BOY SCOUTS OF AMERICA®
NORTH FLORIDA COUNCIL

2026-2027 Recharter Instructions

Turn In Deadline: Your District's January 7 Roundtable

Please read all instructions before beginning. Resources to complete an accurate & timely Unit Renewal can be found at www.nfcscouting.org/recharter.

Overview

The Unit Renewal process is done annually & verifies the active, registered youth and adults in the unit, along with confirming current Safeguarding Youth Training. **This is due by January 7, 2027**. The $130 unit renewal fee and signed charter agreement are also due no later than **January 31, 2027, or a $125 unit late fee will be applied.**

Step-1: Log Into the Recharter Portal – system opens Dec. 1, 2026

Visit http://my.scouting.org & log in. Only members of the Unit Key 3 (Primary Unit Leader, Committee Chair, Charter Organization Representative or their Delegate – as indicated in the My.Scouting platform) – have access to the unit's recharter system. Visit "Organization Manager" then "Unit Renewal."

Step-2: Review the Roster for Inactive Members (both youth & adults)

Call or text ALL inactive members and invite them to continue their membership in the BSA. Just because a Scout hasn't been active lately, doesn't mean they want to end their association with Scouting. Sports or other seasonal activities may have prevented them from participating recently; every Scout deserves a second chance. Invite them back and encourage them to take part in your upcoming activities or to connect with another Scouting unit that better fits their schedule/needs at www.beascout.org.

- ***Did you know?*** When polled, families who drop from Scouting often point to lack of communication as the #1 reason for their departure. If a newly registered Scout has not attended a meeting yet, the family may be waiting for a phone call, text or email. A thorough and complete unit inventory is the quality first step to recharter success.

Step-3: Do you have any youth or adults who are active, but not appearing on the roster?

Compare your active roster of Scouts and Adults to the roster displayed in the recharter portal. If active members are missing, they can be invited to register via email link directly from the recharter portal (this will prevent you from dealing with paper applications in Step 4). Once they have registered online, a member of the Unit Key 3 must log in thru the My.Scouting application manager to approve their membership. Only the COR or COR delegate can approve adult applications to join the unit. Once this is complete, log in to the recharter portal & refresh the roster, which should then show the new member.

Make sure to add all new members BEFORE proceeding to Step 4.

Step-4: Review New Roster

At this point, the current roster reflected in the system should list all members (youth and adult) the unit is planning to recharter. At this time, you'll want to:

- Update any leader position changes
- Update information on registrants, (for example address corrections, phone numbers, etc).
- Check for errors noted by the system- all required positions are filled, safeguarding youth training is current through 2/28/27 for all renewing adult members.

Step 5: By January 7, 2027, submit your signed charter agreement, confirmed, updated unit roster through the My.Scouting portal, along with payment for all members being renewed, to your Commissioner/local executive.

The fees below will cover membership registration for the next 13 months from February 1, 2027-February 28, 2028.

- $182 for youth members in Cub Scouts, Scouts BSA, Venturing & Sea Scouts
- $91 for adult members
- $130 flat fee for each unit's renewal

Ways to Pay:

- Cash, unit check (made payable to NFC) or debit/credit card
- In-person at Service Center or thru local Executive in the field

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Step-6: Review List of Top 9-Mistakes

1) Missing Signed Charter Agreement. A blank copy is attached to this recharter packet. Refer to #3 below to ensure proper signatures are obtained before submitting.

2) Different Executive Officers or Charter Organization Representatives for Units chartered by the same organization. If a Pack, Troop and/or Crew is chartered by the same organization, the Executive Officer & charter organization representative must be the same for the Pack, Troop and/or Crew.

3) Incorrect signatures. The adult members who are serving in the Primary Unit Leader, Committee Chair, Charter Organization Representative or Executive Officer roles moving forward (i.e. beginning at recharter) MUST be the ones to sign the charter, charter agreement or approve adult/youth applications.

4) **Adult Volunteers do not have current Safeguarding Youth Training thru February 28, 2027.** Unit Leader (Cubmaster/Scoutmaster/Crew Advisor/Skipper) not position-specific trained for their position.

5) New persons (youth and adults) added to charter without paper application.

6) New youth paper applications not signed by both the unit leader and parent or guardian or they are missing vital information (Birth date, grade or address).

7) Charter Representative is the only person within a unit that may have 2 positions within the same unit (CC or MC). (Den Leader cannot be Cub Master – Scoutmaster cannot be Committee Member in the same troop.)

8) Youth too old for selected program (youth now too old for pack should be chartered with the troop or youth now too old to be a youth member and should be registered as an adult).

9) Unit does not have all of the required positions filled.
    a. Packs – Executive Officer, Charter Org Rep, Committee Chair, Cubmaster, 2 Committee Members & minimum of 1 Den Leader
    b. Troops – Executive Officer, Charter Org Rep, Committee Chair, Scoutmaster, minimum of 2 Committee Members
    c. Crews – Executive Officer, Charter Org Rep, Committee Chair, Crew Advisor, minimum of 2 Committee Members

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PLEASE NOTE: Once your charter has been submitted electronically to the NFC for processing, please send an e-mail to your local Scouting professional & Elizabeth Mountain (elizabeth.mountain@scouting.org) to notify them so that your final recharter package can be reviewed. Remember that you MUST still obtain signatures on the Annual Charter Agreement and submit to your local Scouting professional.

Important Notes

- You may log out of the recharter portal and log back in at any time using your My.Scouting.org credentials so long as you are a member of the Key 3 or a Key 3 Delegate.
- If you need to make changes to your Executive Officer, Chartered Organization or the address of your chartered organization, you will need to contact your local Scouting professional directly. These changes CANNOT be made in the recharter portal.
- ALL registered adult volunteers MUST have completed safeguarding youth training current through February 28, 2027 in order to be re-registered.
- Your completed and correct recharter must be submitted by the January Roundtable.
- Incomplete or delinquent units will be added to the "Non-Member" list on February 1st. Those units will not have access to the membership privileges of the Boy Scouts of America, which include accident and liability insurance, the Scout Shop, North Florida Council camping facilities, Scoutbook, activities, programs, advancements, etc.
- If you need help, do not hesitate to ask your District Commissioner or District Executive or contact the Council Service Center at 800-232-0845.

Turn in Completed Re-Charter to Unit Commissioner, District Executive or the Council Service Center on or before the January Roundtable.