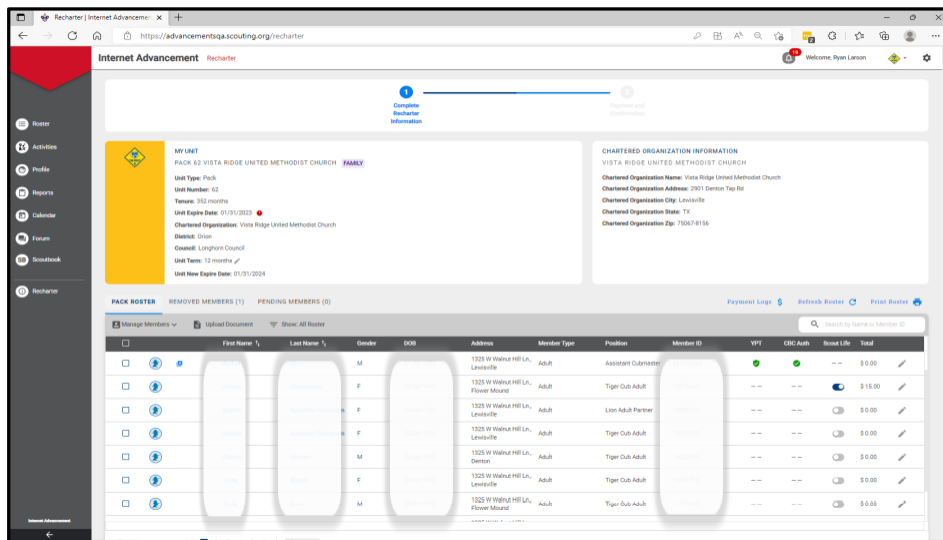


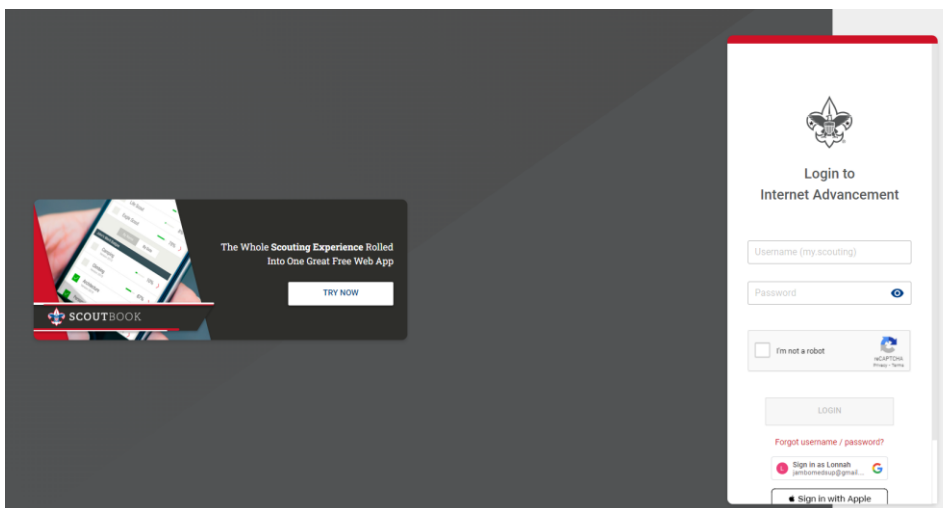
RECHARTER PROCESS

Steps to follow when processing your recharter are:

1. Ensure that the currently registered unit Key 3 leaders are correct on my.scouting.org so they can e-approve members and charter renewals. This is essential and must be done as soon as possible since changes at this step can delay the subsequent steps.
2. Check that all youth and adults are currently registered with the unit and appear on your roster in my.scouting.org.



