2020 CHARTER RENEWAL CHECKLIST
DUE DATE: DECEMBER 2, 2019

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 or the two-page E-Z Summary Renewal Report. All pages of the Internet Charter Renewal Application should be submitted, including page one even if no entries are listed on the page.

  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 are required.

- 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 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.)

- New BSA Criminal Background Check Disclosure for ALL registered adults appearing on the charter.

- Youth Applications for New Scouts listed on Page 1 are attached. Signed by parent and CM/CC/or COR

- Adult Applications, CBC Disclosures, and YPT certificates for new adults listed on page 1 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. Please do not make recharter payments online!! Charters paid online are difficult to make corrections on locally once the charter has been submitted. The Council is unable to promptly refund monies that were paid directly to National BSA. Make checks payable to the Hoosier Trails Council.

- 2019 Journey to Excellence Form. Forms submitted after Dec. 31st 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

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

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.