

2021 MANATEE 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 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.

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 on-line 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 DECEMBER 3, 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 OR 106