

# Charter Turn-in Checklist

- Unit Charter Renewal Report Packages.** These are the multi-page reports generated at the completion of the Internet Charter Renewal Process.  
*One (1) Report Package is required for each Unit applying for Charter Renewal.*  
 Cub Scout Package     Boy Scout Package     Varsity Scout Package     Venture Package
1.  **Adult Inventory Worksheet.** This is a four-column worksheet used as an Adult Inventory tool. It should be filled in completely and be legible. It is used to inventory all of the adults currently registered and those going to be registered in each applicable unit. Additionally, it will be used by the volunteer recruited to complete the Charter Renewal Process using the Internet.
2.  **Youth Inventory Worksheet.** This is a four-column worksheet used as a Youth Inventory tool. It should be filled in completely and be legible. It is used to inventory all of the youth currently registered and those going to be registered in each applicable unit as of January 1<sup>st</sup>. Additionally, it will be used by the volunteer recruited to complete the Charter Renewal Process using the Internet.
3.  **Signature, Institutional Head.** Check for signature on all Charter Renewal Applications, Page 2. For LDS Units, this should be the Bishop, or a Counselor in his absence.
4.  **Signature, Unit Leader(s).** Check for the Unit Leader's signature. This signature should be the Cubmaster, Scoutmaster, Varsity Coach, or Crew Advisor, not just any signature.
5.  **Adult Leader Documentation.** An Adult Application is required whenever an adult is being added to a unit organization, even if they are currently registered in another unit. Use a checkmark by each name under "New Adult Members" to indicate you've received the documentation. The newly revised application including the "Acknowledgment and Authorization" page is required along with a printout of the applicants current "Youth Protection Training" completion certificate.
6.  **Youth Member Documentation.** A Youth Application is suggested whenever a youth is being added to a unit organization. For LDS Units, an overflow page or an "MIS" listing will satisfy this requirement, but because of the "parental consent" involved, an application is the preferred method. For youth being added to a unit by way of the "Promoted Youth Report", the signature of any registered adult (representing the sponsor) near the Promoted Youth section of the report will take the place of applications for those youth listed.
7.  **Duplicate Leader Registration.** Check the names on the "Multiple Report" against the names marked as duplicate on the Adult Membership Inventory Worksheet. Also, check for multiple payments for adults registered in multiple positions. Make note of necessary changes on page 1 of Report Package
8.  **Verify Youth Registration.** Check the names of youth on each Charter Renewal Report against the names on the Youth Membership Inventory Worksheet. Verify that youth are being registered in correct unit.
9.  **Boys' Life Fees.** \$12 is due for each Adult and Youth with a "Y" in the Boys' Life column. These are the "BL" columns found on pages 2 & 3. There should be a separate check for each applicable Chartered Unit.
10.  **Journey to Excellence Applications.** These are current year documents entitled "Scouting's Journey to Excellence - Performance Recognition Program"  
*Note: There is a separate "Performance Recognition Worksheet/Application" for each Chartered Unit.*  
 Pack Performance Recognition     Troop Performance Recognition     Team Performance Recognition     Crew Performance Recognition
11.  **Annual Charter Agreement.** This is the two-copy agreement and should be signed by a representative of the sponsor. As a Commissioner, please sign for the Council, retain the second copy, and return the original goldenrod copy to the sponsor.
12.  **Registration Fees.** A check for the Total Registration Fee as listed on report page 2, must accompany the Charter Renewal Report Package(s) for each sponsor –OR– a single check could account for multiple sponsors, but should accurately cover the aggregate amount for all units included.