**UNIT**

**CHARTER RENEWAL CHECKLIST**

Pack  Troop  Team  Crew  Ship # \_\_\_\_\_\_\_

Complete Checklist before Submitting

* 1. Conduct final review of Recharter Application, then submit on-line

NOTE: There can only be a single COR & IH per CO, COR only pays once

* 2. Printout Recharter Application (DO NOT use EZ Print), include all pages
* 3. Unit Leader & Executive Officer/IH(req) sign Recharter Application: item #2
* 4. Attach signed Charter Agreement (Goldenrod), signed by IH or COR (req)
* 5. Attach \_\_\_\_# Youth Applications for new youth added to on-line roster
* 6. Youth Apps, item #5, must include youth’s grade & DOB
* 7. Youth Apps, item #5, signed by parent/guardian & Unit Leader, Tiger parents must include their DOB
* 8. Attach \_\_\_\_# Adult Applications for new leaders added to on-line roster
* 9. Adult Apps, item #8, signed in two places (Disclosure & Application page) by applicant
* 10. Adult Apps, item #8, signed by Unit CC & COR/IH; ensure it includes applicant’s SSN & DOB
* 11. Attach YPT report &/or certificates for all registered adults and Venture & Ship Participants 18 or older
* 12. Have a minimum of 5 paid youth (2 for LDS units)
* 13. Have required # of leaders (See CVC Recharter Guide for Specifics)
* 14. Verify no leader is listed in more than one position (One exception COR)
* 15. Venture Crews & Ships: Participants 18 or older use Adult Application, include YPT cert for each
* 16. Update contact information for each Scout & Leader (Email, Phone, & Address)
* 17. Attach/Clip cash or check for $\_\_\_\_\_\_ , total fees noted on the Charter Application printout

NOTE: Council does not prefer payment by Credit/Debit Card; see your commissioner for detailed instructions

* 18. Attach 2016 Journey to Excellence Scorecard: BRONZE : SILVER : GOLD
* 19. If applicable, attach Unit MBC list and, as necessary, Adult Apps, YPT proof, & Information Sheets
* Ensure all items are placed inside recharter envelope (issued with recharter materials)

- 100% Boy’s Life Y or N

**Submit entire package to your Unit Commissioner, District Commissioner, or Designated Representative. DO NOT attempt to turn in to Scout Shop it will be refused.**

**Person Responsible for Completing Charter Renewal**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Colonial Virginia Council, 2016, v1.25