

Safety and security is the top priority of this re-charter season.
 All Minsi Trails Council Units are asked to follow the re-charter timeline.
 County? To determine area, use the Charter Organization physical address.

Start Here

Thursday, October 1, 2020
 thru
 Thursday, October 22, 2020

**Unit Leader Receives
 Charter Packet**

Thursday, October 22, 2020
 7:00 PM

**Council-wide
 Unit Leader Re-Charter
 Virtual Roundtable**

Monday, November 2, 2020
 thru
 Monday, November 9, 2020

**Optional One on One
 Virtual Meeting**

Monday, November 2, 2020
 thru
 Friday, November 20, 2020

**Advanced Charter
 Paperwork Submission**

Monday, November 9, 2020
 thru
 Friday, December 4, 2020

**One on One Charter
 Paperwork Review**

Saturday, December 5, 2020
 thru
 Saturday, December 12, 2020

**Face to Face Charter
 Paperwork Review**

Support Contacts

Who can help me?
Primary Contacts

Monroe County - Ed Schaefer
edward.schaefer@scouting.org
 (570) 730-3128

Warren County, NJ - Tim Hands
timothy.hands@scouting.org
 (908) 229-3178

Northampton County - Arby Beisel
russell.beisel@scouting.org
 (484) 505-9752

Lehigh County - Diane Lariar
diane.lariar@scouting.org
 (484) 767-3455

Lehigh County - Mike Borgman
mike.borgman@scouting.org
 (610) 762-8959

Carbon-Luzerne Paul Oswald
paul.oswald@scouting.org
 (570) 578-8927

Secondary Contact
Council Registrar - Steph Miller
stephanie.miller@scouting.org
 (610) 465-8569

Training

- *Charter Timeline.
- *Accessing the System.
- *Best Practices.
- *Trouble Shooting.
- *How to set appointment.
- *Question Forum.

Key Charter Note: After October 1, 2020 and through the unit re-charter period - All PA Act 15 Clearances need to be submitted to the Unit Committee Chair or person responsible for charter paperwork. This will direct paperwork to one central point during the charter period. Outside the charter period, PA Act 15 clearances should be sent directly to Minsi Trails Council.

**Minsi Trails Council
 Professional Offices**

991 Postal Road
 Allentown, PA 18109
 Monday 9 am - 5 pm
 Tuesday 10 am - 5 pm
 Wednesday 9 am - 5 pm
 Thursday 9 am - 5 pm
 Friday 9 am - 5 pm

November 1 - Internet Re-Charter Opens

Support/Help

- *Meet w/ MTC Professional.
- *By Appointment thru online gateway.
- *Review Steps and Requirements.
- *Trouble Shoot.
- *Set up finalization.

Contactless Submission

- *Unit drops off paperwork @ Council.
 - *Unit mails paperwork to Council.
 - *Unit contact Professional who will pick up.
 - *Unit drops off paperwork at a designated, secure location.
 - *If the unit has capability, to email encrypted paperwork to Council, unit may email paperwork***
- Note-it is very important this be done encrypted email, as paperwork contains personally identifiable info.**

Contactless Review

- *Schedule appointment w/Professional by phone or virtual meeting.
- *If incomplete, instructions on what is next for completion purposes

**If paperwork clears review -
 send in final check payment &
 chartering process finished**

Small Group Review

- *For units unable to complete by 12/4
- *Limited Access - Schedule Appointment
- *Locations vary - times limited

Monroe County Units
 Monroe County 911 Center
 100 Gypsum Road, Stroudsburg
 Thursday, December 3, 2020
 6:00 PM to 9:00 PM

Warren County Units
 Appointment
 Please email
Timothy.hands@scouting.org

Carbon County Units
 Palmerton Rod and Gun Club
 Gun Club Road, Towamensing Twp
 Tuesday, December 8, 2020
 7:00 PM to 8:30 PM

Northampton County Units
 Wind Gap Fire Hall
 549 E. West St., Wind Gap
 Saturday, December 5, 2020
 9:00 AM to Noon

Lehigh County Units
 Camp Spirit
 1718 Mulberry Road
 Fogelsville, PA
 Saturday, December 5, 2020
 8:00 AM - 5:00 PM

Luzerne County Units
 Welsh Congregational Church
 1223 S. Church St., Hazle Twp
 Thursday, December 3, 2020
 7:00 PM - 8:30 PM

Charter Finished

