

“Cheat Sheet” For Unit Charter Renewal

- Packs must have the following positions to re-charter: IH, CR, CC, 2 MCs, CM, and one leader for each program level. Tiger Adult Partners are not a registered, paid position, unless they serve in a leadership role.
- Troops must have the following positions to re-charter: IH, CR, CC, 2 MCs, and SM.
- Crews must have the following positions to re-charter: IH, CR, CC, 2 MCs, and NL.
- Ships must have the following positions to re-charter: IH, CR, CC, 2 MCs, and SK.
- The above positions in each program are the minimum requirements to register a unit. The only position that may register in more than one position in the same unit is the CR. The CR may also be the CC or an MC. **Please note:** If a Charter Partner sponsors more than one unit, the CR is the same person in each unit.
- An adult who pays registration in another unit can register in another, but is considered a “Multiple” and does not have to pay again. **Please Note:** Confirm that they are paid in another unit, especially if the other unit is also re-chartering. Many times neither unit has the individual as a paid member and therefore they will not be put on the Charter until the fees are collected. To identify the individual as a “multiply” simply circle their name.
- Simply draw a line through individuals that are not returning. Make sure that the returning individuals have correct information. Make sure every active member is on the list. If anyone is missing, you must have an application along with the charter unless the application has already been handed in since your charter was originally run. In this case, add their information to the overflow page. **Please note:** Verify that the applications were actually turned in before you add them to the overflow page. Many times applications are never turned in and those individuals are left on the roster. If it is a key position the charter will not be posted and will become lapsed.
- If the charter renewal is done online, all information will be up to date. If an individual is not on the online roster then you know that an application is needed and information needs to be entered. **Please note:** Once you enter an individual’s information to the online roster you still need an application to accompany the charter as well.
- If your charter renewal is done online, you must print out a hard copy, obtain the necessary signatures and submit to the Council Office.
- **Please make sure that all applications, both youth and adult, have all the required signatures. Please make sure that the charter has the IH’s signature, Unit Leader signature and you Unit Commissioner’s signature.**
- Please use the cover sheet to summarize the totals. This must be used. **Please note:** The cover sheet allows for you to factor in the insurance. The insurance is

neither noted on the charter nor online. Many times this is missed and charters cannot be posted.

- Please remember to include the \$20 annual charter fee.

I hope that you find this “cheat sheet” helpful. My intent is to assist your unit in this process and help eliminate the errors. I know that once you submit your charter, you feel that everything is done and want to move forward. I want to make that happen.

Yours in Scouting,

Bob Tweer
District Commissioner-Lenape