**UNIT**

**CHARTER RENEWAL CHECKLIST**

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

Complete Checklist before Submitting

* 1. Conduct final review of Recharter Application, then submit on-line (pg 9)

NOTE: There can only be a single COR & Institutional Head (IH) per CO, COR only pays once (pg 12)

* 2. Print Charter Renewal Application (DO NOT use EZ print), include all pages (pg 9)
* 3. Unit Leader & Executive Officer (EO)/IH or CORrequired to sign Recharter Application: *#2 above* (pg 12)
* 4. Printout & attach signed Charter Agreement, signed by IH & COR (req) (pg 14)
* 5. Attach \_\_\_\_# Youth Applications for new youth who were added to on-line roster (pg 13)
* 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/participants who were added to on-line roster (pg 13)
* 9. Adult Apps, *#8 above*, complete and signed in two places (Disclosure & Application page) by applicant
* 10. Adult Apps, *#8 above*, signed by COR/IH; ensure it includes applicant’s SSN & DOB
* 11. Venture Crews & Ships: Participants 18 & older use Adult Application, include YPT cert for each (pg 24)
* 12. Attach YPT report &/or certificates for all registering adults & Venture/Ship Participants 18 & older (pg 24)
* 13. Have a minimum of 5 paid youth (pg 13)
* 14. Have required # & Type of leaders (See CVC Recharter Guide for Specifics) (pg 12)
* 15. Verify no leader is listed in more than one position (One exception COR) (pg 12)
* 16. Update contact information for each Scout & Leader (Email, Phone, & Address)
* 17. Attach/Clip cash or check - **Do not complete check until final review by your Commissioner** (pg 14)

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

* 18. Attach 2018 Journey to Excellence Scorecard: BRONZE : SILVER : GOLD (pg 28)
* Ensure all items are placed inside envelope (issued with recharter materials)

- 100% Boy’s Life Y or N (pg 12)

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

Colonial Virginia Council, 2018, v1.3