

Denver Area Council Annual Charter Renewal Timeline 2017

	Date Time Line	Persons Responsible/ Involved	Tasks
Unit Prep	Nov - Dec	Unit Committee Chairman – (CC) Unit Commissioner – (UC) Unit Charter Coordinator – (UCC)	<ul style="list-style-type: none"> • Complete JTE report with Commissioner by December 1st • Identify Unit Charter Coordinator (UCC) and Perform the following: <ul style="list-style-type: none"> ○ Update the YPT training Status for All Leaders – Must be current thru June 1st Before starting the online process ○ Perform a Roster Check ○ Starts gathering Applications from new members ○ Starts Collecting Fees ○ Reviews the Online Demo/training ○ UC trains the UCC on the Charter Renewal process
Online Tracking- Process	Dec - Feb	Unit Charter Coordinator – (UCC) Unit Commissioner – (UC) District Exec – (DE) Council Registrar– (CR) District Commissioner – (DC)	<ul style="list-style-type: none"> • Unit Charter Coordinator (UCC) Performs the following: <ul style="list-style-type: none"> ○ Gets logged into the Online System (Starting December 1st) ○ Upload Only the Online Unit Roster ○ Prints the Roster ○ Deletes the old members ○ Adds the new members ○ Collects Applications with Signatures (Check for Back ground permission on Adults) ○ Corrects Online Roster ○ Meets with Unit Commissioner by December 15th <ul style="list-style-type: none"> ▪ Finalize the online Recharter ▪ Submit the Final Updates Online ▪ Print out the Completed Recharter Forms
Unit Contact Review	January	Unit Charter Coordinator (UCC) Unit Commissioner – (UC)	<ul style="list-style-type: none"> • Gathers all Apps and Signatures. Have the Unit Key Three review the paperwork • UCC and UC fills out the Charter Renewal Worksheet • Find any errors and correct them • UCC makes copies of the Charter Renewal paperwork
Turn in to District	Due by February 15th	Unit Charter Coordinator – (UCC) Unit Commissioner – (UC) District Exec – (DE)	<ul style="list-style-type: none"> • UCC/UC turns in the charter renewal paperwork and fees to the DE for review at the District Charter Renewal event
OR Turn in to Council	Due by February 15th	Unit Recharter Coordinator (UCC) Council Representative	<ul style="list-style-type: none"> • UCC turns in the charter renewal paperwork and fees to the Council Representative for review at the Council Service Center
DE Review	February	District Executive – (DE)	<ul style="list-style-type: none"> • DE reviews the charter renewal Paperwork and fill out the worksheet • DE turns the charter renewal into the National
Issues Sent Back to Unit- If Needed	February- March	Unit Recharter Coordinator (UCC) District Commissioner– (DC) District Executive – (DE)	<ul style="list-style-type: none"> • National sends notification to DE and DC with errors. DE turns it back to the Unit commissioner -Unit Charter Coordinator to fix the problems
All Clear	February- March	Council Registrar Unit Commissioner– (UC)	<ul style="list-style-type: none"> • National Notifies the DE/DC of the completion of the Charter. • DC Notifies the UC that the Charter is completed • UC Notifies the UCC that the Charter renewal is completed
Presentation of Charter	April-May	Unit Chartered Org. Rep. – (COR) Unit Committee Chairman– (CC) Unit Commissioner– (UC)	<ul style="list-style-type: none"> • Have the Unit Commissioner Present the New Charter to the Unit at a formal setting