

Minsi Trails Council -- 2021 Unit Re-Chartering Checklist

- ___ 1. You may start the 2021 online re-chartering process November 1, 2020 (60 days prior to unit expiration on December 31, 2020).
- ___ 2. You **MUST** use the NEW Access code information provided in your charter kit for this year.
- ___ 3. Verify that ALL adults have completed YPT and have sent (or handed in) their Certificates to the Committee Chair who will then turn in to the MTC Office*.
- ___ 4. Verify that all leaders have current clearances (State Police, H&HS & FBI/or waiver) turned in to the Committee Chair who will turn them in to the MTC Office*.
- ___ 5. Verify that all adult leaders who need REQUIRED training have completed it. Direct Contact leaders **MUST** complete leader specific training for their position.
- ___ 6. Be sure that **NEW ADULTS** complete questions 1 through 6 on the right side of the application AND provide the “Additional Disclosures & Background Check Authorization” to Minsi Trails Council.
- ___ 7. To begin the re-charter process, **You MUST SIGN** in with NEW Access Code as a first-time user – INFO IN CHARTER PACKET.
- ___ 8. Complete the Load Roster, Update Roster and Check roster steps to complete Validation without any errors.
- ___ 9. Make sure your unit has the required leadership positions filled for re-charter.
- ___ 10. Do **NOT** e-sign the charter.
- ___ 11. Do **NOT** select “Credit card” or E-Check” options – select **CASH**.
- ___ 12. Do **NOT** enter social security numbers when adding a new adult.
- ___ 13. **Print** a copy of your charter single-sided including the cover sheet.
- ___ 14. Have **Institution Head** (and only the Institution Head) sign the Charter before you come to re-charter day or to a drop-off location at the specified time – *plan ahead*.
- ___ 15. If you have a scheduled appointment, be on time. If you have finished with the charter, Contact your DE to return the completed charter and payment to Council.
- ___ 16. For In Person Charter review: Bring at least 1 (possibly 2) blank checks already signed to pay for re-charter (the cost of every charter is for one full year).
- ___ 17. Adult applications **MUST HAVE #1218** in the lower right corner on right side of application AND be sure to answer questions 1 through 6.
- ___ 18. Items **#4, #5 and #6** above are **MANDATORY** for all adults for registration.
- ___ 19. Review 2020 JTE requirements form and include information on the 2020 JTE form with your charter to facilitate that process. <https://www.scouting.org/awards/journey-to-excellence/unit/2020-scorecards-english/>