**Rechartering Tips for Success**

1. **Simplify your recharter process:** Turn in all new youth and adult registrations to the Council Office at least **15 days prior to signing into your charter for the first time.**  This will make the process go much faster. After signing in **it is important to click the UPDATE UNIT ROSTER button every time you log in to work on your charter to make sure you are working with the most up-to-date roster.**
2. Please make sure that when deleting, you delete the correct person. If deleted by accident, handwrite the person on the printout with an explanation. **Do Not Re-enter online**. Watch out for nicknames. Be careful not to add a new scout named “Jimmy” who was already registered in your unit as “James” to avoid paying twice!
3. Only **New** members need applications. A list of new members needing applications is printed on page one of the detailed printout of both the draft and submitted charter. **TROOPS:** Youth promoted from a Pack of the same chartered organization do not need to fill out an application at recharter time. Adults promoted from a Pack of the same chartered organization who held a **fee-paying position** do not need to fill out an application at recharter time.
4. **The COR (chartered org representative) is the same person for every unit under a chartered organization. Packs, troops, and crews should decide which unit will pay for the COR and mark them as a multiple in all other units.** Registrants can be marked as a multiple in **Stage 4: Summary** of the recharter process by clicking the update fee button next to each registrant.
5. Please make sure that you complete the last step by electronically **SUBMITTING and PRINTING** the recharter. (Even if you have paid for it online). Print the detailed copy to turn in to Council. Print the Summary EZ Report for your records. **Use the Internet Rechartering Check List included in this packet to make sure you have everything you need before you make the trip to turn everything in.**

**RECHARTER FEES**

The Council office cannot accept Charge or Debit cards for payment of recharters. **Only cash, check, money order, or cashiers check will be accepted at the Council office.** Paid to the order of “BSA.” If you wish to pay by Charge or Debit then you will have the option to use the online payment feature at the end of your online recharter process. Please note that National BSA Charges a 3% admin fee for online payments.