Do's & Don'ts

Current Roster. Keep adult and youth memberships updated. If an adult has moved to a different scouting unit (i.e. Scouts to Varsity), you'll need to fill out a new application, including Youth Protection Training (YPT) certificate. If a youth moves from Scouts to Varsity, you can handle that simply through the recharter tool.
Current Youth Protection Training. YPT has to be renewed every 2 years and an adult without current status will NOT be rechartered. Check the status of all adults through the Internet Advancement Tool – Review Unit Roster Report. Instructions are listed on Rechartering section of District website. We suggest completing Venturing YPT which applies to all scouting families.
Applications. Ensure all applications have ALL proper signatures including the background check authorization on the adult applications. Lack of signatures is a major cause of applications being rejected. All new application must have a YPT certificate.
Don't Forget to have Recharter paperwork signed by the Unit Leader and Executive Officer.
Journey to Excellence. All units are REQUIRED to fill out JTE reports. Have your unit leaders fill these out.
Don't Forget to indicate leaders registered in **multiple units** to reduce registration fees. Instructions at District Website.
DO Pass Along this information to anyone in your Zone that will be helping with Rechartering.

Help with Rechartering

District Website. Several help documents are listed on the District website to assist with step by step instructions. Goto the following: www.gslc-bsa.org > Districts > Salt Lake County > 14 – Pony Express > Resources Rechartering help documents are listed at the bottom of the page.
Council Website. Access to the rechartering tool and an on-line tutorial. www.gslc-bsa.org > Rechartering
Unit Commissioner. For LDS units, this would be the Stake YM Presidency
District Commissioner. Please call or email if you don't know or can't reach your UC. Larry DeCoursey, (801) 280-8606 or ldecours@gmail.com.
Asst. District Commissioner. Please call or email if you don't know or can't reach your UC. Mike Seawright, (801) 971-7025 or scoutingmike@q.com.

Internet Rechartering Made Easy

Pony Express District

Larry DeCoursey
District Commissioner
Mike Seawright
Asst. Dist. Commissioner

Time Line

September. Gather current roster information for all members, adult and youth. Review status of registration through Internet Advancement Tool.
October 1. Recharter codes and internet site go live. Contact your Unit Commissioner if you haven't received your rechartering packet with the codes. We recommend you go into the system right away to review any registration differences you may have.
November. You'll receive a date on your packet indicating your "turn-in" appointment. If you cannot make your appointment, work with your UC to have him turn in your packet or request another time.
November. 1 week prior to "turn-in" date, we recommend you get with your UC to review

your paperwork and progress. This will give you time to make final changes

December. You now delinquent. Any appointments made at this time with District should be accompanied with a thank you treat. ☺ Remember, they are volunteers too.

Remember. Completing your Internet recharter is a requirement for "Journey to Excellence"

FAQs

Who needs to recharter?

Every youth / adult member of your unit. If they aren't on the official roster you'll need to add them and submit a properly signed application accompanied by YPT certification with your recharter paperwork.

Who should I drop from my roster?

Those individuals no longer participating. For all youth dropped, it is important to fill out the REASON CODE as accurately as possible. In LDS units, do NOT drop a youth unless they have moved from the area or have graduated from high school.

What is the MINIMUM number of adult leaders and youth needed to recharter?

- A unit leader (CM, SM, VC, VA)
- A Committee Chairman
- A minimum of 2 Committee members
- A Chartered Org. Representative
- An Executive Officer (Bishop in LDS units)
- At least one registered Den Leader
- A minimum of 3 youth members

Who needs Youth Protection Trng (YPT)?

All registered adult leaders need to have CURRENT YPT (YPT is valid for 2 years) in order to recharter. It would be easiest to check status of YPT prior to entering the recharter system, and then having any non-current adult leaders promptly take the on-line course. If you have already entered the recharter system, click on the "update roster" button. If it still shows not current, you'll need to supply evidence of their current YPT status with your recharter paperwork.

Is there a tutorial?

There are two effective tutorials. If you are new to this task, it's HIGHLY RECOMMENDED that you take the time to view BOTH tutorials. The first can be found through the Great Salt Lake Council website: www.gslc-bsa.org > Rechartering > Internet Rechartering Tutorial. The second is for the annual updates which should be viewed by all: http://www.scouting.org/sitecore/content/home/commissioners/internet_rechartering.aspx

Who needs to sign the recharter paperwork? The Unit Leader (CM/SM/VA), the Executive Officer or Institutional Head, and the Council Representative. The latter signature will be provided by a jDistrict Executive, and can be obtained when you turn in the documents.