

# Recharter Checklist



Northern Ridge District  
Atlanta Area Council  
BOY SCOUTS OF AMERICA

## Recharter Date & Location

Recharter 2020 will be done completely online. There will be **NO** face-to-face recharter day this year.

You can recharter your Unit anytime between: **October 1<sup>st</sup>** ↔ **December 5<sup>th</sup>**.

We ask that you complete all of the items on this checklist before December 5<sup>th</sup>.

## Recharter Assistance

If at any time you have problems or questions please reach out to your assigned Unit Commissioner, or any of the following people for assistance. We will set up a zoom conference if needed:

### Blake Joiner

District Executive

Cell: (404) 698-5024

[bjoiner@atlantabsa.org](mailto:bjoiner@atlantabsa.org)

### Loren Lownes

District Executive

Cell: (404) 445-8566

[loren.lownes@scouting.org](mailto:loren.lownes@scouting.org)

### Ed Laderoute

District Commissioner

Cell: (770) 361-9294

[ed.laderoute@att.net](mailto:ed.laderoute@att.net)

### Paula Laderoute

Recharter Commissioner

Cell: (770) 361-9295

[paula.laderoute@att.net](mailto:paula.laderoute@att.net)

## Paperwork & Information Required for Recharter

The following checklist details all of the items necessary to complete your recharter packet.

### ANNUAL UNIT CHARTER AGREEMENT

- This agreement must be completed by the Chartered Organization Executive and Chartered Organization Representative. Only 1 form needs to be completed per Chartered Org, not per unit. Multiple Units sharing the same Chartered Org are listed on 1 form.
- Download the Charter Agreement form from the District website using the following link.  
Link to Charter Agreement form ⇒ [Annual Charter Agreement](#)
- The form is also available through a link in the recharter system after you submit your charter renewal report to Council.
- Scan and Email the completed, signed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com). In the email subject line please include Charter Agreement and units.

Example: (subject: Charter Agreement – Pack and Troop 123 )

### ONLINE UNIT CHARTER RENEWAL REPORT

- This will be completed in the Council Recharter System.
- When complete send an email to [Donna.Carr@scouting.org](mailto:Donna.Carr@scouting.org) telling her you are done. In that email include contact information for the person that completed your report so they can be contacted with any questions.

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- Instructions and the Unit Access Code for 2020 will be in the Council email. \*\*\* If you lose or do not get an access code for your unit, contact one of the "Recharter Assistance" people to get your code.
- You will receive an email confirmation when your report is accepted for your recharter.
- All adults on your recharter must have YPT active through at least February of 2021. If any adult expires before your recharter is posted, they will be dropped and have to fill out a new application. Ensure all of your adults have active YPT and will not expire before February of 2021.

## BSA APPLICATIONS

- Original signed BSA applications for all youth or adults being added on the first page of the recharter report are required.
- These are all submitted electronically through [Send Safely](#)
- All Adult applications must include the signed disclosure statement and YPT (Youth Protection certificate).

## PAYMENT FOR RECHARTER FEES

- Payments for recharter will all be handled electronically in the recharter system since there will be no in person collection day. You can process an e-check (no fees) or use a credit card (cc fees apply).

## JTE (JOURNEY TO EXCELLENCE) SCORECARD (signed by Unit Commissioner, Committee Chair, Unit Leader)

- For 2020 the JTE Scorecards have been modified to accommodate some items related to the pandemic. Please make sure you download a scorecard using the link provided and you are not using an old scorecard.

Link to JTE Scorecards for 2020 ⇒ [JTE Scorecards](#)

- Fill out the scorecard for your unit type; Pack, Troop or Crew.
- Obtain signatures from your [Committee Chair](#), [Unit Leader](#) and [Unit Commissioner](#). You can scan and send your completed JTE Scorecard to these folks or you can arrange to meet with them and have them sign it in person. How you get it signed is up to you and these other people. Be safe!
- Scan and Email the completed, signed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com). In the email subject line please include your Unit number and the phrase "JTE"

Example: (subject: Troop 123 - JTE)

- NOTE – If you are an iPhone user you can scan documents by going into the [Notes](#) app, then selecting the [camera](#) option and [scan documents](#).

