

Charter Renewal Process Overview

This document is a brief overview of the charter renewal process for the Senior Ministry Leader (SML) and Troop Ministry Liaison (TML.)

The SML and TML are the only two roles with steps to complete as part of the charter renewal. Other members in the Troop can also view the steps as the process unfolds. However, the primary steps to be completed hinge upon these two roles.

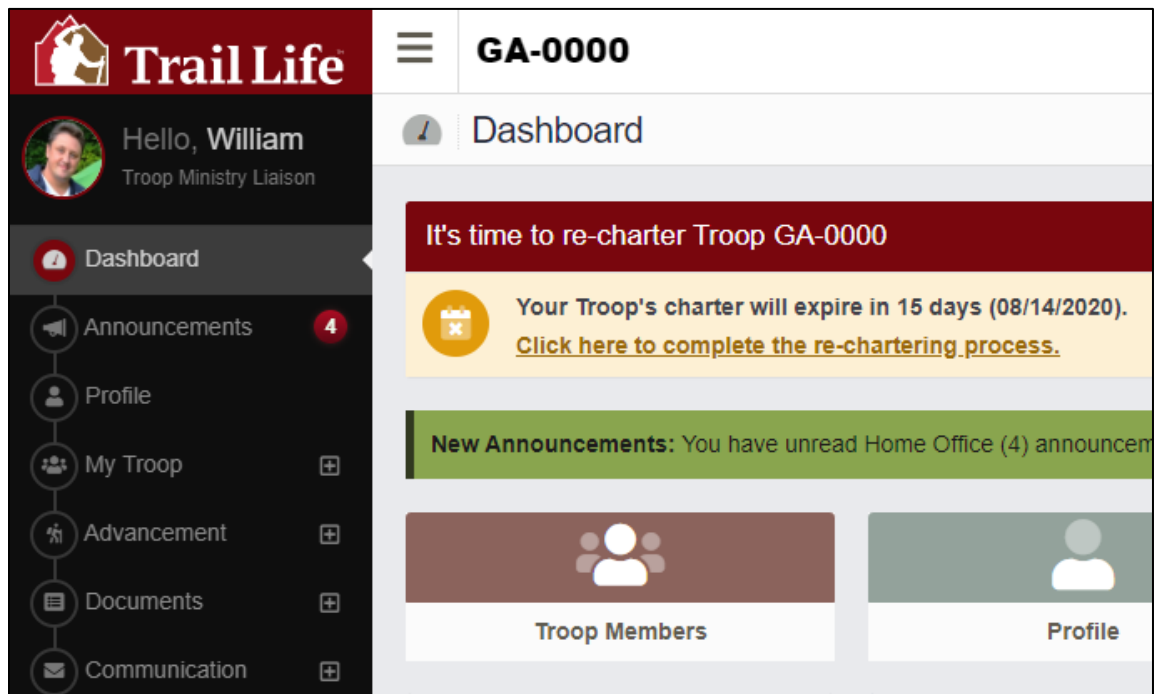


Figure 1a

Troop Ministry Liaison (TML)

The TML will see a Dashboard notification regarding the Troop's soon expiring charter, including the expiration date and how many days remain in the current charter. The notification contains a clickable link to view the list of steps for items needing to be completed to renew the Troop charter (See *Figure 1a.*) All steps are viewable by the TML but action can only be taken on the steps assigned to the TML to complete.

Two initial items of note towards finalizing the Charter renewal involve an annual alignment conversation between the TML and Point Man. The TML must complete Step 1 as part of their process, and the Point Man must complete Step 2 as part of their process. (See *Figure 1b.*) This annual check-in is designed to ensure the Troop continues to maintain ministry alignment with Trail Life USA.



Figure 1b

If any Core Leader positions need to be filled, the TML will need to complete that step by assigning the missing role to an existing member of the Troop, or by inviting a new adult to register for that role. (See *Figure 1c.*) This is also an opportunity for the TML to review the Core Leader team and make any changes, if necessary. (See *Figure 1c.*)

