

# Phoenix District 2017 Recharter

## COMMUNICATIONS:

We'll communicate to you through the SHAC Recharter website, our Phoenix District website, and through direct email/phone/text contact with important information.

1)	<a href="http://www.samhoustonbsa.org/recharter">http://www.samhoustonbsa.org/recharter</a>
2)	<a href="http://phoenix.shac.org/">http://phoenix.shac.org/</a>
3)	Unit Recharter Representatives Contact List for Emails / Texts / Phone Calls
<b>Note:</b>	Please provide your Unit Recharter Rep's CONTACT INFO to our Phoenix District Commissioner <a href="mailto:kevin.renfro@gmail.com">kevin.renfro@gmail.com</a> as soon as possible

## OVERALL PLAN:

If you follow the steps in this overall plan and start the prep work for recharter early, then the online IR part of the process will be easy. But you need to BE PREPARED before you start, and GET TRAINED!

1)	<b>Preparation</b> (Process new Apps, Update Unit Roster, Check Adult YPT, Check Top Leader Training)
2)	<b>Training</b> (Attend District Recharter Workshop)
3)	<b>Internet Recharter (IR) Work Process</b> (IR online work through final QC ✓ <u>BEFORE</u> submitting)
4)	<b>Finalize IR</b> (Submit Online, Signatures, Submit Hard Copy, Payment)

## IMPORTANT DATES & REQUIRED ACTIONS (by Step):

<b>Preparation: Do these things before IR opens on 11/01</b>	
September/October	1) Complete & Turn in New Scout & Leader Applications 2) Proof of YPT should be attached to all Adult Applications
	2) Login to <b>my.scouting.org</b> (Key 3 or delegate) and review the following: a) Leader YPT Status <b>All Adult Leaders must have correct, up-to-date YPT. Expiration Date should be after March 2018 (Y-01 for Scouting, Y-02 for Venturing)</b> b) Top Unit Leader Training Status (CM, SM, VA, etc) <b>TOP UNIT LEADER must be FULLY TRAINED to recharter</b>
	3) From either INTERNET ADVANCEMENT or my.scouting.org a) Check your current Unit Membership Roster * Sufficient # of Adult Leaders in correct positions? * All newly joined members (Apps turned in) reflected in system? * Identify and follow-up with non-active members
	<b>4) Correct everything identified in Items 1-3 above by 11/01 !</b>
	5) Start on your JTE application (due with recharter packet) <a href="http://www.scouting.org/scoutsource/Commissioners/Journey.aspx">http://www.scouting.org/scoutsource/Commissioners/Journey.aspx</a>

<b>Training: Attend one of our 3 offered District Recharter Training Opportunities</b>	
October 12 *	<b>Attend Phoenix Recharter Training at St Dunstans @ 6:30</b>
November 2 *	<b>Attend Phoenix Recharter Training at Roundtable (Kleinwood LDS) @ 7:00</b>
November 9 *	<b>Attend Phoenix Recharter Training at St Dunstans @ 6:30</b>
<b>Note:</b>	* Recharter Packets Available to Unit Reps (must attend training!)

<b>Internet Recharter (IR) Work Process: IR online <i>BEFORE</i> hitting "SUBMIT TO COUNCIL" button</b>	
10/12, 11/02, or 11/09	Pick up your Unit's Recharter Packet at 1 of 3 Phoenix Recharter Training Sessions * Make sure to save your Unit Recharter ID Code (new code each year!) * Review the information in your packet
11/01	Internet Recharter (IR) Open
	LOAD YOUR ROSTER into IR
	UPDATE YOUR ROSTER (Update CO info, renew continuing members, add new members, edit info for scouts and leaders, edit leader position assignments)
	ERROR CHECK YOUR ROSTER (correct # and type of leaders?, YPT completed?, Top Leader Trained?, Age requirements?) <b>Note:</b> All leaders must be YPT Trained. Top Unit Leader must be fully trained
	REVIEW & CHECK FEES (Boy's Life?, People registered in multiple units (pay only once), indicate WHY members dropped)
	FINAL ONLINE QC CHECK <b>before</b> SUBMITTAL) * Review/Print Roster * Check with Unit Recharter Team / Unit Leaders / Unit Commissioner / District Commissioner Staff and/or District Professional for accuracy <b>BEFORE pressing "SUBMIT TO COUNCIL" BUTTON !!!!!</b>

<b>Finalize IR (QC ✓ BEFORE Submitting, Submit Online, Signatures, Submit Hard Copy, Payment)</b>	
<b>STOP AND CHECK!</b>	AFTER you have completed your final QC✓, you will be ready to submit your online IR by pressing the "SUBMIT TO COUNCIL" button in IR Stage 5 Note: corrections and changes are much easier in IR than on paper
<b>WHEN READY</b>	Milestone: Complete IR Stage 5 by pressing the "SUBMIT TO COUNCIL"
Print & Save	PRINT the FINAL IR application and package attachments. Save a PDF copy.
Signatures	Get the proper SIGNATURES on your packet (Unit Leader, Chartered Organization Institutional Head / Executive Officer)
Applications & Training Records	Attach any APPLICATIONS (completed and signed) and hard copies of YPT & TRAINING RECORDS required to Recharter Packet
Insurance	Complete ACCIDENT INSURANCE FORM
JTE	Attach completed JTE Award Form
	Determine Amount owed for recharter, get signed check(s) from Unit. We advise having 2 checks or one "blank" check (in case amount calculated after review differs from what you think it should be). Amount must cover IR fees + Unit and Individual Insurance Fees. Checks payable to SHAC.
When Ready	<b>TURN IN your Unit Recharter Packet (make a copy of package for your records)</b>
12/02	SHAC Saturday Morning Turn-in Available 9:00 – 12:00
12/07	District IR Turn-in Opportunity at Roundtable
12/14	District IR Turn-in Opportunity at District Commissioners Meeting
	Note: SHAC Turn-in also available M-F from 8:00 to 4:00
<b>12/15</b>	<b>IR TURN-IN DEADLINE !!!</b>