

# 2017 Recharter Check List

Pack / Troop / Team / Crew / Post # \_\_\_\_\_

## **I. Training**

### **a. Committee**

- Committee Chair Trained?
- All committee members, Chaplain, Religious Emblem Coordinator, Pack Trainer, and Parent Coordinator trained?

### **b. Unit Leader**

- Cubmaster, Scoutmaster, Venturing Advisor trained?

### **c. Chartered Org Rep**

- Chartered Org Rep trained?

## **II. Annual Charter Agreement**

- Signed by Executive Officer/Institutional Head of Sponsoring organization
- Signed by Chartered Organization Representative
- Signed by District Executive (can be done at recharter turn-in)

## **III. Application for Charter Renewal: signatures:**

- \_\_ Executive Officer/Institutional Head of Sponsoring organization \*matches name printed on Charter
- \_\_ Council Representative (District Commissioner, Unit Commissioner or District Executive) can be obtained at turn-in
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper) \*matches name printed on Charter

## **IV. Roster Requirements**

### **A. Adult members**

- Executive Officer
- Chartered Organization Representative – The only person who can hold more than one position in a unit to meet minimum roster requirements; he or she can serve as a committee chairman or a member of committee.

- Committee Chairman
- Minimum of 2 members of Committee (one of which can be a Scout Parent Unit Coordinator or Pack Trainer)
- Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)
- Cub Packs must also have at least one of any of the following positions. (NOTE: To qualify for JTE Gold each rank has its own registered den leader or guide; however, this is not required for rechartering.)
  - Lion Cub Den Guide
  - Den Leader for Tiger, Wolf, Bear, or Webelos Den(s)
- Packs/Troops/Teams must also have at least one
  - Assistant Cubmaster/Assistant Scoutmaster/Varsity Assistant (required to qualify for the Journey to Excellence Award [JTE])
- Crews/Ships must also have at least one
  - Associate Advisor/Mate (required to qualify for the Journey to Excellence Award [JTE])
- Tiger/Lion Adult partner (No-fee, non-registered volunteer position) for every registered Lion and Tiger Cub

## **B. Youth members**

- Verify Name, Address, Grade and rank for each registered youth
- Verify Boys' Life Subscription for each youth
- Packs
  - If a Lion Cub verify that the Lion Cub Adult Partner information is complete. A Lion Cub must be 5 years old by September 30.
  - If a Tiger Cub verify that the Tiger Cub Adult Partner information is complete. A Tiger Cub must be under age 8, have completed kindergarten or be in the first grade or be age 7.
  - A Cub Scout must have completed first grade but not completed third grade or be age 8 or 9.
  - A Webelos Scout must have completed third grade but not completed fifth grade, or be age 10 but not yet 11 ½.
- Troops
  - All Boy Scouts must have completed the fifth grade and be a least 10 years old, or be age 11, or have earned the Arrow of Light Award and be at least 10 1/2 years old, but have not reached age 18.
- Teams

- All Scouts must be at least age 14 and not yet reached age 18.

Venture Crews

- All Venture Crew/Sea Scout youth participants must be 14 years of age, or 13 years and have completed the eighth grade. The maximum age for youth participation is under 21 years.

**C. Less than 5 / over 100 scouts. Y / N** If yes than Scout Exec Approval form must be attached. (No such requirement for LDS units.)

**V. Money**

- Enough money included (National Dues \$33.00 + Local Council Insurance \$1.00 = \$34.00 per scout and scouter) + \$40.00 roster fee. (If funds are not yet available then completed recharter package will be held at the District Executive level and turned in to the Registrar only when funds are available)
- Registration Assistance needed (see separate procedures)

**VI. Journey to Excellence form**

- Signed by Unit Leader
- Signed by Chartered Organization Representative
- Signed by Committee Chairman
- Signed by Unit/District Commissioner

\_\_\_\_- \_\_\_\_\_ **Date :**  
**District Commissioner (or designee)'s**  
**Approval**

## APPENDIX

*Only required if new applications turned in with Application to Recharter and have problems*

### VII. Applications (only applies to new scouts or scouters to unit):

#### A. Youth applications

- Unit Type and Number
- Address, City, State, Zip
- Date of Birth (month/day/year)
- Boys' Life
- Parent's Date of Birth (Absolutely, if youth is a Lion or Tiger Cub)
- An adult application is required if a Lion or Tiger Cub is not the parent or is not living at the same address as the youth.
- Signature of Unit Leader or Designee
- Full Name (NO initials or nicknames)
- Phone Number
- Grade
- Parent's Name
- Parent's Signature

#### B. Adult applications *(not required for scouters who are already registered to unit and changing position)*

- Unit Type and Number
- If a Multiple, indicate at the top of the application what unit paid in and circle.
- Full name (NO initials or nicknames)
- Social Security number (an adult cannot register if this is not on the application)
- Address, City, State, Zip
- Date of Birth (month/day/year)
- Occupation and Place of Employment
- Questions 1 – 6e. statements
- Signature of Applicant
- Signature of Committee Chairman and Chartered Organization Representative (or Chartered Organization Head).
- BSA Disclosure/Authorization form (inside front cover of adult application) signed and attached.
- Copy of their current Youth Protection Training certificate. Crew/Ship members must take Youth Protection Training Venturing Version.
- Notes:**
- Home Phone and Business Phone or Cell Phone
- Driver's License
- Position that will be held in the unit and code
- Initials after the 1-4 "I understand that"