**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 & Institutional Head (IH) per CO, COR only pays once

* 2. Printout Recharter Application (DO NOT use EZ Print), include all pages
* 3. Unit Leader & Executive Officer (EO)/IH or COR(req) sign Recharter Application: *#2 above*
* 4. Printout & attach signed Charter Agreement, signed by IH & COR (req)
* 5. Attach \_\_\_\_# Youth Applications for new youth added to on-line roster
* 6. Youth Apps, *#5 above*, must include youth’s grade & DOB
* 7. Youth Apps, *#5 above*, signed by parent/guardian & Unit Ldr, Lion/Tiger parent must include their DOB
* 8. Attach \_\_\_\_# Adult Applications for new leaders added to on-line roster
* 9. Adult Apps, *#8 above*, signed in two places (Disclosure & Application page) by applicant
* 10. Adult Apps, *#8 above*, 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. Attach Official Training report(s) for all registered direct contact leaders (required to be fully trained)
* 13. Have a minimum of 5 paid youth (2 for LDS units)
* 14. Have required # of leaders (See CVC Recharter Guide for Specifics)
* 15. Verify no leader is listed in more than one position (One exception COR)
* 16. Venture Crews & Ships: Participants 18 or older use Adult Application, include YPT cert for each
* 17. Update contact information for each Scout & Leader (Email, Phone, & Address)
* 18. Attach/Clip cash or check - **Do not complete check until final review by your Commissioner**

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

* 19. Attach 2017 Journey to Excellence Scorecard: BRONZE : SILVER : GOLD
* 20. 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 turn in to Scout Shop, it will be refused.**

**Person Responsible for Completing Charter Renewal**

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

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

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

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