



COMPLETING YOUR CHARTER RENEWAL

Here is a step-by-step checklist and guide to help guide you through renewing your unit's charter in the new internet rechartering system located in Internet Advancement.

IMPORTANT: Your charter is not complete until it has been submitted in Internet Rechartering **AND** this DocuSign packet has all necessary signatures completed.

Before You Start

Here is a list of items you will want to prepare before you begin your recharter process:

☐ Assign Key 3 Delegate Role In My.Scouting

The unit leader, charter org representative, and committee chair will have access to the Internet Rechartering System. If you would like to have someone else complete the charter renewal for your unit, the charter org rep will need to assign them as a Key 3 Delegate in the Organization Manager Tool in My.Scouting.

**Assigning Key 3
Delegates**

☐ Check Your Unit Leader's Youth Protection Training Status

All registered unit leaders must be currently trained in Youth Protection Training before your unit will be able to complete their charter renewal. The Internet Rechartering System will show which leaders must complete training, but this information can be viewed in advance in the Training Manager in My.Scouting.

☐ Collect Applications for New Youth and Adults being added to the Charter Renewal

Before you start have new youth and adults complete their application online and accept them in the Application Manager tool in My.Scouting. If you have collected paper applications, be sure to check them thoroughly that they have been filled out completely and signed. During the process, you will be able to upload a scanned copy or picture to submit them to the council. For adult volunteers, a fully completed copy of the application, youth protection training certificate, and background check disclosure form will be required to register them in the unit.

Adult Application

Youth Application

CBC Disclosure

All steps and forms must be completed by December 1, 2023.



Renewing Your Unit

Once you have finished preparing the items in the previous section, you are ready to start!

☐ **Review System Instructions**

A detailed set of instructions and a walkthrough video are available to guide you through the process:

**Internet Rechartering
User Guide**

**Internet Rechartering
Instructional Video**

☐ **Login and Complete the Charter Renewal Process**

Once you are ready to begin the process, log into internet advancement by clicking the link below. Your login information is the same as your My.Scouting login information.

LOG IN HERE

The internet charter renewal process has been simplified. It will allow you to update unit positions, remove members, add members, and pay for your renewal in the system. Once you have made your changes, validated the charter information, and selected payment method, you will be able to post the unit to the council.

Charter Organization Approval

☐ **Charter Agreement Signed by the Chartered Organization Representative (COR) of the Chartered Organization in this DocuSign packet.**

Before your charter renewal can be finalized by the council, your charter organization representative must sign the charter organization agreement in this DocuSign package. They have been sent a copy of this packet to sign and can complete the required signature in their packet copy and submit to the council.

☐ **Charter Renewal Approval through Digital Signature.**

Once you have posted the unit to the council, the unit key 3 will receive a link to digitally sign the charter.

All steps and forms must be completed by December 1, 2023.



Submitting Payment

☐ If You Selected Pay at Council, Submit Payment to Council.

You can send a check for the total listed in your renewal to the council office at:

Silicon Valley Monterey Bay Council, BSA
970 W. Julian St
San Jose, CA 95126

Please make checks payable to SVMBC.

Payments by credit card must be done in the charter renewal system and will not be accepted at the council office.

Complete Other Forms

The following forms should be completed in this DocuSign packet by the unit. They can be completed by any member of the unit Key 3:

- ☐ Complete Unit Information Form
- ☐ Complete Commissioner Challenge
- ☐ Complete Journey to Excellence

If your unit needs to update the chartering organization or executive officer information, please complete the New Unit Application and submit to the council by email to your District Executive.

[Charter Renewal FAQ](#)[Find A Commissioner](#)[SVMBC Resources](#)[My.Scouting Help](#)[Scholarship Application](#)[New Unit Application](#)[Practice System](#)

All steps and forms must be completed by December 1, 2023.