

## 2023-2024 Recharter Checklist

These items need to be completed before a recharter can be processed\*

\* *Subject to change*

1. Key Leadership Positions filled

Leadership Positions	Cub Scouts Packs	Scouts BSA Troops	Venturing Crews	Explorer Posts	Sea Scouts Ships
<b>Executive Officer</b>	X	X	X	X	X
<b>Chartered Org Rep*</b>	X	X	X	X	X
<b>Committee Chair</b>	X	X	X	X	X
<b>Unit Leader</b>	Cubmaster	Scoutmaster	Crew Advisor	Post Advisor	Ship Skipper
<b>(2) Committee Members</b>	X	X	X	X	X
<b>Den Leader</b>	X	N/A	N/A	N/A	N/A

\* Chartered Org Reps can serve in more than one leadership position within a unit (except for Unit Leader or Den Leader)

2. BSA Adult Applications collected

- \* Refer to BSA Adult Application Checklist for what items are needed to complete an adult application.
- \* Double check Youth Protection Training (YPT) dates. Adults whose YPT's are set to expire before recharter or within 2 weeks of the renewal date need to renew their YPT, or the system won't allow the unit to recharter.

Application Materials collected for the following leaders		
• New Leaders	• Transfers	• Multiples*
• Position Changes	• Youth 18+	• Unit Participants**

\* Multiple Leaders are individuals serving in more than one unit, who are joining a new unit

\*\* Unit Participants must be approved for Registration Beyond the Age of Eligibility

3. BSA Youth Applications collected

- \* Refer to BSA Youth Member Application Checklist for what items are needed to complete a youth application.
- \* Minimum of 5 needed - less than 5 requires Executive Director approval.

Application Materials collected for the following Scout members		
• New Scouts	• Transfer Scouts	• Multiple Scouts*

\* Multiple Leaders are individuals serving in more than one unit, who are joining a new unit

4. Annual Unit Charter Agreement

- \* Signed by the Executive Officer, Chartered Organization Representative, Committee Chair, and the District Executive (the District Executive can sign the agreement after it's been submitted).

(More on back page)

- 5. Unit Charter Renewal Report
  - \* Signed and initialed by a Key 3 member from the unit.
  - \* For charters submitted online this report is automatically generated and emailed to the Chartered Organization Representative (or Key 3 designee).
  - \* For charters submitted in hard copy, this report can be printed from the Internet Recharter page before submission.
  - \* Email a copy of the Unit Charter Renewal Report to the Registrar at [michael.smith6@scouting.org](mailto:michael.smith6@scouting.org).
  
- 6. Fees collected & submitted
  - \* Refer to latest version of 2022 Membership Fees.
  - \* A Unit Recharter Calculator is available online through the Erie Shores Council website to help units figure out their payments for recharter.
  
- 7. Additional resources & contact information
  - \* Additional resources can be found on the Erie Shores Council website: <https://www.erieshorescouncil.org/recharter>.
  - \* If you have any questions or concerns, please contact Michael Smith, Registrar/District Assistant with Erie Shores Council.
    - a. Jadel Leadership Center – Iott Scout Shop (5600 W. Sylvania Ave., Toledo, OH 43623)
    - b. Phone: (419) 843-0106
    - c. Email: [michael.smith6@scouting.org](mailto:michael.smith6@scouting.org)
  
- 8. Youth Protection Training (YPT) Troubleshooting Guide
  - \* If you are having issues completing/renewing your YPT, National recommends the following:
    - a. Use Google Chrome (make sure you have the latest version)
    - b. Clear Internet Cache – restart internet search engine
    - c. Google Incognito Window
    - d. Wait 45 minutes to 1 hour – restart the program
  - \* If none of recommendations work, please contact Michael Smith, Registrar/District Assistant for assistance.