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## HONOR UNIT (signed by Unit Commissioner)

- The completed Honor Unit form is used by the Commissioner Corps to help identify Unit needs that Commissioners can help with. Even if you did not earn Honor Unit please submit your completed form. It will help us help you.
- Download the Honor Unit form from the District website using the following link.  
Link to Honor Unit form ⇒ [2020 Honor Unit Form](#)
- Print and complete the page that is specific to your unit type; Pack, Troop, or Crew.
- Obtain your Unit Commissioner signature. You can scan and send your completed form to your Commissioner or you can arrange to meet with your Commissioner and have them sign it in person. How you get it signed is up to you and your Commissioner. Be safe!
- Scan and Email the signed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com). In the email subject line please include your Unit number and the phrase "Honor Unit"

Example: (subject: Troop 123 - Honor Unit)

## HONOR UNIT AWARDS (only required if you earned Honor Unit)

- The Honor Unit Award form can be completed and submitted online:  
Link to Honor Unit Award form ⇒ [Honor Unit Awards Order Form](#)
- Once you submit that form, a check for the awards will need to be sent to Mark Kopel. If no check is received, the awards will not be ordered.
- Checks should be made out to Mark Kopel and mailed to:

Mark Kopel  
5315 Skidaway Drive  
Johns Creek, GA 30022

## UNIT GODSEND

- Each Unit should nominate a Unit Godsend. A Unit Godsend is defined as:  
*"A Unit Godsend is that individual, or married couple, within your Unit that provides invaluable service to your Unit above and beyond expectations. The person, or couple, that you go to when help is needed and you know the task will get accomplished. The recipient can be any registered adult within your unit."*
- This year's Godsend form is online and can be filled out and submitted via the following link:  
Link to the Unit Godsend form ⇒ [Unit Godsend Form](#)

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- Please only submit form once per unit. If you submit multiple forms only the last one submitted will be used.

## UNIT DIRECTORY

- Completion of an updated 2020 Unit Directory is necessary to communicate with your Unit.
- The Unit Directory form can be completed and submitted online:  
Link to Unit Directory form ⇒ [Unit Directory Form](#)
- Please only submit form once per unit. If you submit multiple forms only the last one submitted will be used.

## FRIENDS OF SCOUTING

- By completing the Friends of Scouting Presentation Support form the District will be able to reach out to you and coordinate support for your annual FOS drive.
- The Friends of Scouting form can be completed and submitted online:  
Link to FOS form ⇒ [FOS Presentation Scheduling Form](#)
- Please only submit form once per unit. If you submit multiple forms only the last one submitted will be used.

## MERIT BADGE COUNSELORS (TROOPS ONLY)

- This section describes the process for updating the list of Merit Badge Counselors in your Unit. This section only applies if your Unit is a Troop.
- The List of Merit Badge Counselors for your Troop is included as an attachment to your recharter packet email.

### RENEWs and DROPs

- Use the attached list provided to check "renew" or "drop" next to each MBC as appropriate.
- Scan and email completed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com).

### ADDs

- All Merit Badge Counselor "adds" are submitted electronically through [SendSafely](#).
- Each new MB Counselor must complete a BSA application.
- All MBC applications must include the signed disclosure statement and a valid Youth Protection certificate.
- Email Merit Badge Counselor Application Form (not BSA Application) and Merit Badge Counselor training certificate to [mekopel@gmail.com](mailto:mekopel@gmail.com)

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## **DISTRICT AWARD OF MERIT NOMINATION** (optional, not required)

- If you wish to nominate someone for the District Award of Merit, download the form.

