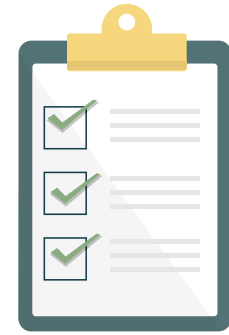


• **CHARTER RENEWAL CHECKLIST** •



Courtesy of freepik.com

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.
- Youth Protection Training must be current for all adults at the time of submission thru January 31, 2021.
- 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. After you complete your recharter online, the system will alert us (BSA Staff) if any adult has not signed a new CBC. In turn, we will reach out to the recharter processor to collect those forms. If you know of adults who have yet to sign the form, you can turn it in to your District Staff. This will save time on the backend.

Positions Required for a Unit			
<u>Pack</u>	<u>Troop</u>	<u>Crew</u>	<u>Ship</u>
CM	SM	VL	SK
CC	CC	CC	CC
MC	MC	MC	MC
MC	MC	MC	MC
CR	CR	CR	CR
DL			

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

Internet Charter Renewal Application Signatures:

- Executive Officer (IH/EO) or Chartered Organization Representative (COR) of the Chartered Organization. This signature must be captured electronically 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, due to your District Staff by December 11

- [Annual Unit Charter Agreement](#), must be signed and turned into your District Staff by December 11.
- [Journey to Excellence Scorecard](#), completed and signed.