Annual Charter Renewal Plan

23Aug2012

A successful, time-tested, step-by-step methodology that when followed, results in organized, well-planned and on-time charter renewals for individual unit sponsors and/or entire zones.

Suggested Timeframe	Milestone or Event
July – August	1. ☐ **Pre Schedule Dates** for Charter Renewal in Advance. A) **Schedule now** for the following year to accommodate upcoming yearly calendar preparation. It's better if these dates and times show up on LDS Stake Calendars within your District.
July - August	2. ☐ **Provide a mid-year reminder** of those dates and times that will be coming up this year.
August - September	3. ☐ **Recruit, Train, and Schedule** a District Charter Renewal Staff. A) **Recruit** a staff of individuals allowing plenty of coverage for Charter Turn-in Meeting(s). B) Hold **Training** sessions to accommodate the staff of recruits. C) **Schedule** zone dates and times and correlate staff availability for each.
September - October	4. ☐ **Train Zone Commissioners** about their responsibilities including: A) **Follow up** for those who are unprepared. B) **Expectations** about payment of Registration Fees
October - November	5. ☐ **Conduct Multiple Kickoff Meetings** sufficient to accommodate all zones: A) **Distribute packets** for Charter Renewal B) **Provide instructions** to attendees. C) **Provide** Question & Answer opportunity for attendees.
October – November (Approximately 1 week prior to Turn-in Meeting)	6. ☐ **Facilitate Charter Review Meetings** to check/verify progress. A) **What Step** are they in? B) **Problems with passwords** or re-entry? C) **Handling Multiples** okay and will they be ready for Charter Turn-in?
October – November (Complete Turn-ins prior to Thanksgiving Holiday)	7. ☐ **Provide Multiple Charter Turn-in Meetings** to accommodate all zones. A) **Assure understanding** of how to handle "make ups". B) **Target completion** before Thanksgiving Holiday C) **Turn-in Charters and Payments** promptly and as quickly as possible**.**
December - January	8. ☐ **Recognize and Thank the Charter Renewal Staff.** Some special recognition, a holiday social or casual get together of some kind.