	Date Time Line	Persons Responsible/ Involved	Tasks
Unit Prep	Nov - Dec	Unit Chairman Unit Commissioner Unit Recharter Coordinator	• Identify Unit Recharter Coordinator • Perform a Roster Check • Unit Start gathering Applications • Unit Start Collecting Fees • Review the Online Demo/training

Online Tracking-Process	Jan - Feb	Unit Recharter Coordinator
		Unit Commissioner
		District Exec
		Council Registrar
		District Commissioner
			• Get logged into the Online System
			• Upload Only the Online Unit Roster
			• Print the Roster
			• Delete the old members
			• Add the new Members
			• Collect Applications with Signatures
			• Correct Online Roster
			• With Unit Commissioner
			  ○ Finalize the online Recharter process
			  ○ Submit the Final Updates Online
			  ○ Print out the Completed Recharter Forms

Unit Contact Review	January	Unit Recharter Coordinator Unit Commissioner	• After all Apps and Signatures are obtained, the Unit and UC fill out the Recharter Worksheet • Find any errors and correct them
Turn in to District	February	Unit Recharter Coordinator Unit Commissioner District Exec	• Unit turns in the Recharter paperwork and Money to the DE/DC for review at the District Recharter event
OR **Turn in to Council**	February	Unit Recharter Coordinator Unit Commissioner Council Rep	• Unit turns in the Recharter paperwork and Money to the DE/DC for review at the Council Service Center
DE Review	February	District Exec	• The DE reviews the Recharter that was not reviewed before • The DE makes copies for their records • Turns the Recharter into the Council Registrar
Issues Sent Back to Unit- If Needed	February-March	Unit Recharter Coordinator District Commissioner District Exec Council Registrar	• Have the Registrar turn it back to the Unit commissioner/DE/Unit Recharter Coordinator to fix the problems
All Clear	March	Council Requester Unit Commissioner	• The Registrar Notifies the DE of the completion of the Charter. • The DE Notifies the Unit and the Unit Commissioner
Presentation of Charter	April-May	Unit COR Unit Chairman Unit Commissioner	• Have the Unit Commissioner Present the New Charter to the Unit at a formal setting