

Charter Renewal Time Line for District Commissioners

90 Days Ahead
(30 Sep 2012)

Invite Unit Leaders to attend the District Charter Renewal Kickoff Meeting at the October Roundtable

DC Determine Place, Date and Theme for "District Charter Turn In Get Together"
DC Selects a District Internet Re-chartering Resource Person to train Unit Processors
DC Plans for Unit Processor Training (place, date and time for)
DC and District Professional Plan Charter Renewal Kickoff Program
Council Professional Staff visits each COH to discuss the unit & it's relationship
Council Office prepares unit Charter Renewal Application Packets for Oct Roundtable

75 Days Ahead
(15 Oct 2012)

Conduct Charter Renewal Kickoff at October Roundtable (Much To Do - Be Prepared and Manage Time Well)

DC and District Professional Oversee the Charter Renewal Kickoff Program
Entire District Commissioner Staff in Attendance
UC Distributes Charter Renewal Application Packets to unit leaders
UC Meets with Units and schedules Charter Renewal Meeting
UC Meets with Units and schedules Membership Inventory Meeting
Roundtable Commissioner Program:
Discuss Contents of Charter Renewal Packets (Explain Unit Access Code)
Announce day, time, place & Theme of "District Charter Turn In Get Together"
Briefly overview Internet Re-chartering Process
Announce day, time, place & Theme of Unit Processor Training for the District
Briefly overview the Journey to Excellence Program
Remind Unit Leaders to:
 Conduct the Membership Inventory
 Select a Charter Renewal Processor
 Have Unit Processor attend training if needed
 Review the Journey to Excellence Program
 Verify the Youth Protection Training
 Verify Disclosure Authorization form on new adult registration forms

75 - 60 Days Ahead
(15-31 Oct 2012)

UC Help Units Conduct the Membership Inventory Meeting

Possible Attendees: UC / CC / COR / COH / CM-SM / Other Interested Volunteers
Have copies of last year's charter and all members added since
List all youth and adult members who have dropped or stopped attending
Plan to contact each, discuss the reason they stopped attending and invite them to return
List those who agree to return. Keep them on the Charter.
Unit Identifies Leadership positions which are or may become open

75 - 60 Days Ahead
(15-31 Oct 2012)

Units select a Charter Renewal Processor
District Commissioner Staff conduct Charter Renewal Processor training
DC Plans and organizes Charter Turn In Get Together

60 Days Ahead
(31 Oct 2012)

Unit Internet Re-chartering Access Window Opens

60 - 45 Days Ahead
(31Oct-15 Nov 2012)

Help Units conduct the Charter Renewal Meeting

Discuss the information from the Membership Inventory Meeting
Briefly discuss the Internet Re-chartering Process
Briefly discuss the Journey to Excellence Program
Complete the Journey to Excellence form and attain required signatures
Verify Youth Protection Training for all adults (Every two years)
Verify all required adult leadership positions are filled
Verify Insurance Coverage
Determine Adults and Youth who will remain
Verify all current membership information
Verify fees for current members
Check new registration forms for required information
Verify Disclosure Authorization form on new adult registration forms
Verify fees with New Registration Forms
Double check all fees due