

# **2021 EXPLORING 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**).  
**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. **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, 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 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. \_\_\_\_ **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.*
6. \_\_\_\_ **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. Explorer Post-Must Have: EA- Post Advisor. Other Position Codes: AA-Associate Advisor.**  
Note: Contact council registration services for additional position codes as needed.
7. \_\_\_\_ There are at least a MINIMUM of five paid youth. (Required to register)
8. \_\_\_\_ **Fees** are calculated properly and must include the additional \$1.00 Accident Insurance per person. **Use and follow the Transmittal page!**
9. \_\_\_\_ **Unit Account Maintenance Form** is signed and turned in. Fl. Sales Tax Exemption Certificate provided *if applicable.*
10. \_\_\_\_ **Email Update Form** included \_\_\_\_ yes \_\_\_\_ no. **OR** **emails updated online** \_\_\_\_ yes \_\_\_\_ no. **Important for parent communications!**
11. \_\_\_\_ **The Annual Unit Charter Agreement Form** is signed and turned in.
12. \_\_\_\_ **Journey to Excellence Form** completed and turned in. JTE Recognition Order Form (*If applicable*) with additional funds to cover costs.
13. \_\_\_\_ **SWFL 2020 Risk Management Award Form** is completed and turned in.
14. \_\_\_\_ **Check** enclosed for correct amount (Including \$1.00 Accident Insurance per youth **and** adult).  
*Charters cannot be processed without the correct funds.*
15. \_\_\_\_ **Payment made through the ONLINE Recharter system.**  
**Turn in copy on-line summary report.**
16. \_\_\_\_ Keep unit copies of applications and a complete copy of your Charter Renewal Application. (**Be sure it is not a Draft Copy**)

## **NEW EXPLORING PARTICIPANT POLICY** – “EP” (18 THROUGH 20 YEAR OLD EXPLORERS)

**\*Beginning January 6, 2020, all applicants 18 through 20 years old must complete and submit an adult application, consent to a criminal background check, and successfully complete Youth Protection training. However, an 18- through 20-year-old will still be considered an adult Exploring participant in the post, and not considered an adult leader. All Exploring Participants “EP” will continue to count as youth within your youth membership reports.**

## **DUE DATE**

**YOUR UNIT'S CHARTER IS PAST DUE JANUARY 7TH, 2021**

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

Contact council registration services at [SWFLRegistration@scouting.org](mailto:SWFLRegistration@scouting.org) or 239-936-8072 Extension 106