

2022 TIDEWATER CHARTER RENEWAL CHECK-LIST

All forms are required at turn-in to process a Charter Renewal. (On-Line access opens on October 15)

District _____ Unit Type: _____ Unit Number _____

IMPORTANT NOTE: Review roster on my.scouting.org before opening Online Renewal Roster for edit.

ITEMS TO COMPLETE WITH PARENTS AND LEADERS:

1. _____ **2022 Unit Multiple Registration Report.** Ask each adult and youth if they are registered in other units in and out of district and or council positions. Charter Organization Representatives of multiple units must be listed for each unit. For Youth and Adults registered in another Council, contact your Unit Commissioner for advice. (Information regarding Multiples will need to be included in your Charter Renewal Roster.)
 - *All positions of adults registered and paid with another unit have been circled and unit # indicated on application*
 - *Multiple Registration means paid in the primary position and not paid (multiple) in the secondary position(s). Dual Registration means paid registration in **both** positions. All positions of adults registered and paid with another unit have been circled and unit number indicated on application*
2. _____ **Youth and Adults NOT Listed on the Roster** must be added online. This includes all **new youth** that may have signed up at school nights or online August through December, but do not show up on your roster. **Include the new youth and/or adult application(s).** *If applications are not turned in, this could hold up the processing of your charter.*
 - *A youth or adult **can transfer** at Charter Renewal time with an application. The unit gaining the youth or adult will be paying registration fees.*
3. _____ **Update Adult and Youth Emails**
4. _____ **Collect Fees**
5. _____ Complete **Specific Assistance Form** for families needing relief from Council Program Fees. Include both Unit Summary and a Family request for each family. **If requesting relief for any families, do not pay online.**

ITEMS TO COMPLETE WITH ADULT LEADERS

6. _____ Minimum Number of required leadership positions met:

Key Positions-**All Units Must Have:** **IH** – Executive Officer (Institution Head), **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 or 1 MC and a NM (new member coordinator).

C.S. Packs Must Have: **CM**- Cubmaster and at least **1** Den Leader. Examples include **LL**-Lion Leader, **TL**-Tiger Leader, **DL**-Den Leader (Wolf/Bear) or **WL**-Webelos Leader. Have 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 Adviser.

7. _____ **All New Adults**, adults from another unit, parents registering in a Unit leadership position, multiple adults, new CR, or youth moving to an adult position have completed an adult application with YPT certificate and signed the Additional Disclosures & Background Check Authorization are enclosed with your unit Charter Renewal. All adult leaders except for Assistant Scoutmasters must be 21 years of age or older. Make sure application is signed and dated by the Charter Organization Representative. They can submit application through BeAScout, or The COR can make changes in Organization Manager.
8. _____ **Name change**, complete youth or adult application dated and signed by the member and the Charter Organization Representative. Ensure the Additional Disclosures & Background Check Authorization (if an it is an adult application) is dated and signed by the member and attached to the application. List their BSA Member Number on the application. For adults registering for the first time, they can find their BSA Member Number on the YPT Certificate. Include a copy of the court document effecting the name change with the application.
9. _____ **Check Youth Protection Status** by using Youth Protection Training Aging Report printed from my.Scouting.org Training Manager. All re-registering adults YPT must expire on January 1, 2023 or later. Line out all adults not re-registering. The same applies for mandatory BSA Hazardous Weather training, which expires every two years.
10. _____ **Delete Adults or Youth** who are not registering.
11. _____ Ensure contact information is current and correct (phone, email and mailing address) for everyone renewing.

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ITEMS TO COMPLETE WITH CHARTER ORGANIZATION REPRESENTATIVE

12. _____ **The Charter Renewal Application has been approved on-line by the current Institutional Head (IH) and Unit Leader.** (Note: A new IH requires a New Unit application). The IH has been included in the adult listing (**Required**). **Note:** The IH is not required to pay the BSA national nor TWC local fees as they are not a registered BSA volunteer position. If the IH wishes to become a registered leader in any capacity, they must pay the national and local fees, complete their Adult Application and YPT. 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.)
13. _____ **The Annual Unit Charter Agreement Form** is signed by the Institutional Head (IH), Charter Organization Representative, Committee Chair and the BSA Council (The District Executive, District Commissioner or Asst. District Commissioner "For the BSA Council".)
14. _____ **All Adult Applications** for new, transfer, position change or name changes must be signed by the Charter Organization Representative

COMPLETED BY THE UNIT PROCESSOR BEFORE TURN IN:

15. _____ **Journey to Excellence (JTE) Form** completed and turned in. Your Unit Commissioner can help you fill this out. JTE Recognition Order Form (If applicable) with additional funds to cover costs.
16. _____ In coordination with the unit committee, provide a primary date and a secondary date for the district to conduct a Friends Of Scouting (FOS) presentation. The best success for FOS presentations is an event where youth and parents attend (like courts of honor or blue & gold banquets).
17. _____ **Fees are calculated properly on the Charter Renewal Fee Worksheet.** CASH WILL NOT BE ACCEPTED, only check, money order, or credit card. If you paid charter fees online, submit copy of receipt with the charter renewal package. Pay by check if anyone in your unit is receiving special assistance. Follow the council **Charter Renewal Fee Worksheet** to determine your total fee, if applying for financial assistance.
18. _____ **Prepaid Unit Deposit Plan** account form is updated and turned in, if you are changing authorized users.
19. _____ Keep unit copies of applications and a copy of your completed Charter Renewal Application.
You can print unit membership cards in **My.Scouting.org**

This Charter Renewal was reviewed by _____ on _____
(Unit Commissioner) (Date)

Approved by _____ on _____
(Asst or District Commissioner) (Date)

District Commissioner _____ Cell _____ Email _____

YOUR UNIT'S CHARTER IS PAST DUE AFTER DECEMBER 4, 2021

**UNITS THAT ARE DEFECTIVE OR DROPPED STATUS RESULT IN 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 Jennifer.Mapstone@scouting.org or 757-497-2688 ext.172