

RECHARTER INSTRUCTIONS 2012

PLEASE READ INSTRUCTIONS THRU BEFORE YOU START THE RECHARTER PROCESS

1. Re-charter time is for your unit to bring current all registered youth and adults in your unit. It is very important that you check your roster included in this packet against all members in your unit. Please pay attention to spelling of names, addresses, phone numbers, and date of birth. For adult leaders please include email addresses if possible.
2. If any changes need to be made, please make them on the roster before you begin the online process. If you do not see a name on your roster, they are not registered in your unit. They will need to fill out an application and submit it with the Re-charter papers. Transfers also need to fill out an application.
3. You can begin the online process beginning December 1, 2011. New access codes are issued every year. You cannot use last year's access codes or passwords. This year's access codes are on the front of your packet.
4. All adult leaders must have Youth Protection training.
5. Registration fees are \$15 for youth and adult. Boys' Life fees are \$12.
6. The Journey to Excellence* can also be filled out online. The best site so far is Commodore Perry District, go to: www.commodoreperrydistrict.org, click on the Journey to Excellence link on the left side of the page.
7. Once you are finished re-chartering your unit, you must "submit to council" before midnight on January 31, 2012 to be considered an "on time unit".

JUST SUBMITTING THE RECHARTER ONLINE IS NOT THE END OF THE PROCESS!

8. YOU MUST PRINT OUT YOUR RECHARTER PAPERS. Gather your Re-charter papers, with signatures, any applications and a check for fees and bring to the council office.
9. If you have any questions, contact Karen at the Council Office at 419.241.7293, ext. 205 or email at karen.krieger@scouting.org

*Journey to Excellence replaces the Centennial Award for quality unit.