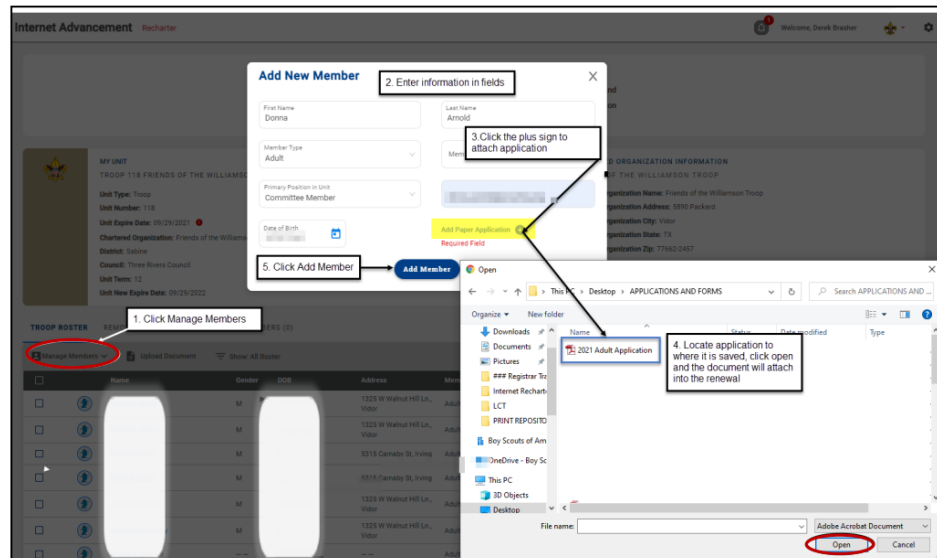
3. Complete and approve the on-line Unit Recharter process by logging into Internet Advancement at [Internet Recharter Log In](#)



4. Applications for any new adults must be uploaded into the charter renewal as well as their Youth Protection Training Certificate and Criminal Background Check Authorization. This includes any adult who is moving into a leadership

position and those who have turned eighteen and are moving from a youth position to an Assistant Scoutmaster position or that is being entered as a UCS, UP, VP or EP (Unit College Scouter, Unit Participant, Venturing Participant or Exploring Participant).

5. Applications for any new youth must be uploaded into the charter renewal.
 - a. Reminder: All youth or adults that are submitted throughout the year are processed without delay.
6. Confirm that all required information has been completed on the adult and youth applications before uploading the documents.



7. Note: A unit's rechartering application cannot be approved by the National Service Center until all steps are complete.
8. Pay the BSA Registration fees and the Council Fees online through the Internet Recharter site. The preferred method to pay the recharter and council fee is via e-check or Credit Card.
 - a. Review the 2023 Membership Fee changes here: [2023 Membership Fee QA Session](#)

← Back to: Recharter info

Complete
Recharter
Information

Payment and
Confirmation

BILLING INFORMATION

First Name

Last Name

Country **USA** Phone Number

Email Address

Country **USA (US)** Address

City

State

Zip Code

PAYMENT METHOD

Credit Card **Credit Card payment**

Card Type Cardholder's Name

Card Number Exp. Month Exp. Year

CVV Number

ACH **ACH payment**

Pay at Council

GENERAL HOSTER FEES

REGISTRATION	QUANTITY	FEES	TOTAL: \$700.00
Reg Youth	5	\$90.00	
Pre Paid Youth	0	\$0.00	
Multiple Youth	0	\$0.00	
Pre Paid Youth SL	0	\$0.00	
Pre Paid Youth SL	0	\$0.00	
Pre Paid Adults	4	\$270.00	
Pre Paid Adults	0	\$0.00	
Multiple Adults	0	\$0.00	
No Fee Adults	1	\$0.00	
Pre Paid Adult SL	0	\$0.00	
Pre Paid Adult SL	0	\$0.00	
Charter Fee		\$75.00	
Post Join Fee		\$0.00	
Council Fee		\$0.00	
Administrative Fee		\$21.15	
TOTAL AMOUNT			\$700.15

Pay and Post Renewal

During this process, you have ability to verify all fees and choose your payment option. The payment option is ACH (\$1 fee), Credit Card (3% fee) and Pay at Council, which a local processing fee may apply. If you pay at council, you will need to provide a form of payment to the local council in order to register your unit. Once you have chosen your payment option, click the Pay and Post Renewal button.

You will be required to approve the charter and this can be done by any of the unit Key-3 or their designees, email notices will be sent. **If someone else other than the COR is approving, review the details with the COR before approval is given.**

If you have chosen to pay by E-Check, please be aware that an email will be sent to you with instructions for verifying two micro deposits. You must validate these micro deposits to complete the payment process. Your charter renewal will not complete the submittal process until this step is completed.

To ensure a timely process of your Charter Renewal, be sure your CURRENT key leadership (including the COR and IH) have established their [My.Scouting](#) accounts and are ready to approve new members and the charter renewal application. If your Scouting role has changed, please forward this message to the person who now has your former role.