

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 your district director or district executive.

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

<i>Check list questions and steps</i>	<i>Yes</i>	<i>No</i>
1. Has the Executive Officer signed the charter?		
2. Does your Chartered Organization have a new Executive Officer? If so, include his/her date of birth.		
3. Has the Unit Leader (CM, SM, VC, NL, EA) signed the first page of the charter?		
4. Are parent signatures on all youth applications?		
5. Have the youth applications been signed by the Unit Leader (CM, SM, VC, NL, EA)?		
6. Do Tiger Cub applications have parent's date of birth?		
7. Is there a Chartered Organization Representative (CR)?		
8. Is there a Committee Chairman (CC)?		
9. Are there at least two (2) members of the Committee (MC)?		
10. Do you have two checks (one for insurance; the other for charter fees)?		
11. For Cub Scout Packs, are there a Den Leader (DL), Webelos Leader (WL) and/or Tiger Den Leader (TL)?		
12. Count the number of paid adults on the print out, overflow sheet, and from any attached adult applications. Place that number next to "paid adults" on the front page of your re-charter. (<i>Overflow sheets are for any member who is currently registered and not on the re-charter print out.</i>)		
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. 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 & pay the registration fee. Be sure to include them in the count of paid adult leaders.		
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. Count the number of adult Boy's Life on the print out, overflow sheet and from any attached adult applications. Place that number next to "Paid Adult BL Subs" on the front page of your re-charter.		
21. Count the number of youth on the print out, overflow sheet and from any attached youth applications. Place that number next to "Paid Youth" on the front page of your re-charter. (<i>Overflow sheets are for any member who is currently registered and not on the re-charter print out.</i>)		
22. Are there at least 5 paid youth members (2 on LDS units)?		
23. 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.		
24. Is there a grade <u>and</u> date of birth listed with each youth? Both of these are required.		
25. Count the number of youth Boy's Life on the print out, overflow sheet and from any attached youth applications. Place that number next to "Paid Youth BL Subs" on the front page of your re-charter.		
26. Multiply the paid youth & adult numbers by \$15.00. Place the dollar amount under fee.		
27. Multiply the paid youth & adult Boy's Life numbers by \$12.00. Place the dollar amount under fee.		
28. Did you include the \$20.00 Charter Fee? Do you have two checks (one for insurance; the other for charter fees)		
29. Is the Centennial Quality Unit Application enclosed?		
30. Add all fees together to get "Total Fees Submitted." Write one check to cover fees and submit with your re-charter.		