

2019 CHARTER RENEWAL CHECKLIST
DUE DATE: NOVEMBER 30, 2018

Unit: _____ Unit Representative: _____

Unit Recharter Contact E-mail: _____

Items in red on the following checklist will keep your unit's charter from being considered on-time and complete AND will keep the charter from being posted until they are submitted.

- FULL Internet Charter Renewal Application – Final** version, **NOT** Draft copy. (NOT the two-page E-Z Summary Renewal Report.) All pages of the Internet Charter Renewal Application should be submitted. Page one of Internet Charter Renewal Application is necessary even if no entries are listed on the page. Please do not print double-sided!

Your Institution Head or Chartered Organization Representative may process your charter online and indicate themselves as the APPROVER. **The Approver name and initials must MATCH.** In that case ONLY, no additional signatures on this form are required! **The approved charter should still be printed in its entirety and submitted to the Council with the other recharter paperwork.**

- The Annual Charter Agreement signed by the Executive Officer of the Chartered Organization AND the Chartered Organization Representative.** The Council signature will be obtained upon submission.
- If the IH or COR does not process or approve the charter online, or the APPROVER name and initials do not match, then signatures should be obtained as in the past.** The Council Representative is the District Executive and will be signed at the Council office upon submission.
- The Executive Officer (IH) of the Chartered Organization.**
- The Unit Leader (Cubmaster, Scoutmaster, Crew Advisor.)**
- Youth Applications for New Scouts are attached. Signed by parent and CM/CC/or COR.**
- Adult Applications, CBC Disclosures, and YPT certificates for new adults are attached. Signed and INITIALED by volunteer, and COR/or IH, and CC if required (depending on which version of the adult app is used. New applications only require the COR signature. If the CC line appears, the CC signature is required.) All parts of question #6 must be answered.**
- Payment for the full amount indicated on the Charter Payment Form must be attached OR a copy of the receipt if payment was made online when the recharter was submitted.** The membership fee is \$33 for youth and adults. The Boys' Life subscription cost is \$12 per subscription. Include the \$40 Unit Liability Insurance Fee. Make checks payable to the Hoosier Trails Council.
- 2018 Journey to Excellence Form.** If not submitted with the recharter paperwork, this form should be submitted NO LATER than December 31st. Forms submitted after that date may not be considered for Council Platinum Level JTE.
- All direct contact leaders (CM, DL, SM, VL, SK, and all assistants) should have completed basic leader training courses for their position.** See the reverse side of this document for the "Positions Required for a Unit" chart and more details about required training courses and where to find them.

Direct Contact Leaders **are required** to have completed basic training for their position in order to register and charter a Scouting unit in the Hoosier Trails Council. Positions identified as Direct Contact (and their corresponding code) are:

Cub Scouts

- Cubmaster (CM)
- Assistant Cubmaster (CA)
- Tiger Leader (TL)
- Den Leader (DL)
- Assistant Den Leader (DA)
- Webelos Leader (WL)
- Assistant Webelos Leader (WA)

Boy Scouts

- Scoutmaster (SM)
- Assistant Scoutmaster (SA)

Venturing / Ships

- Venturing Advisor (NL)
- Assistant Venturing Advisor (NA)
- Skipper (SK)

Please see the JTE Scorecard for leader training requirements for the Journey to Excellence program.

Positions Required for a Unit

Pack	Trop	Crew	Ship
CM	SM	VL	SK
CC	CC	CC	CC
MC	MC	MC	MC
MC	MC	MC	MC
CR	CR	CR	CR
DL			

The CR may also be a CC or MC. The CR is the ONLY position that can multiple to fulfill minimum unit requirements.

Basic Training includes Youth Protection Training for all programs plus:

CUB SCOUTING

- Leader Specific (by position, modules for **Before 1st Meeting, First 30 Days, and Position Trained** available online @ www.my.scouting.org)

BOY SCOUTING & VARSITY SCOUTING

- Leader Specific (by position, modules for **Before 1st Meeting, First 30 Days, and Position Trained** available online @ www.my.scouting.org for Boy Scout Units)
- Introduction to Outdoor Leader Skills For SM & ASM

VENTURING & SEA SCOUTING

- Leader Specific (by position, modules for **Before 1st Meeting, First 30 Days, and Position Trained** available online @ www.my.scouting.org)
- Introduction to Outdoor Leader Skills** - **Required for crews with outdoor programming only.**

Note: Youth Protection (available online @ my.scouting.org) is a joining requirement for all leaders and must be renewed every two years

To learn about the current course offerings in your area please call the Hoosier Trails BSA at 800.844.6809 or visit the online calendar at www.HoosierTrailsBSA.org.