# Charter Renewal Checklist

_____ Unit identifying information (unit number, district, etc.) is correct

____ Chartered organization information (name, address, etc.) is correct.

____ Chartered organization executive officer information (name, address, etc.) is correct. some change yearly!
**Using the Internet**: Make corrections as directed by the software

____ Registered Scout or Scouter information (rank, position, name, address, Boy's Life, etc.) is updated and complete.
**Using the internet to re-charter**: Make corrections on line as directed by the software.

____ **Missing members? Using the Internet to re-charter**: Make the additions on line as directed by the software

- **AND Include a PAPER copy of the Scout or Scouter application**

____ Unit leadership requirements are met: (basic rules) YPT for all Paid volunteers

1. **Pack has an IH, CR, CC, two MC's, and CM**
   - **One DL for each age group** that is re-chartering (Tiger – Wolf – Bear – Webelos)
   - **One Tiger Partner for each Tiger** (the same parent can be partners to more than one scout (Ex.: Twins!)
   - **The Tiger Partner is charged $1 for the insurance fee**
     a. **The Tiger DL can also be a Tiger partner**, however the registration and insurance fee must accompany the Tiger DL position.
     b. If the Tiger Partner is in any paid adult position, they do NOT pay the insurance fee again as a Tiger Partner
2. **Troop has IH, CR, CC, two MC's, and SM**
3. **Team has IH, CR, CC, two MC's, and VC**
4. **Venture Crews has IH, CR, CC, two MC's and NL**
5. **Ship has IH, CR, CC, two MCs and SK**
   i. **If a Crew or Ship has female members there must be a REGISTERED female adult on the roster.**

NEW! **All Unit leaders must be 21 years of age except for the following:** Tiger Den Leader, Ast Den leader, Ast Webelos Leader, Ast Cubmaster, Ast Scoutmaster, and Ast Varsity Coach.

**The Scout Parent (a new position). No fee is required. However if a unit has a Scout Parent, there must be a person identified as the Scout Parent Coordinator which requires a Registration Fee for that position.**
**All Scout Parents must pay the $1 Insurance Fee. Similar to the Tiger Partner.**

____ If unit leader is changing as of **1 January,** the "in coming" Unit Leader signature is needed on the charter, and on all the youth applications submitted with the charter.

____ **The organization's Executive Officer *(sometimes called the Institutional Head (IH))* signature is required on the Charter**. **The Charter Organizational Representative (COR) does NOT sign the charter.**

____ NEW! The person who besides the Scoutmaster/Cubmaster *(The same goes for the SK, VC, & NL.)* who may also sign the youth application is the unit designee.-- **The Unit Designee can ONLY BE** the Committee Chairman or Charter Organizational Representative (COR) or the Institutional Head (IH).

____ The "in coming" The Committee Chair and the Charter Organizational Representative or Executive Officer **sign the Adult Leader Application.**

____ Unit fees are calculated by the scoutnet software (for the multiple adult and youth members fees are collected only once by the primary unit, and DO NOT pay at the unit in which they are registered as a MULTIPLE)

**For ALL Multiples in your unit:** PLEASE **indicate** the Primary unit as **a data entry on the charter** Preferred

____ **Unit leaders (CM, SM, NL, VC, & SK) must be registered as prime with their units**.

____ NEW! Insurance fees are not included on the online Re-charter software. However, the insurance fees are collected for each **paid** registered scout or scouter **and for each Tiger Partner and Scout Parent** (we pay that fee only one time). The insurance fees are added to the charter total at turn in. (See the "turn in" envelope)

------- Unit has the correct funds based on total fees calculated, to include the insurance fees.