

2021 ALLIGATOR 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 approved on-line 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. (No signature required for on-line submittal, however, IH signature is required on Annual Unit Charter Agreement form. # 11 below)
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**)
Summary Report – Turn in a copy of Summary report (not the EZ report) that lists all youth and adult members.
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.
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. **ALL ADULTS MUST HAVE A DISCLOSURE & BACKGROUND CHECK AUTHORIZATION FORM ON FILE.**
*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. ____ **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.
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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 Adviser.
Explorer Post-Must Have: EA- Post Advisor. Other Position Codes: AA-Associate Adviser.
Note: Contact council registration services for additional position codes as needed.
6. ____ There are at least a MINIMUM of five paid youth. (Required to register)
7. ____ **Fees** are calculated properly and must include the additional \$1.00 Accident Insurance per person. **Use and follow the Transmittal page!**
8. ____ **Unit Account Maintenance Form** is signed and turned in. Fl. Sales Tax Exemption Certificate provided *if applicable.*
9. ____ **Email Update Form** included ____ yes ____ no. **OR emails updated online** ____ yes ____ no. **Important for parent communications!**
10. ____ **The Annual Unit Charter Agreement Form** is signed and turned in.
11. ____ **Journey to Excellence Form** completed and turned in. JTE Recognition Order Form (*if applicable*) with additional funds to cover costs.
12. ____ **SWFL 2020 Risk Management Award Form** is completed and turned in.
13. ____ **Check** enclosed for correct amount (Including \$1.00 Accident Insurance per youth and adult).
Charters cannot be processed without the correct funds. Turn in copy of online Summary report.
14. ____ **Payment made through the ONLINE Recharter system.**
Turn in copy on-line summary report.
15. ____ 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 4, 2021

UNITS THAT ARE DEFECTIVE OR DROPPED STATUS RESULT IN A UNIT NOT BEING ABLE TO ACCESS SCOUTBOOK 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 106