



February Re-Charter Checklist

All units are asked to complete their 2019 charter renewal through the on-line process. Starting the week of January 7th, 2019, you will receive your code electronically with instructions on how to get started on-line. Once you have completed the on-line process, obtain the required signatures and meet with your Commissioner and/or District Executive to turn in the packet (**not to the Council office please**). After review for completeness, your re-charter packet will be turned in for final processing.

Please make arrangements for submitting your completed packet with your Commissioner and/or District Executive prior to January 31st, 2019.

The following must be submitted with all required signatures complete and youth protection training must be current (Please ensure updates are completed before charter turn in):

1. Charter Roster (Required) – **Final** printout from internet re-chartering process, not draft or summary report
 - a. Chartering Organization executive officer signature (**Not COR**)
 - b. Unit Leader signature

2. Charter Renewal Balance Sheet (Required) with check for all fees
 - a. Transfers must pay full fee at charter renewal.

3. Annual Charter Agreement for sponsoring organization (Required) (https://www.scouting.org/filestore/membership/pdf/524-182_web.pdf)
 - a. signed by charter organization executive office and charter organization rep

4. If you have a new Institution Head/Executive Officer, include the new unit application, pages 2, 3, & 5 (https://www.scouting.org/filestore/pdf/524-402_WB.pdf) to update that information. **Please inform your Unit Commissioner and/or District Executive beforehand.** You will not be able to make those changes during the on-line charter renewal process, but they will be made during final processing with submission of this form.

5. New Scout applications (for all new youth listed on page one of charter printout; submit page 3 of the youth application) (<https://www.scouting.org/filestore/pdf/524-406.pdf>)
 - a. All information complete (including Unit # and parent date of birth)
 - b. Unit Leader signature
 - c. Parent signature

6. New Adult applications (for all new adults listed on page one of the charter printout submit pages 3&15) (<https://www.scouting.org/filestore/pdf/524-501.pdf>)
 - a. All information complete (including Unit # & Social Security #)
 - b. Charter Representative signature **OR** Charter Executive Officer signature
 - c. Unit Committee Chairman signature
 - d. New leader signature
 - e. Plus, current Youth Protection Certificate
 - f. New leader initials