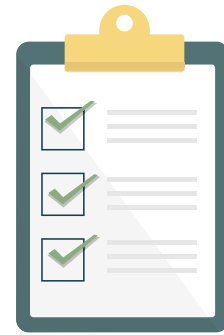


• **CHARTER RENEWAL CHECKLIST** •



Designed by freepik.com

Unit Type:  Pack  Troop  Crew  Ship  Post

Unit #: \_\_\_\_\_

District:  Discovery  Redwood  Stanford

Unit Recharter Processor: \_\_\_\_\_

Unit Commissioner: \_\_\_\_\_

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 via paper applications during recharter.
- Payment is **required online** in order to complete recharter this year.
- All approvals 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.

Positions Required for a Unit			
Pack	Troop	Crew	Ship
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 Approvals:**

- Executive Officer (IH/EO) or Chartered Organization Representative (COR) of the Chartered Organization. This approval must be captured electronically this year. This year, the delegate may approve on behalf of the COR. In this case, the COR will receive an email that the charter is approved on their behalf. The preferred method is for the COR to electronically approve the charter.

The Executive Officer or Chartered Organization Representative as listed on the charter papers must sign the document electronically.

**Calculation of Payment**

- Fee information can be [found here](#).
- The required method of payment is online via credit card (3% fee) or e-check (\$1 fee).

**Other Required Documents**, due to your District Staff by December 17

- [Annual Unit Charter Agreement](#), must be signed by the chartered organization. **Recharter is not complete without this document!**
- [Journey to Excellence Scorecard](#), completed and signed.

**Note:** After you have completed online rechartering, you will only hear from our office if we have a question or if there is a discrepancy on your paperwork!

***Thank you for all you do to complete your unit's recharter!***