

RECHARTER FAST START - PREPARATION

Step One:

Check with your unit advancement chair, request a roster from the internet advancement system and compare to your current roster.

Step Two:

Conduct a membership inventory to confirm if the youth and adults are continuing for another year. Also, confirm all of the registered adults have current (within the past two years) **Youth Protection Certification**.

Step Three:

Submit applications for any youth and adult missing from your internet advancement roster. Verify that all the signatures needed are on the applications and that Youth Protection Certificates are with the new adult applications. **Adult applications MUST have valid social security numbers and birthdates.**

Also, confirm you are in possession of the necessary fees to pay for the recharter. Make an appointment with your Institutional Head for signatures.

Step Four:

Gather your data in one spot, decide if you will upload your data from an outside program like Troopmaster or if you will download the council roster from Scoutnet. Take one last look to be sure you have everything in place, then proceed to the recharter phase.



Step Five:

Sign into www.myscouting.org, click on Internet Rechartering. Go in as a first time user using the recharter code from your recharter packet. Follow the steps for putting in the information regarding your unit number and Terms of Agreement. You will create a password, write it down because you may have to go back in later. This is the only time you will do this for this year. From this point on, you will be a returning user.

If you are using the information in Scoutnet, click **Load Council Information**.

If you are uploading your Unit Management data, click **Upload Recharter File**.



Please note: if at any time before you click submit you feel you need to begin the process again, contact Donna Carr at the Volunteer Service Center, 770-956-5694 or email dcarr@atlantabsa.org to reset your unit or your password.

You can get help by clicking on **Frequently Asked Questions** or clicking **Help** in the upper right hand corner of the screen or by reviewing the [Unit Rechartering Powerpoint](#).

Follow the instructions online for Stages 2-5.

Make sure to review all addresses, emails and phone numbers on all members to ensure they are current and complete. **Don't assume!**

Anytime before you click submit, you may print a roster to compare.

Verify you have the correct number of leaders. Remember the only people in your unit that can hold more than one position is the Charter Org. Rep.

After you complete Stage 4. Review your roster again before clicking **Submit**. Once you click Submit, you can no longer make changes in the system. If you are satisfied, click **Submit**.

You are now ready to meet with your Charter Organization to secure the correct signatures. Once you have all the signatures in place, you will need to secure two checks from your unit treasurer and make plans to attend **Recharter Day** in your district!

Congratulations!



[Click Here To Open Recharter Checklist](#)