

Step by Step Recharter Process

Key Contacts for Assistance

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District Commissioner or District Executive – <https://www.mtcbsa.org/Districts>

❑ Step 1 Determine desired route of completion

- Online
- Paper

❑ Step 2 Gather documents

- Online Charter completion needs – [Access code for Unit](#) & [Online Tutorial](#)
- Paper Charter completions needs – [Print Charter](#) & [Paper Recharter Checklist](#)
- [Charter Agreement](#)
- [Fillable Youth Application](#)
- [Fillable Adult Application](#)

Updating BeAScout Unit Pin to accept online applications eliminates paper applications!

❑ Step 3 Communicate with Unit Members

- Contact all leaders to confirm they are returning
- Confirm with leaders the youth that are returning
- Set a date for the collection of fees well before the date for charter turn in
- Gather Youth or Adult Applications for **ANY** names not listed on the charter
 - Verify youth apps have birthdate and the parent has signed
 - Verify adult apps have SS# / YPT / Right side filled out / signed app & CBC
- Verify all adults have completed [Youth Protection Training](#) & have a signed [Criminal Background Check Form](#) turned in

BeAScout completed applications eliminate this process!

❑ Step 4 Communicate with Charter

- Set an appointment to talk with Institution Head / Executive Officer (this may be a different person than the Charter Organizational Representative). The name of the individual is located on the front page of the Charter at the top/middle.
 - Have them sign the front page of the Charter, if completed by paper
 - Have them approve charter, if completed online
- Set an appointment with the Charter Representative (if it is a different person than the IH) to have them sign the Charter Agreement & any new Adult Applications
- Gather \$75 charter fee from the organization

❑ Step 5 Final Check

- Use [Charter Checklist](#) for both Online & Paper Charters
- Submit Charter to Middle Tennessee Office

Thank you for all that you are doing for Scouts in your community!!