

## Unit Charter Renewal Check List

This checklist is designed to help you correctly reregister your unit. Please review the steps, answer the questions, and put this form in the re-charter envelope. Remember that signatures must be by the person the form is asking for a signature from (i.e. Committee Chairman must sign their own name not another leader signing for them). District executive signatures can be obtained in the council office after your charter paperwork is submitted. If there are questions that cannot be answered, contact unit service executive.

Unit Type: Crew / Pack / Post / Ship / Team / Troop      Unit Number: \_\_\_\_\_ District \_\_\_\_\_

Check list questions and steps	Yes	No
1. Have you attached an application for every youth and adult listed on page one (1) of the Unit Charter Renewal Report Package?		
2. Has the Executive Officer signed the charter on page 2?		
3. Does your Chartered Organization have a new Executive Officer? If so, include his/her date of birth.		
4. Has the Unit Leader (CM, SM, VC, NL, EA) signed the charter on page 2?		
5. Are parent signatures on all youth applications?		
6. Have the youth applications been signed by the Unit Leader (CM, SM, VC, NL, EA)?		
7. Do Tiger Cub applications have parent's date of birth?		
8. Is there a Chartered Organization Representative (COR)?		
9. Is there a Committee Chairman (CC)?		
10. Are there at least two (2) members of the Committee (MC)?		
11. Do you have two checks (one for accident/sickness insurance; the other for charter fees)		
12. For Cub Scout Packs, are there a Den Leader (DL), Webelos Leader (WL) and/or Tiger Den Leader (TL)?		
13. For adults currently registered in another unit - circle their position code on the re-charter or adult application and write in where they paid their primary registration fee. Every leader must have a paid registration. <b>Remember that the Executive Officer is a non-paid position. If the Executive Officer is registering as an adult leader, they must fill out an application &amp; pay the registration fee. Be sure to include them in the count of paid adult leaders.</b>		
14. Is the Social Security Number on all adult applications? Social Security Numbers are not required for youths.		
15. Is the Position Code on all adult applications? Position Codes are listed on the inside cover of the adult application.		
16. Have the adult applications been signed by the Committee Chairman?		
17. Have the adult applications been signed by the Executive Officer or Chartered Organization Representative?		
18. Has question # 5 been completed on the adult applications.		
19. Has question # 6 been complete on the adult applications? If yes was circled, an explanation must be given.		
20. Is a youth protection training certificate attached to each adult application?		
21. Are there at least 5 paid youth members (2 on LDS units)?		
22. For youth currently registered in another unit – write “multiple” on the re-charter next to their name or on their application. Also indicate the unit where their primary registration was paid.		
23. Is there a grade <u>and</u> date of birth listed with each youth? Both of these are required.		
24. Is Journey to Excellence Unit Application enclosed?		
25. Add all fees together to get “Total Fees Submitted.” Write one check to cover fees and submit with your re-charter.		