Thank you for completing the charter renewal (registration process) for your Scouts! This year registration covers 12 months, from July 1, 2020 to June 30, 2021! This aligns more closely with the Scouting calendar and moves charter renewal from the holiday season.

**Step 1 – Make sure all current youth and adults are registered for 2020!**

- We strongly encourage you to have all new youth and new adults registered in your unit for 2020 prior to starting the charter renewal.
- Youth or adults who are moved from one unit in our council to another will need to complete a paper application and submit it to the Anchorage Scout Office.
- You can confirm registration by checking under the Member Manager at My.Scouting.org or with the Scout Office if needed.

**Step 2 – Make sure all your adults Youth Protection Training is current through June 2021!**

- All adults need to complete the Youth Protection Training at My.Scouting.org. Remember YPT is good for only 2 years! It would be ideal for all adult leader’s YPT valid through the charter period (June 30, 2021).
- Training Completion can be verified by looking at the Training Manager at My.Scouting.org.

**Step 3 – Verify Attached Roster List is Current**

**ADULTS:**

- Use the attached UNIT LEADERSHIP POSITION WORKSHEET form to identify adults and their positions before you start working on the charter.
- Once you have completed the UNIT LEADERSHIP POSITION WORKSHEET compare the adults on the form to the adults on the paper charter.
- Any adult who is not already listed on the paper charter MUST have an Adult Application and Youth Protection Training (dated July 1, 2019 or later).
- Any adults who have not previously turned in the "ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION" must do so with recharter.
- Any adults NOT continuing with your Post, draw a line through them.

**YOUTH:**

- Compare your list of youth to those on the paper charter. Any youth that are not on the paper charter will need an application with parent/guardian and unit leader signatures.
- Any youth NOT continuing with your Post, draw a line through them.
Step 4 – Gather Needed Paperwork, Money & Signatures

- Fill in the enclosed Annual Charter Agreement and have it signed by the Chartered Organizational Representative.
- Any new Adult MUST have the following:
  - Additional Disclosures & Background Check Authorization Page
  - Application Page filled out, signed and initialed by applicant with all questions answered
  - Application Page signed by the Chartered Organizational Representative
- Any new Youth MUST have the following:
  - Filled out application signed by parent/guardian and the Unit Leader
  - Verification for all Youth Protection Training for adults with the unit.

Step 5 – Submit Paperwork and Make Payment

- Given the current limited hours and closures please consider mailing the required documents as instructed below. To bring the documents along with your payment to the Scout Shop you will need to make an appointment with Brad via TEXT at 717-405-2336 or via EMAIL at Brad.Lewis@scouting.org.
  - Charter Renewal Report
  - Applications for new Youth and Adults
  - Needed Youth Protection Certificates
  - Annual Charter Agreement
- The fees for the charter renewal will be:
  - $36 per Youth
  - $36 per Adult (12 months registration and insurance costs)
  - $60 Unit Insurance Fee
- If you have new Youth for 2020 prior to recharter the cost will be $3 per month. For new Adults for 2020 prior to recharter the cost will be $3 per month.
- Use of any card (debit or credit) a 3% processing fee will be added. A single check (preferable) from the unit, payable to the ‘Great Alaska Council’ can be dropped off at the Anchorage Scout Office or mailed to Great Alaska Council, Attn: Brenda Bidwell, 3117 Patterson St, Anchorage, AK 99504