

Be Prepared for 2020 Rechartering!

Your Unit Commissioner, District Commissioner and District Executive can provide guidance on the activities listed below.

Membership - all

The Member Manager report lists all members - both Youth and Adult - currently registered in your unit. Review your unit roster for completeness.

Instructions for retrieving the Member Manager report are shown

here: : https://filestore.scouting.org/filestore/idg/Member_Manager-v4.pdf

- If there are any members who have joined your unit but who are not yet registered then **get them registered as soon as possible - do not wait**. There are a number of reasons for not waiting to register new members but the most relevant one for recharter is that once members are registered then they will appear on your 2020 roster for renewal and you will not have to add them manually to your renewal submission.

Membership – Youth-specific

- If there are any Youth members who will be aging out of your program after January first then **do** include them in your Charter renewal but do also note them for your reference as aging out of your program (such as Webelos crossing over to Scouts) or aging out of Scouting during 2020.
- If there are any youth members who left your unit during 2019 then be sure to identify them so that they are removed from roster when you submit your charter renewal.

Membership – Adult-specific

There are additional requirements for Adults members.

Instructions for retrieving the Training Manager reports (for YPT and position-specific training) are shown

here:https://filestore.scouting.org/filestore/idg/Training_Mgr_Powerpoint.pdf

- Youth Protection Training must be valid until at least April 1, 2020.
- Position-specific training must be complete for Adult Leaders whose membership is being renewed. For brand-new volunteers registering as adults for the first time, they have 90 days to complete their position-specific training.
- **NEW - FOR EXISTING ADULT LEADERS:** a new, signed Additional Disclosures & Background Check Authorization form must be collected before any adult's annual registration is processed for 2020.
 - <https://filestore.scouting.org/filestore/se-packet/2019-09-30/Additional-Disclosures-And-Background-Check-Authorization-NOT-CALIFORNIA.pdf>
- Pennsylvania clearances must also be valid through at least April 1, 2020. Your District Commissioner or District Executive will supply the clearance list.
 - Renewal of clearances for 10-year PA residents takes only about 30 minutes for all clearances.
 - New requests are likely to take longer than 30 minutes.

Instructions for delegating access to reports are here: https://filestore.scouting.org/filestore/idg/Security_Manager.pdf

Your Unit Commissioner, District Commissioner and District Executive can provide guidance on the activities listed above.