. If you no longer hold this position, please forward to the appropriate contact. Below is all the necessary information to renew your Scouting Unit for 2022. Recharterers for troops and crews are due by Friday, January 21. Recharterers for packs are due by Friday, February 18.

**Unit renewal training has been scheduled for two times.**

- Wednesday November 17 – 8:00PM via Zoom. To receive the Zoom link, email [quivira.high.plains@gmail.com](mailto:quivira.high.plains@gmail.com) with “Recharter Training 11/17” in the subject.

**Before you Begin:**

- Submit all new, transfer, or multiple youth and adult applications, fees due, and any supporting documents (YPT, background check form) for the applications to your local service center to be processed before you start the online recharter process.
- Determine who will complete the renewal online. Only the Unit Leader, Committee Chairman, Charter Representative, or Key 3 delegate will have access to this system. In the new software, these are the only registered positions that can access the recharter software.
- The Charter Organization Representative can assign a Key 3 delegate through Menu>Roster>Position Manager on [My.Scouting.org](http://My.Scouting.org).
- Determine which youth and adults are no longer participating in your unit for 2022. Reach out to inactive youth and encourage their participation in scouting for the coming year.
- For troops and crews, determine which youth will age out before January 31. Those youth will either drop, be promoted to an adult registered position (they need to complete Youth Protection Training and fill out an adult application with background check), or be converted to a unit participant. In a retroop this applies to youth that have been given an Eagle extension past their 18<sup>th</sup> birthday. In a crew this applies to every youth that will continue in Venturing past their 18<sup>th</sup> birthday.
- For packs, determine which youth will be promoted to a troop. Contact the troop unit leader if the Arrow of Light youth will transfer to the troop roster in January. All other cub youth will be automatically promoted based on their birthyear and current registered rank.
- For any member, youth or adult, that is registered in multiple units, district, and/or council, determine from the adult or parent where the member will pay their registration fees. All other units will code that member as “multiple” on their roster and will not pay registration fees for that member. All members must register and pay fees in one unit. Not coding a multiple registered member correctly will delay the processing of your charter.
- Identify all adults (any member who is 18 years old or older) who have youth protection training that expires between now and April 30, 2022. Have each adult so identified take youth protection before you begin using the recharter software. Any YPT expirations in this time frame that are not renewed will delay the processing of your charter roster.
- Notify parents and adult leaders about fees for 2022:
  - Youth Fees - \$72.00
    - \$25 joining fee for any new youth added plus remaining fee until charter end for your unit (\$6.00 per remaining month).

- Adult Fees - \$45.00
- Scout Life Magazine - \$12.00
- Unit Charter Fee - \$75.00
- Begin collecting 2022 fees from members and parents.

### **How to Complete Unit Renewal:**

When the time comes,

**Access Internet Rechartering 2.0 System here: <https://advancements.scouting.org/>  
Login for Internet Rechartering 2.0 uses the same login credentials as My.Scouting.org**

- Login to Internet Advancement using your My.Scouting.org username & password. Check the 'I'm not a robot' box, then click Login. For those who normally use Google or Apple logins, you may click the corresponding button at the bottom of the login screen to "Sign in with Google" or "Sign in with Apple".
- Click "Recharter" in the bottom left corner of the menu.
- Add/remove members for 2022, update positions, and mark anyone who is multiple registered in your unit (their registration is paid in another unit).
- Upload any necessary documents including, but not limited to, new applications, youth protection certificates, and criminal background check forms. Only one document per person can be uploaded. In order to combine all the documents for each person, we recommend either the use of a PDF converter that can append multiple documents together like Primo PDF or creating a zip file for all the documents. The zip file creation process is available many places online.
- Click the Validate Roster button.
- Once the roster has been validated, you will select the online payment method, or select pay at council.
- Once payment information has been entered, click the Submit button.
- Once the recharter has been submitted, the unit Charter Organization Representative will automatically receive an email request for an electronic approval through Adobe E-sign. The Charter Organization Representative must have an active and correct email in the membership database to use Adobe E-sign.

### **After Unit Renewal is Submitted Online:**

- If your unit will be requesting KanCare or Council registration financial aid for a youth, you must select pay at council.
- If your unit chooses to pay at Council Service Center, go to the Service Center or mail the payment.
- If your unit chose to pay at council, bring any paperwork that was not uploaded and your payment to the Council Service Center by Friday, January 21 for troops and crews, and by Friday, February 18 for packs.

- If a unit uploaded all required documents, is not requesting financial aid, and paid online, no paperwork needs to be submitted in person.

Please reach out to your Unit Commissioner or District Commissioner to help with any questions or issues during the Recharter process. You can also access a video walkthrough and user guide online at <https://www.scouting.org/commissioners/internet-rechartering/> OR <https://quivira.org/recharter/>.

We are here to help make this process go as quickly and smoothly as possible!

Yours in Scouting,

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Assistant Commissioner for Recharter

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Quivira Council Commissioner