



## UNIT CHARTER RENEWAL TIMELINE

### TIMELINE

- AUG** Unit Charter Renewal Timeline handed out in Program Packets
- SEP** Units turn in new youth and adult applications to the Scout office as they normally would for any recruiting that occurs in September
- It is recommended that units have new members pay the \$32 (annual registration and *Boys' Life* fees) in addition to the current month's pro-rated fee so the member is registered through December 2017. Example: fee for one new member \$32 + \$16 (reg. & BL fees) = \$48
  - 5<sup>th</sup> grade Webelos that will be transitioning to a troop in early 2017 should be re-registered in the pack in the fall of 2016. In order to transfer into the troop in 2017, these members will fill out a new youth application for the troop
- OCT** **10/4 – Online recharter opens for Packs, Troops, Teams, Crews, Ships & Posts**
- Unit charter renewal packets distributed at Roundtable
  - Training for unit leaders will be conducted at the October Roundtable to be held at the Minnetonka Community Center on October 6<sup>th</sup>
- NOV** **District Goal: 80% of Pack Troop, Team, Crew, Ship & Post charters submitted**
- Charter paperwork is due November 15<sup>th</sup>. (Required for all Journey to Excellence levels of attainment)
  - Charter paperwork will be accepted, and can be checked for errors at the November Roundtable at the Minnetonka Community Center on November 3<sup>rd</sup>
  - Charter paperwork can be turned into either Council service center before November 15<sup>th</sup> for Journey to Excellence guidepost achievement
- DEC** **District Goal: 100% of Pack, Troop, Team, Crew, Ship & Post charters complete**
- Council office re-checks charter paperwork for all units
  - Units submit any missing paperwork in order for all charters to be posted on-time



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## COMMONLY MISSED ITEMS ON CHARTERS

### 1. SIGNATURES ON APPLICATIONS:

Approval signatures and disclosure authorization forms are commonly missed items during recharter, and account for many of our defective unit charters. Ensure that all applications have the signature of the applicant, the unit committee chair, and the unit's chartered organization representative before submitting your paperwork. In addition to the applicant's signature (as well as approval initials on the 2015 version of the application), all applicants are required to sign the disclosure authorization form on the opposite page from the adult application.

### 2. SIGNATURES ON THE CHARTER:

All charters require three approval signatures; one from the top unit leader (Cubmaster/ Scoutmaster/ Crew Adviser), one from the chartered organization (preferably the institutional head), and one from the Council. As a unit, you need only secure the signatures of the top unit leader and the institutional head of the chartered organization. Plan ahead to ensure that account for the holiday season in securing the approval signature of the institutional head.

### 3. SUFFICIENT FUNDS:

The amount that is listed on the completed unit charter, is the amount due. All units have registration accounts held at the office. If it is your unit's intent to use the in-house registration account, ensure that you have enough funds to cover the unit's chartering fees. Any applications submitted to the office, with the approval to use registration account funds by the unit will be processed—this may impact the ability to post the unit's charter should the available amount be below the chartering fee.

### 4. TIGER CUB ADULT PARTNERS:

When re-registering a Lion/ Tiger Cub Adult Partner in a new leader position, ensure to secure a new application. Lion Cub and Tiger Cub parents are automatically registered as a partner to their youth when their son registers for Scouting—this registration is not a paid or background checked position. When promoting Lion and Tiger Cub Adult Partners, follow the instructions on the front page of the Charter and include a new application.

### 5. DRAFT COPIES AND COMPLETE DOCUMENTS:

When selecting "submit your roster" in the internet recharter system, you are still required to print a final copy with which to secure signatures. Ensure your copy does not have a draft mark. Also, units are encouraged to submit complete charter documents to the Council office. This ensures that all applications and chartering fees are properly recorded with the correct unit.

