

October 5, 2006

Dear Unit Leader,

The Lenape District strives to continually provide service to its units in many ways. On Tuesday, December 5, 2006, from 7:00pm until 9:30pm at the Clayton Service Center, there will be a unit re-chartering workshop. December units can come in with their charter, sit down with a Commissioner and complete the re-charter process. Why is this workshop such a help? Because Unit Commissioners, District Commissioner and District Executive will all be present to insure that there are no errors and the charter is ready to be submitted.

Each year charters are submitted and assumed to be completed, although, there are always some minor errors that need to be corrected. For example, signatures are missing, applications are missing, adults that are listed as a multiple in the unit are not primarily registered in another unit, insurance is not factored in, the needed key positions are not filled, etc. These are just a few of the many minor errors that occur. The Unit Commissioner then is contacting each unit to correct each error. The concern is that the clean-up process goes on for weeks and sometimes units lapse because charters cannot be posted until these errors are corrected.

The workshop will allow for your unit to submit the charter that evening with payment and feel comfortable that the charter will be posted because of no errors. I highly recommend that your unit does their re-charter online, the reason being that the program will not move forward unless everything is correct. Units still have to print out a hard copy, obtain signatures and factor in the insurance, as well as have applications for anyone added to the charter. When the online re-chartering is done, all names that are on your roster are current up to the day.

Again, please plan to attend this workshop on Tuesday, December 5th. If you have any questions, please contact your Unit Commissioner or myself for assistance and/or questions. I may be reached at rltweer@msn.com. Furthermore, I have attached a "cheat sheet" of things which need to be done to help eliminate errors on the charter. Enclosed in every packet is a gray sheet with instructions, but this will also help.

Yours in Scouting,

Bob Tweer
District Commissioner-Lenape