

## Re-Charter Worksheet and Checklist

Use this checklist when reviewing re-charter papers. Be sure each item can be answered with a "YES". Indicate any written notes on problems, concerns or questions that arise during the charter review.

Unit Type & #: \_\_\_\_\_ On time unit: \_\_\_\_\_ Journey to Excellence Worksheet Submitted: \_\_\_\_\_

District: \_\_\_\_\_ Person Reviewing Charter: \_\_\_\_\_ Position: \_\_\_\_\_

- |    | Yes                      | No                       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Check to be sure that the <b><i>Executive Officer</i></b> (Institutional Head) has signed off on the re-charter and that the signature matches the name on the charter. If a different Executive Officer, make sure the name, mailing address, and phone number are indicated. |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Is there a youth application for every member on the cover sheet that are "new registrants"? Does each of these applications have the Cubmaster's and parent's signature?  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Is all personal information correct for each youth (address, phone, date of birth, etc.)   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Are there proper number of adults in the required positions? Check off box for type of unit and put a check mark by each position filled.  |

### Minimum Required Adult Leaders

<input type="checkbox"/> Pack	<input type="checkbox"/> Troop	<input type="checkbox"/> Crew	<input type="checkbox"/> Post
<input type="checkbox"/> Charter Representative	<input type="checkbox"/> Charter Representative	<input type="checkbox"/> Charter Representative	
<input type="checkbox"/> Committee Chair	<input type="checkbox"/> Committee Chair	<input type="checkbox"/> Committee Chair	<input type="checkbox"/> Committee Chair
<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee
<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee	<input type="checkbox"/> Member of Committee
<input type="checkbox"/> Cubmaster	<input type="checkbox"/> Scoutmaster	<input type="checkbox"/> Crew Advisor	<input type="checkbox"/> Post Advisor
<input type="checkbox"/> Tiger, Den, or Webelos Leader			
* Charter representative and committee chairman can be the same person.			
**Pack Trainer (PT) and ScoutParent Coordinator (PC) count as Member of Committee			

- |     |                          |                          |  |
|-----|--------------------------|--------------------------|--|
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Is there an adult application for every member on the cover sheet that are "new registrants"? Does each of these applications have the applicant's signature along with the charter representative's/executive officer's and committee chairman's signature? |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | Has every adult taken Youth Protection Training during the past 2 years?   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Did new adult applicants provide their social security number on application?  |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | Is authorization form to conduct criminal background check attached to application?  |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Has the <b><i>unit leader</i></b> signed off on the re-charter paperwork?  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Is payment enclosed? Is it correct?  |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Did the <b><i>Executive Officer</i></b> sign a copy of the annual charter agreement?   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Did the unit complete Journey to Excellence form?  |