

# 2021 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 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. # 12 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 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. \_\_\_\_\_ 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.  
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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 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. \_\_\_\_\_ **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 FEBRUARY 4, 2021**

**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](mailto:SWFLRegistration@scouting.org) or 239-936-8072 Extension 106