Good day, Unit Key 3 Leader,

Nov. 14, 2022

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 2023. Recharters for troops and crews are due to be submitted, paid, and approved by a Key 3 before Dec. 31, 2022. Recharters for packs are due to be submitted, paid, and approved by a Key 3 before Jan. 31, 2023

Unit renewal training has been scheduled for two times.

- **Saturday November 19** – either 9AM or 2:00PM by Zoom call. You will be sent the time with the link. Please send email to Quivira.high.plains@gmail.com to be sent the Zoom link. The Zoom call will be coordinated with the adults at the Merit Badge College at Barton County Community College.

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 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.
- Determine which youth and adults are no longer participating in your unit for 2023. 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, or be converted to a unit participant. In a troop this applies to youth that have been given an Eagle extension past their 18th birthday or want to become an assistant scoutmaster. In a crew this applies to every youth that will continue in Venturing past their 18th birthday. All youth involved past their 18th birthday need to complete Youth Protection Training, fill out an adult application, and fill out a background check. Youth protection needs to be taken using their youth BSA ID, and the youth BSA ID needs to be included on the adult application.
- 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. Any Arrow of Light advancing to the troop in February or later must renew membership with the pack. 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 correctly coding a multiple registered member will delay the processing of your charter.
- Identify all adults (any member who is 18 years old or older) who has youth protection training that expires between now and April 30, 2023. 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 2023:
  - Youth Fees - $75.00
    - $25 joining fee for any new youth added plus remaining fee until charter end for your unit ($6.25 per remaining month). Anyone with an existing BSA ID from any council or district in the country is not new. Please provide the existing BSA ID number on the member application. If the ID number is not known, please provide the city where the person last was involved in scouting.
  - Adult Fees - $45.00
  - Scout Life Magazine - $15.00
  - Unit Charter Fee - $100.00

- Begin collecting 2023 fees from members and parents.

How to Complete Unit Renewal:

Review national online resources at https://www.scouting.org/commissioners/internet-rechartering/

Review Quivira Council online resources at https://quivira.org/recharter/

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 2.0 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 2023, 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.
- Click the Validate Roster button.
- ERRORS must be fixed before unit can submit the roster.
  a. This includes all adults having valid YPT. If the unit has an expired YPT, the unit will not be able to submit. This is a change from last year.
  b. All units must have 2 paid youth. If the unit is a troop or crew that has youth involved in more
than one scouting unit, each unit must have 2 youth paying directly to that unit.

- **WARNINGS** will let the unit submit, but not the council. All warning must be cleared before the council can submit the roster.
  a. This includes having 4 or less registered members. Every unit submitting with 4 or less youth will be asked to submit a recruitment plan to the scout executive for review before being allowed to finalize the roster.

- 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, the Institutional Head/Executive Officer, the unit leader, and the committee chair will receive an email request for an electronic approval through Adobe E-sign automatically. The Key 3 and IH must have active and correct email addresses 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, print the Recharter Renewal to take to the Service Center with the payment.
- If your unit chose to pay at council, bring any paperwork that was not uploaded, your payment, and a printed charter roster to a District turn-in event, or the Council Service Center by Thursday, Dec. 15, 2022 for troops and crews, and by Friday, Jan. 20, 2023 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/](https://www.scouting.org/commissioners/internet-rechartering/). You can access Quivira Council specific training at [https://quivira.org/recharter/](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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