

Dear,

You are receiving this letter because you are listed in my.scouting.org as the Committee Chair of Pack 123.

This letter is being mailed to those listed in the following Unit positions (the Key 3):

- Chartered Organization Representative (COR)
- Committee Chair (CC)
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Skipper or Exploring Advisor)

If you are NOT in one of these positions, please notify the council at membership@scoutspirit.org AND notify your Unit ASAP.

Charter Renewal will be opening October 2, 2023.

All charters must be completed online by **December 1, 2023**.

There are **NO** changes in the online charter renewal process from last year.

Enclosed are the JTE, Disabilities Survey and Annual Charter Agreement for your Unit. These forms can be submitted at any time during the charter process to membership@scoutspirit.org Please do not wait for the online piece to be completed first.

We have enclosed a Charter Renewal Pre-Checklist. It is **strongly** recommended that you read through this list before beginning the online charter renewal process. Once those steps have been reviewed,

- Go to [Advancements.scouting.org](https://advancements.scouting.org)
- Log in with the same username and password that you use for my.Scouting.org If you are unsure of your credentials, please email membership@scoutspirit.org

Other things to Remember:

- The Key 3 and designated Key 3 delegates are the only people eligible to access the recharter system.
- All Units must have an: Institutional Head (IH), COR, CC, two Committee Members and a Unit Leader.
- Packs must also have at least one Den Leader.
- All Units with the same chartering organization must have the same IH and COR.
- **DO NOT PAY ONLINE.** Choose **"Pay at Council"**. Give a copy of the payment page to your treasurer. Your Treasurer will receive an email from bill.com at account-services@HQ.bill.com This bill should be paid promptly. Charters will not be processed without full payment.
- Before clicking on the "Submit" button, review the roster with the Key 3. It is **strongly** recommended that the Chartered Org Rep be the person to finish the process by clicking "Submit".

There is more information on the council webpage: www.scoutspirit.org

Select Resources on the Navigation bar – Select Unit Leaders – Select Charter