

2020 TWO RIVERS DISTRICT UNIT RECHARTER TURN-IN CHECK-LIST

All forms are required at turn-in to process a recharter. (On-Line access opens 30-days prior to charter month due date)

1. ____ **The Charter Renewal Application has been signed by the current Executive Officer (IH) and Unit Leader!** (Note: A new IH requires a New Unit application). The Executive Officer (IH) has been included in the adult listing (**Required**). **Note:** IH (not a registered B.S.A. volunteer position – IH must complete adult application, YPT and pay if they want to receive communications. The council will obtain Scout Executive or designee signatures as needed.)
2. ____ Online deletion of any adults or youth who are **not** registering and **any incorrect personal information has been updated.** (Address changes, birth date, *e-mail addresses*, phone numbers, ranks or **training**)
3. ____ **All** reregistering **youth** and **adults not** listed on the print out **must have been added** online. This includes all **new youth** that signed up at school nights August through December. **If you have their member #, you can list the # and their name, otherwise, you will need to fill out a new youth or adult application.** If applications are *not* turned in, this will hold up the processing of your charter. A youth or adult can transfer at recharter time with an application, **only** if the unit they are transferring from has already rechartered. If the unit has not rechartered new youth, you must turn in the new application along with the fees to register them with your unit.
4. ____ **All new** adults, adults from another unit, parents registering in a Pack leadership position, multiple adults or new IH or youth moving to an adult position **have completed an adult application with YPT certificate and signed background check disclosure form** and are enclosed with your unit recharter. All adult leaders must be 21 years of age or older.

*Multiple Registration - All positions of adults registered and paid with another unit have been circled and unit # indicated. Multiple Registration means paid in the primary position and not paid (multiple) in the second position. Dual Registration means paid registration in **both** positions.*

5. ____ **ALL ADULTS, REGARDLESS OF WHEN YOU LAST COMPLETED A VOLUNTEER APPLICATION, MUST COMPLETE A NEW DISCLOSURE & BACKGROUND CHECK AUTHORIZATION FORM AND TURN IN WITH THE 2020 CHARTER TO PROCESS.**
6. ____ All adult and youth applications have been **approved/signed by the required individuals.** (Adults by the CR or IH and youth by the unit leader **and** parents) Applications turned in incomplete enter defective status.
7. ____ **Minimum # of required adult leadership positions are met.**

Key Positions-All Units Must Have: **IH** – Institution Head or Executive Officer, **CR** – Chartered Organization Representative, **CC** – Committee Chairman (**CR & CC ARE THE ONLY POSITIONS THAT CAN BE HELD BY THE SAME ADULT IN A UNIT.** 2 **MC's** – Committee Member.

C.S. Pack - Must Have: **CM**- Cubmaster, At least **1** Den Leader either: **LL**-Lion Leader, **TL**-Tiger Leader, **DL**-Den Leader (Wolf/Bear), **WL**-Webelo Leader and an **LP** (Lion Adult Partner – non-reg. no fee position) or **AP** (Tiger Adult Partner -non-reg. no fee position) for each Lion or Tiger youth. Other Position Codes: **WA**-Assistant Webelos Leader, **DA**-Assistant Den Leader, **CA**-Assistant Cubmaster, **LC**-Lion Coordinator, **PT**-Pack Trainer.

Scouts, BSA Troop - Must Have: **SM**-Scoutmaster. Other Position Codes: **SA**-Assistant Scoutmaster.

Venturing Crew - Must Have: **NL**- Crew Advisor. Other Position Codes: **NA**-Associate Advisor.

Explorer Post - Must Have: **EA**- Post Advisor. Other Position Codes: **AA**-Associate Advisor.

Note: Contact council registration services for additional position codes as needed.

8. ____ There are at least a MINIMUM of five paid youth. (Required to register)
9. ____ **Fees** are calculated properly and must include the additional \$1.00 Accident Insurance per person. **Use and follow the Transmittal page!**
- 10 ____ **Unit Account Maintenance Form** is signed and turned in. FL. Sales Tax Exemption Certificate provided *if applicable.*
11. ____ **Email Update Form** included ____ yes ____ no. **OR emails updated online** ____ yes ____ no. **Important for parent communications!**
12. ____ **The Annual Unit Charter Agreement Form** is signed and turned in.
13. ____ **Journey to Excellence Form** completed and turned in. JTE Recognition Order Form (*if applicable*) with additional funds to cover costs.
14. ____ **SWFL 2019 Risk Management Award Form** is completed and turned in.
15. ____ **Check** enclosed for correct amount (Including \$1.00 Accident Insurance per youth **and** adult). Charters cannot be processed without the correct funds.
16. ____ Keep unit copies of applications and a complete copy of your Charter Renewal Application. **(Be sure it is not a Draft Copy)**

You can print unit membership cards in **My.Scouting.org** (*Click: *Unit *Member Manager *Unit *Roster *Memb. Card Pic *Choose *Enter *Download * Print)

DUE DATE

YOUR UNIT'S CHARTER IS PAST DUE AFTER FEBRUARY 6, 2020

UNITS THAT ARE DEFECTIVE OR DROPPED STATUS RESULT IN A UNIT NOT BEING ABLE TO ACCESS INTERNET ADVANCEMENT RECORDS, REGISTER FOR COUNCIL/DISTRICT EVENTS, AND ARE NOT COVERED BY ACCIDENT INSURANCE.

Contact council registration services at **SWFLRegistration@scouting.org** or 239-936-8072 Extension 101