

Charter Renewal Pre-Checklist

1. Ensure your Unit has no pending online applications. If you do have new applications to approve, wait 24 hours after approving them before continuing.
2. Access and print the following two documents for Unit review.

Unit Roster

Log in to my.scouting.org

Select "Menu" at the top left

Select your Unit

Select "Roster"

"Export to CSV" will produce an Excel spreadsheet roster for your Unit

YPT Report

Log in to my.scouting.org

Select "Menu" at the top left

Select your Unit

Select "Training Manager"

This will pop up a YPT pie chart. Next to the pie chart is a "Report" button. This will produce a CSV or PDF file showing when the YPT expires for adults registered in your Unit.

3. Review the roster with your Unit leadership. If you notice anyone missing or any other issues with your EXISTING ROSTER, email us at membership@scoutspirit.org.
4. Review the YPT report with the adults in your Unit. Note that adults must have YPT which expires AFTER 1/31/2024 for them to be included in your online recharter.
5. Confirm with each family and Scouter that they intend to stay with the Unit. Ask if they would like to receive a copy of Scout's Life magazine.
6. Confirm who is filling the role of Treasurer for your Unit. PLEASE email your Unit information, along with your treasurer's full name and email address to membership@scoutspirit.org. This is who we will contact when it comes time to pay your online charter.
7. If your Unit is going to require a change in Executive Officer/Institutional Head, the Unit will need to complete a "New Unit" application form BEFORE starting the online recharter process. One was included in the packet that was mailed to the Key 3. This must be completed by the new IH and scanned to us ASAP.
8. If your Unit is going to require a change in Chartered Organization Representative, this change must be completed BEFORE starting the online recharter process. Please contact us as this cannot be done online.

Throughout this process we urge you to ask questions if you have them!

Email us anytime at membership@scoutspirit.org