

# Charter Renewal Checklist

(for Unit Commissioners and Field Staff)

District \_\_\_\_\_

Pack / Troop / Team / Crew  
(circle one)

Unit Contact \_\_\_\_\_

Unit # \_\_\_\_\_

- Charter Fee Worksheet attached
- Correct payment amount included (with insurance fees) and/or
  - Registration Assistance form attached and signed
- Executive Officer / IH Signature (matches name printed on charter)
- Unit Leader Signature (matches name printed on charter)
- Council Rep Signature (may be signed by commissioner, but must also be signed by the DE)
- If less than 5 youth (or over 100) are being registered – Scout Executive approval must be obtained
- All required positions are filled:  
CR \_\_\_\_ CC \_\_\_\_ MC \_\_\_\_ MC \_\_\_\_ UL \_\_\_\_ (all units)  
TL \_\_\_\_ DL \_\_\_\_ WL \_\_\_\_ (Packs only, at least 1 required)
- Applications attached for any youth or adults list on the cover page of the charter)
- All youth applications completed with:  
DOB \_\_\_\_\_ Grade \_\_\_\_\_ Parent Signature \_\_\_\_\_ UL Signature \_\_\_\_\_
- All adult applications completed with:  
DOB \_\_\_\_\_ SSN \_\_\_\_\_ Position Code \_\_\_\_\_ Applicant Signature \_\_\_\_\_  
CBC signed \_\_\_\_\_ Question 6a-f checked \_\_\_\_\_ COR/CC Signatures \_\_\_\_\_
- All leaders have current YPT (Crew leaders must complete the Venturing version)  
- check for anyone listed as being expired, for those a copy of YOT certificate is required
- JTE form signed by  
UL \_\_\_\_ CC \_\_\_\_ COR \_\_\_\_ Commissioner \_\_\_\_\_

District Commissioner/Executive Signature: \_\_\_\_\_

Complete this checklist and attach to the rest of the charter paperwork (on top).