

Traditional

Internet Recharter Application Process Overview & General Information

Internet Rechartering will follow the following process:

1. The Council Service Center will prepare your unit's recharter packet and will be delivered to the unit leader. Your internet access code will be printed on the packet.
2. Forty-five to sixty days prior to your unit's renewal date, your unit will visit our website and complete the steps through the submittal process:
 - Go to www.mtcbsa.org
 - Click on *Unit Support*.
 - Under *Unit Support* click on *Internet Rechartering*.
 - Please print ***ALL*** the necessary documents to be included with the recharter. Failure to follow through the steps to Submit Roster to Council will cause a delay in processing of your Recharter by Council.

You will have internet access to your unit's information only within the window of 60 days prior to the expiration date of your unit, through Recharter Date. Once you have started the process, please complete in a timely manner. This will keep any inaccurate information from being held in your unit file. **Please note: there will be NO extensions or grace period after your renewal date. If your recharter is not properly submitted by your renewal date, your unit will become a *Dropped Unit*.**

3. When the charter renewal is completed, including:
 - all appropriate signatures on the printed renewal roster
 - applications for new youth and adults
 - appropriate fees

The recharter packet should then be delivered to your Unit Commissioner or District Executive. **Your recharter will not be considered complete until it is received with the appropriate paperwork/fees. Please use the *Traditional Recharter Checklist* to calculate your fees, including insurance, as the internet recharter calculations do not include the insurance fees.**

4. The Registrar will then process the renewal application and post the unit to create the new charter for the upcoming year.
5. Sixty days after your renewal date, your new charter certificate, roster, and membership cards will be mailed to the unit leader.

For detailed instructions, please see the publication entitled *Unit Recharter Application Instructions*.

If you have any technical questions concerning the Internet Rechartering process, please contact your Unit Commissioner, your District Executive or Council Service Center at (615) 383-9724, or toll free at (800) 899-7268.