

UNIT RECHARTER PROCESS 2021

Welcome to the unit re-charter process for 2021. If you have questions during the re-charter process please contact your unit commissioner, District Executive or Council Registrar. **Please submit by or before December 4, 2020 to allow for ample processing time before current charter expires.**

In your re-charter packet you should have received the following materials:

- Unit Charter On-Line Renewal Access Code information and procedure sheet.
- Charter Renewal Turn In Checklist
- Charter Renewal Roster
- Internet FAQ Sheet
- JTE Form 2020
- Informational Letters
- Youth Applications / Adult Applications
- Background Check Authorization Form/Disclosures
- Unit Information Supplemental Form/Staff Contact Info

YOUR UNIT ON-LINE ACCESS CODE

**A NEW RECHARTERING ACCESS CODE IS ISSUED TO YOUR
UNIT EVERY RECHARTER YEAR**

**DO NOT LOG ON TO THE RE-CHARTER WEB SITE BEFORE
NOVEMBER 1st.**

The access window will not be open before that date.

ON-LINE RECHARTER PROCEDURE

- Select a unit renewal processor
- Processor logs in at <https://scoutnet.scouting.org/ucrs/UI/home/default.aspx> or use link on www.ggac.org
- Enter unit access code and unit number. **Sign in as First-Time user.**
- Agree with confidentiality statement.
- Enter contact information data and password.
- Register.
- Follow instructions as displayed on each page:
 1. **Load Roster**
Electronically retrieve roster information from council.
 2. **Update Roster**
Select youth and adults you wish to renew, add any new members, edit membership roster and review required unit adult positions.
 3. **Check Roster**
After making all changes, check roster for accuracy.
 - A. **ERRORS MUST BE CORRECTED!!!**
 - B. **WARNINGS** – Check to see if data can be corrected, then proceed.
 4. **Summary**
Make final review of membership and fees, making any changes before submitting.
 5. **Submit Roster**
Electronically submit final roster and print Charter Renewal Packet for submittal to council prior to December 4, 2020. **MUST PRINT FINAL VERSION** to submit. (not the two-page E-Z Summary or DRAFT copy)

REMINDER AFTER ON-LINE PROCESS IS COMPLETE

- Obtain unit leader certification on charter paperwork.
- Obtain chartered organization's institutional head's signature on charter paperwork.
- Turn in paperwork to the council office, along with:
 - Re-charter fees.
 - Every youth or adult member listed on page 1 of your re-charter must have an attached application.
- Due Date for Submitting these materials is December 4, 2020.