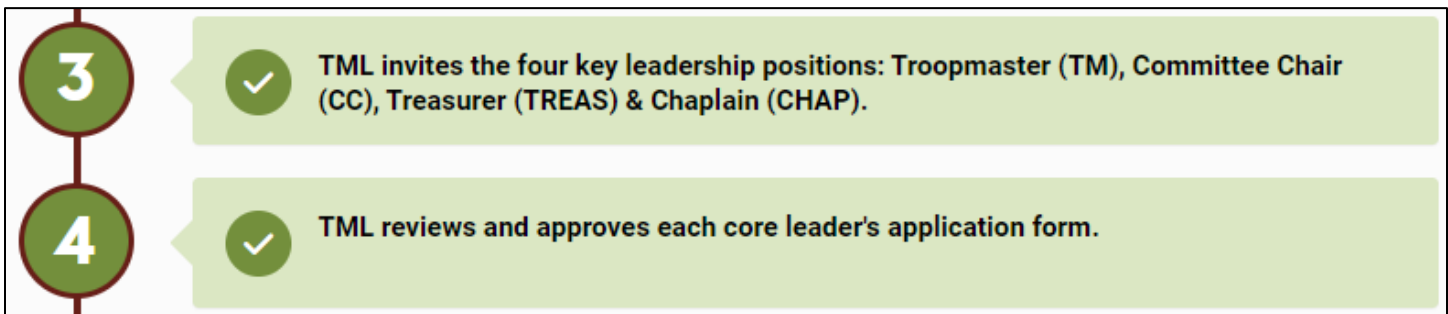


Figure 1c

Senior Ministry Leader (SML)

The SML will also see the notification at the top of the Dashboard indicating that it is time to re-charter (See *Figure 1a.*) Upon clicking the link, the SML can view all of the steps needing to be completed, but action can only be taken on the steps assigned to the SML to complete. In most cases, one of the primary items which needs to be completed by the SML is reviewing and signing the Charter Agreement each year. (See *Figure 1d.*)

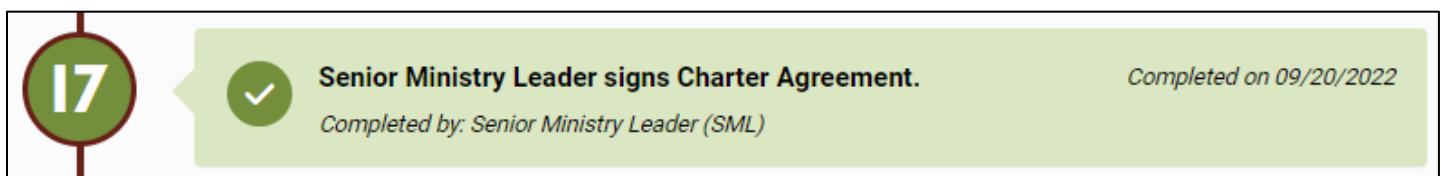


Figure 1d

When all other Troop renewal steps have been completed, and the Charter Agreement is signed, the SML or the TML (or any other Leader) can complete the final Troop step by paying the charter renewal fee (See *Figure 1e.*)

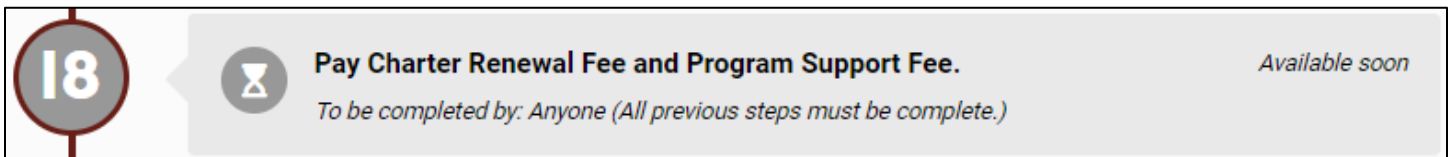


Figure 1e

Once all renewal steps have been completed by the Troop, and payment has been processed, a final review and approval will occur through the Home Office (See *Figure 1f.*)

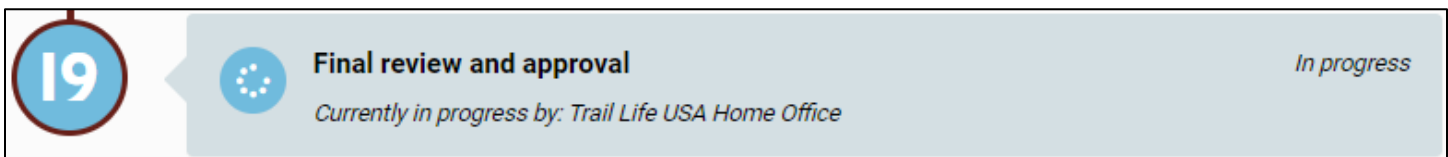


Figure 1f