

# Recharter Process

## **Prior to starting the Internet Recharter:**

What youth and adults are renewing their membership?

Verify name spelling, address, phone number, email and birthdate

Are they renewing Boys' Life or starting a subscription

Is Youth Protection Training up to date?

Have adults completed the newest background authorization form?

Do you have new youth members?

Has an application been completed and signed by the parent and unit leader?

Do you have new adult members?

Has an application been completed and signed by the adult and the Charter Org Rep?

Has the background authorization been signed?

Did they complete Youth Protection Training?

## **Completing recharter online:**

Use this link: [Internet Recharter](#) or go to sioux council.org and use the link on the Home page.

Sign in using the access code provided in the email and create a password.

Complete the information required on each screen. If you must stop, simply sign in again with the access code and password you created.

Add new youth and adults and make any changes needed to personal information or positions.

Toward the end of the process, you can mark members as multiples, if needed, and make any Boys' Life changes and additions. If you have members in more than one unit, please discuss with that other unit who is paying the fee for that adult.

When all changes/additions have been made, you can choose how to pay the charter fee. The fee can be paid online with a credit/debit card or an eCheck, you can use funds from your unit account or a check made payable to Sioux Council.

The unit Charter Organization Representative can electronically sign the charter and submit it electronically. You may also choose to submit the charter, print it and have the Institution Head sign the charter.

Every unit must have the Charter Organization Agreement completed and signed.

## **Completed the recharter -- now what do I do?**

### ***Paid and approved online?***

Contact your District Executive and let them know your charter is complete and turn in the Charter Agreement and other forms, such as applications, background authorization forms and JTE scorecard.

### ***Paid online and signed paper copy?***

Contact your District Executive and turn in the signed charter, Charter Agreement, any applications, background authorizations and JTE scorecard.

### ***Approved online, but not paid?***

Contact your District Executive and turn in Charter Agreement, payment (or approve unit account payment), any applications, background authorizations and JTE scorecard.

### ***Printed charter and need to pay fees?***

Contact your District Executive and turn in the signed charter, Charter Agreement, payment (or approve unit account payment), any applications, background authorizations and JTE scorecard.

Any new adults and/or youth added to your charter must complete an application. Please submit those applications and any other documents to your District Executive.

The Charter Agreement, background authorization, JTE Scorecard, youth and adult applications have been included as attachments to the email you received.