



# 2022 Re-Charter Check List



Does the unit have the correct number of Adult Leadership Positions

- Packs: IH, CR, CC, MC(2 or more), CM, DL(1 or more)
- Troops: IH, CR, CC, MC(2 or more), SM
- Crews: IH, CR, CC, MC(2 or more), NL
- Ships: IH, CR, CC, MC(2 or more), SK

Review & Update **ALL** Address, Phone & Emails for all returning Adults & Youth prior to submitting online

Please make sure that **All Adults** on Charter are current with Youth Protection Training

Review Draft prior to final submission

Print Final Submitted Online Charter with the following signatures:

Chartered Organizational Head or Charter Organization Representative and Unit Leader (if not approved online by the Chartered Organizational Head or Charter Organization Representative)

New applications & fees: See pro-rated chart for Fees

Number of Youth \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

Number of Adults \_\_\_\_\_ X \$ \_\_\_\_\_ = \_\_\_\_\_

New Member Fee \_\_\_\_\_ X \$ 25 = \_\_\_\_\_ (New Youth never in program)

New Member Applications (youth & adults) with proper signatures (Youth Application: unit leader; Adult Application: chartered organization head or representative)

Youth Protection Documentation (if flagged on charter)

Journey to Excellence Form (filled out & signed by the Unit Leader & Committee Chair)

NEW Background Disclosure Authorization Form if required

Annual Unit Charter Agreement Form (signed by the Charter Organization Head, Representative & Chair)

Fees for Charter Renewal

**Please bring this check list with you at time of your Charter Turn-In**

If you have any questions concerning the re-chartering process, please call or email your District Professional:

**Onondaga:** Chris Matthewson (716)512-6212 [Chris.Matthewson@scouting.org](mailto:Chris.Matthewson@scouting.org)

**Polaris:** Brandon Blatz (716)512-6214 [Brandon.Blatz@scouting.org](mailto:Brandon.Blatz@scouting.org)

**Red Jacket:** Daniel Carpenter (716)512-6208 [Daniel.Carpenter@scouting.org](mailto:Daniel.Carpenter@scouting.org)

**ALL CHARTERS ARE DUE IN THE OFFICE NO LATER THAN NOVEMBER 30, 2020**

**Submit your charter renewal:** at the Council Service Center during business hours of 9am to 5pm Mondays – Fridays (please call to setup an appointment with your District Professional or contact your Unit/District Commissioner).