

2018 Charter Renewal Calendar

Unit Recharter Leader

By Date	Event	Description
Aug. 1 – Sept. 10, 2017	Unit Re-charter Leader meets with Commissioner	Unit Re-charter Leader (URL) meets with Unit Commissioner and reviews Unit preparations needed for re-charter and to ensure that Unit is able to view their respective rosters via my.scouting.org tools.
Sept. 11-17, 2017	Charter Renewal Packet Digital Distribution	District Commissioners e-mails Charter Renewal Guide to each respective Unit Re-charter Leader.
September Roundtable	Roundtable Charter Renewal Kickoff	At the September Roundtable, there will be an additional session for Charter Renewal Q&A.
Sept. 22, 2017	Application Turn-in	New youth and adult applications (with YPT certificate) submitted to Fickett Center, so that Unit Roster is updated on Charter Renewal Window by October 1.
Sept. 29, 2017	Internet Charter Renewal Access Codes	District Commissioner e-mails Charter Renewal Access Codes to each respective URL. Note, that Access Codes change annually and previous codes will NOT work.
Oct. 1, 2017	Print Unit Roster	URL should print out unit's membership roster (adult and youth) and review it to ensure that all members are listed on roster.
Oct. 1, 2017	Internet Charter Renewal window Opens	Units may start the internet process http://www.bsacac.org/resources/recharter
October Roundtable	October Roundtable	Commissioners available to assist in reviewing or answer specific charter renewal questions.
Oct. 31, 2017	Internet Charter Renewal Step 5 Completed	Steps 1- 5 of internet charter renewal process should be completed. The finalized copy should be printed and signatures obtained.
Nov. 30, 2017	Submission Deadline	All Unit Charter Renewal Report Packages should have undergone a "Final Review" from the Institution Head and Submitted to Capitol Area Council
Dec. 1-18, 2017	Deficiencies Cleared Up	District Commissioners will be notified of any Unit Charter Renewal deficiencies. District Commissioner will provide information to Unit Commissioner to request need information
Dec. 31, 2017	Council Post	Capitol Area Council submits all Unit Charter Renewal Report Packages to National database.