

• **CHARTER RENEWAL CHECKLIST** •



Unit Type:  Pack  Troop  Crew  Ship  Post

Unit #: \_\_\_\_\_

District:  Discovery  Redwood  Stanford

Unit Recharter Processor: \_\_\_\_\_

Council Reviewer: \_\_\_\_\_

District Executive: \_\_\_\_\_

**Internet Recharter Renewal Paperwork:**

- Turn in Internet Charter Renewal Paperwork – Please print the final version of the unit charter, **NOT** draft copy and turn it in.
- All pages of the Internet Charter Renewal Application are printed. Page one of Internet Charter Renewal Application is necessary even if no entries are listed on the page.
- Proof of current Youth Protection Training required for all adults.**
- Check the unit roster to make sure registered adults are meeting the minimum position requirements for the unit. See the “Positions Required for a Unit” chart at right. Ensure adults in roles are registered or have a complete application, disclosure form, and Youth Protection Training.

**Internet Charter Renewal Application Signatures:**

- Executive Officer (IH/EO) or Chartered Organization Representative (COR) of the Chartered Organization.

The Executive Officer or Chartered Organization Representative as listed on the charter papers must sign on the signature line. This signature can be given electronically at the time you complete your unit recharter. If you do not do this electronically, a wet signature is required.

<b>Positions Required for a Unit</b>			
<u>Pack</u>	<u>Troop</u>	<u>Crew</u>	<u>Ship</u>
CM	SM	VL	SK
CC	CC	CC	CC
MC	MC	MC	MC
MC	MC	MC	MC
CR	CR	CR	CR
DL			

- The CR may also be a CC or MC.  
- Packs must have at least one DL, WL, or TL.

**Calculation of Payment**

- The preferred method of payment is online via credit card or e-check. If you must submit payment with your charter, you may do so by making one check payable to Pacific Skyline Council. If you have chosen to pay from your unit account, please verify funds before dropping off your recharter. You may verify the amount of funds by calling the Foster City service center at (650) 341.5633.
- If not paying online, payment for the full amount of the charter renewal should be attached. Make single check payable to “Pacific Skyline Council.”

**Other Required Documents**

- [Annual Unit Charter Agreement](#), signed by chartered organization representative and institution head.
- [Journey to Excellence Scorecard](#), completed and signed.