CHARTER RENEWAL CHECKLIST

Unit Type: ☐ Pack ☐ Troop ☐ Crew ☐ Ship ☐ Post
Unit #: ______________
District: ☐ Discovery ☐ Redwood ☐ Stanford
Unit Recharter Processor: ____________________________________________
Council Reviewer: ________________________________________________
District Executive: ________________________________________________

Internet Recharter Renewal Paperwork:
☐ Complete recharter in its entirety online. No need to print the recharter or bring it to the office. The only
documents you will need to turn in are if you are adding youth or adult members during recharter.
☐ Payment is required online in order to complete recharter this year.
☐ All signatures will be captured electronically this year. No need to gather wet signatures as in the past.
☐ Proof of current Youth Protection Training required for all adults.
☐ Annual charter agreement.
☐ Check the unit roster to make sure registered adults are meeting the minimum position requirements for
the unit. See the "Positions Required for a Unit" chart at right. The system will tell you if you have an error
that requires fixing before moving forward. Ensure all adults are registered prior to beginning recharter.
☐ New Criminal Background Check disclosure form for every adult.

Internet Charter Renewal Application Signatures:
☐ Executive Officer (IH/EO) or Chartered Organization Representative (COR)
of the Chartered Organization. This signature must be captured electron-
ically this year.
The Executive Officer or Chartered Organization Representative as listed
on the charter papers must sign the document electronically.

Calculation of Payment
☐ New Fees information can be found here.
☐ The required method of payment is online via credit card or e-check.

Other Required Documents
☐ Annual Unit Charter Agreement, signed by chartered organization representative and institution head.
☐ Journey to Excellence Scorecard, completed and signed.

Positions Required for a Unit

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- The CR may also be a CC or MC.
- Packs must have at least one DL, WL, or TL.

Rev. 7/31/20