Link to [District Award of Merit form](#) ⇒ [DISTRICT AWARD OF MERIT](#)

- Scan and Email the completed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com). In the email subject line please include the phrase "District Award of Merit"

Example: (subject: District Award of Merit Nomination)

## **UNIT LEADER AWARD OF MERIT NOMINATION** (optional, not required)

- If you wish to nominate someone for the Unit Leader Award of Merit, download the form.

Link to [Unit Leader Award of Merit form](#) ⇒ [UNIT LEADER AWARD OF MERIT](#)

- Scan and Email the completed form to [northernridgerecharter@gmail.com](mailto:northernridgerecharter@gmail.com). In the email subject line please include your Unit number and the phrase "Unit Leader Award of Merit"

- Example: (subject: Troop 123 – Unit Leader Award of Merit)

## **RECHARTER EXIT SURVEY** (optional, not required but appreciated)

- Thank you for completing your 2020 Recharter packet. Many of the changes this year were made due to the pandemic. We attempted to minimize the need for a face-to-face event to provide a safer recharter opportunity. If you could take 2 minutes to complete the 2020 recharter exit survey it would be greatly appreciated. We will use this information to better next year's event.

Link to survey form ⇒ [RECHARTER 2020 EXIT SURVEY](#)

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## Recharter Reminders and Tips

- All required components must be submitted before your unit recharter is complete. Recharter Staff will help you if you need assistance with anything.
- If you did not earn a JTE award or Honor Unit award you must still complete and submit these forms. The District uses this data to help improve things and help your unit.
- If you do not have an assigned Unit Commissioner to sign off on these forms contact Ed Laderoute, District Commissioner, [mail Ed Laderoute](mailto:Ed.Laderoute@scouts.org).
- If you lose your recharter access code contact any of the Recharter Assistance Team listed on the first page.
- Make an appointment with Unit Committee Chair, Charter Organization Executive, Charter Organization Representative, and Unit Commissioner as soon as you complete your forms so they can review recharter paperwork and sign the necessary forms.
- Transfers are **not** processed at recharter. AOL Scouts should still be registered as part of your Pack
- There is no fee or application required for the Chartered Organization Executive but they need to be listed on the recharter packet.
- Every unit sponsored by a given Charter Org. should have the same Executive Officer (IH) and the same Charter Org. Rep. (COR).
- Your unit needs a minimum of five paid youth
- Units other than Packs must have a minimum of five paid adults; Charter Org Rep (COR), Unit Leader (SM, SK, EA, or NL), Committee Chair (CC), and at least two Committee Members (MC). Packs must have all of these and at least one Den Leader (DL), one Tiger Leader (TL) if you have Tigers, or one Webelos Leader (WL) if you have Webelos.
- Every adult application **must have** a valid Social Security Number and birthdate for the applicant applying. Do not forget to have the background check release page signed.
- Every Lion Cub and Tiger Cub must have an adult Partner without exception. Lion and Tiger Adult Partners do not pay a fee unless they are also registering as a member of the Pack leadership.

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- Consider making scouts who age out but want to remain as a leader a “Unit College Scouter Reserve” (92u) instead of an ASM. That role only requires YPT training to remain as a registered leader.

## Internet Recharter System Tips

- Make sure you list anyone registered with multiple units as multiple on all but one of the units recharter so all units don't pay national for the people.
- There are 2 payment options to choose from when paying your charter fees.
  - Pay online with credit card – carries cc fee surcharge
  - Pay online with e-check – no taxes or cc surcharges incurred.

## Key recharter Contacts

**For Information/Questions, please contact your Unit Commissioner or:**

**Blake Joiner**

District Executive

Cell: (404) 698-5024

[bjoiner@atlantabsa.org](mailto:bjoiner@atlantabsa.org)

**Loren Lownes**

District Executive

Cell: (404) 445-8566

[loren.lownes@scouting.org](mailto:loren.lownes@scouting.org)

**Ed Laderoute**

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**Paula Laderoute**

Recharter Commissioner

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