

CHARTER RENEWAL CHECKLIST

Before you turn in your Charter Renewal papers, check to see if everything is complete. The following items may help as a reminder. Also, read and use the other instruction you find in Renewal Kit.

_____ 1. APPLICATIONS

- New members (youth and adults) joining the unit at this time to complete an individual application.
- Multiples (paid in another unit) also need an application.
- Boys going from Cub Scouts to Boy Scouts need an application.
- Attach a copy of the application for boys who have been registered since the renewal was printed.
- Write names and other information on the charter if the name is not printed on the charter papers **AND attach an application.**

_____ 2. REQUIRED ADULTS

- All active adult leaders need to be registered with the exception of CR. A unit can not charter without these positions filled.....

_____ **CR Charter Representative**

_____ **CC Committee Chairmen**

_____ **MC Member of Committee (2)**

_____ **CM, SM, VC, or EA Unit Leader**

_____ **TL Tiger Cub Den Leader**

If any 1st grade boys

_____ **DL Den Leader (1)**

If any 2nd or 3rd grade boys

_____ **WL Webelos Leader**

If any 4th or 5th grade boys

_____ 3. **SIGNATURES**

- Charter applications must be signed by the head of the chartering organization (IH)
- All Scout applications must be signed by the Parent/Guardian and unit leader (Adult Partners for tigers must have date of birth for Adult)
- All adult applications must be signed by the individual, Disclosure/Authorization form signed, Questions 6 answered (the Yes or No)
- The Charter Representative and the Committee Chairman applications are to be approved by the head of the chartered organization.

_____ 4. BOY'S LIFE

- Put a "Y" in the Boy's Life column of the charter renewal or mark an "X" in the box on the new application.

_____ 5. FEES

- Unit charter fee **\$40.00**
- Number of youth _____ x **\$24.00** = _____
- Number of youth Boy's Life _____ x \$12.00 = _____
- Number of adults _____ x **\$24.00** = _____
- Number of adult Boy's Life _____ x \$12.00 = _____
- TOTAL FEES DUE \$ _____

_____ 6. CHECK ALL INFORMATION

- Check ADDRESSES, phone numbers, e-mail address, and all other information on application. To make sure information is correct and current

_____ 7. TURN IN RENEWAL

- Give to member of District Commissioner staff OR Council staff member to be checked and signed.