

# Garden State Council, BSA

## Exploring Post Charter Renewal Instructions 2017

Enclosed you will find the Charter Renewal Packet for 2017. Please note that all charter materials need to be completed and submitted by **December 15, 2016**.

### Charter Renewal involves the following:

1. Review of your current membership roster to make sure that everyone currently participating in your Exploring Post is registered. (Roster is enclosed)
2. Check to make sure that adults are registered in the correct positions.
3. Add any new members, both youth and adult.
4. Delete any members that are no longer participating.
5. Update e-mail, phone and mailing addresses to reflect the most current information
6. Check that all adults have completed required training: Youth Protection and Basic Adult Leader Training/Explorer Leader Training.
7. Make changes to your paper charter, get the required signatures, and attach and submit all new applications.
8. Fill out your Journey to Excellence Form and submit with the charter.
9. Use the Fee Sheet to determine the Charter Renewal fees for your Post.
10. Submit the completed packet with a check payable to "Garden State Council, BSA" to your District Executive or one of the Garden State Council Scout Resource Centers (see locations below).
11. **NOTE:** If your unit requires a P.O. in order to issue a check, please let your District Executive know as soon as possible. **Charters are unable to be processed until payment is received.**

### Online Charter Renewal:

If you would like to complete the process online, you will need to have an account through the MyParticipation portal at <https://lfl.myparticipation.org>. If you do not currently have an account you can create one. Go to the website and click on "Create an Account". Once the account has been created login, click on "My Tools" and "Online Explorer Renewal" to start the process.

Only Explorer adult leaders who serve in the positions of Post Committee Chairman, Committee member, Explorer Advisor, or Associate advisor have access to the online renewal process.

**NOTE:** Only one person can do the online process. The first Post Committee Member/Advisor to log into the online system is automatically designated as the "Post Renewal Processor" or RP. The system does reset each year.

Please see the *Online Explorer Post Renewal Overview* page included in this packet for details on the process.

If you have questions about the online system please contact the Member Care Contact Center 972-580-2489 or [MyParticipation@learningforlife.org](mailto:MyParticipation@learningforlife.org)

If you have questions about the charter process in general or need assistance to complete your charter, please contact your District Executive.

**Riggins Scout Resource Center & Scout Shop**  
4468 South Main Rd., Millville, NJ, 08332  
856-327-1700

**Rowan Scout Resource Center & Scout Shop**  
693 Rancocas Rd, Westampton, NJ, 08060  
609-261-5850