

## RECHARTERING CHECK-LIST

Recharter - Start at the top

- \_\_\_\_\_ Unit number, district, county information correct.
- \_\_\_\_\_ Is Executive Office correct? Correct name, address, phone number and date of birth.
- \_\_\_\_\_ Unit has correct number of adult positions listed on charter.
- \_\_\_\_\_ Pack: CR - CC - MC -DL - WL - CM Troop: CR - CC - MC - SM  
CR can hold 2 positions in unit either CC or MC
- \_\_\_\_\_ Check all adults and boys: positions, addresses and phone numbers so they are correct.
- \_\_\_\_\_ Line out adults and boys that are no longer in unit. Use straight black line only.
- \_\_\_\_\_ Correct any mistakes in spelling of names, addresses, phone numbers. Draw line through mistakes and make corrections directly below name, address or phone number.
- \_\_\_\_\_ Check position of registered adults. Any changes: cross out old position, write new position directly under old position.
- \_\_\_\_\_ Change and update boys current rank status. Use following code:  
Pack: C-Bobcat W-Wolf B-Bear R-Webelos A-Arrow of Light  
Troop: N-Boy Scout T-Tenderfoot 2-Second Class 1-First Class S-Star L-Life E-Eagle
- \_\_\_\_\_ Adults currently registered with unit and name does not appear on print out, add name to first available line at bottom of adult page. Do not insert names between lines, Information must be listed in full name, address, phone number, birth dates.
- \_\_\_\_\_ Boys currently registered with unit and name does not appear on print-out, add name to first available line at bottom of boy page. Do not insert names between lines. Information must be listed in full: name, address, phone number, birth date.
- \_\_\_\_\_ Check all birth dates of boys and adults including birth date (IH) Executive Officer. Must have birth dates of everyone.
- \_\_\_\_\_ Boys and adults not registered or are new submit a new application and include in the total count of fees. Do not add new names to charter sheets.
- \_\_\_\_\_ If Adults paid with another unit or on council level, but is active with this unit, circle the position letters, this is not counted in with the paid adults but instead is counted with multiple adults.
- \_\_\_\_\_ Check with "Y" all boys and adults who have paid for Boys' Life (in Boys Life column). Check that current address is correct.
- \_\_\_\_\_ NEW APPLICATIONS:      Boy must be signed by the unit leader.  
   Adults must be signed by the Committee Chairman, and Head of Chartered Organization.
- \_\_\_\_\_ Fill out Registration information of first page
  - \_\_\_\_\_ Total: Paid Youth - Multiple Youth - Paid Youth Boys' Life Subscriptions
  - \_\_\_\_\_ Total: Paid Adults - Multiple Adult - Paid Adult Boys' Life Subscriptions
  - \_\_\_\_\_ Enter all fees and total fees submitted
  - \_\_\_\_\_ Don't forget the \$20.00 charter fee.  
   Make sure to include any new applications in the count.
- \_\_\_\_\_ Fill out and sign the "Quality Unit Award" Application included in recharter kit.
- \_\_\_\_\_ Take out Boy Scouts of America Unit Accident Insurance Policy (Application in Kit).
- \_\_\_\_\_ Have Executive Office sign charter.
- \_\_\_\_\_ Have Unit Leader sign charter.
- \_\_\_\_\_ Review charter with Unit Commissioner.
- \_\_\_\_\_ Deliver charter and Quality Unit Award Application to Unit Commissioner or to District Charter Turn-in.