

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 and girls going from Cub Scouts to Boy Scouts need an application.
- Attach a copy of the application for boys and girls 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 IH. 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 or girls

___ **DL Den Leader (1)**

If any 2nd or 3rd grade boys or girls

___ WL Webelos Leader

If any 4th or 5th grade boys or girls

___ 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 **\$33.00** = _____
- Number of youth Boy's Life _____ x \$12.00 = _____
- Number of adults _____ x **\$33.00** = _____
- 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.