



Best Practices, Tips & Tricks

- 1) Turn in applications before working on your recharter. This will allow for youth and adult members to be pre-populated in your unit's roster when you begin the process. Contact Member Care to coordinate with a staff member to pick up these apps.
- 2) If your key 3 is not the primary person who will work on your recharter, make sure your recharter czar is a registered adult leader who has key 3 delegate access.
- 3) Does your Troop have a youth that turns 18 before December 31st? Drop them from the roster and re-add them as an adult. Make sure they have a complete adult application and upload it to the recharter portal.
- 4) *Leaders who are multiples between units:* Start by communicating between the units and ensure that SOMEONE is paying for that person but decide which one is. These leaders will HAVE to be primary in one unit (the one that is paying for them) and multiple in the other(s).
- 5) *Venturing Scouts who are participants, over 18, and multiple in a Troop.* You should register them as a Participant in the Crew and make that their primary, paid registration. Then multiple them as adults within the Troop.
- 6) In Venturing Crews, 2 youth (or participants) MUST be primarily registered with the Crew in order to process the Crew. You cannot have all youth members be multiple.
- 7) The minimum youth membership to recharter a unit is five (5), but exceptions can be made. Contact Member Care if you need an exception.
- 8) Take note of your errors! You can select the dropdown options once you select validate and see exactly what may be wrong with your recharter. (It's not you, it's the system. We promise!) The system will not allow you to submit a charter with errors.
- 9) December 10th is the last moment you have to be considered on time. And remember, quiet time at the office will reduce your ability to get quick answers from the team. So don't delay!
- 10) Council Payment is the preferred option as payment method! This allows us to make changes after submission if need be. Paying with e-check or credit card online adds a fee (\$1 for e-check and 3% for credit card) AND removes the ability from our staff to redact errors that you may need to correct.
- 11) The confirmation email must be electronically signed by the COR. It will be emailed from adobe@adobesign.com (make sure you have their correct email on the roster).
- 12) Who do I talk to about questions? Contact your commissioner if you know who that person is. They can absolutely help you. If you don't know, call Member Care, and they will direct you to the right person who can help, either as a commissioner or a professional. Can I call my favorite professional first? Sure! That'll work, too.