

CHESTER COUNTY COUNCIL, BOY SCOUTS OF AMERICA – 2022 CHARTER RENEWAL CHECKLIST

CHARTER PACKETS ARE DUE ON NOVEMBER 13, 2021

Unit Type: _____ Unit Number: _____ Unit Representative Name: _____

Contact Person E-mail: _____ Contact Phone: _____

(Please Initial if Completed)

_____ Final version of the Internet Recharter roster has been printed and included in this packet.

_____ Once the Recharter is submitted online, your Key 3 (or Key 3 Delegates) **will be sent a link to sign and approve the recharter roster digitally online.**

_____ All new adults must have completed Adult Applications, Youth Protection Training Certificates, PA Act 153 Clearances (or MD waivers) and CBC Authorization form on file. *(Check for Volunteer Signature: COR Signature, and all questions have been answered on the right side of the application, and initials prior to applicant signature)*

_____ All adults have **VALID** (taken in 2021) Youth Protection Training and a current CBC Authorization form on file. This includes all PA Act 153 Clearances as required by registered position.

_____ All Direct Contact Leaders (CM, DL, SM, NL, SK, and assistants) and Committee Chairs (CC) have completed all basic leader training courses for their position. You have six-months from when registered to complete.

_____ Ensure that all new youth have been added to your charter roster in the Charter Renewal System. Include **completed Youth Applications signed by a parent and unit leader** and attach to the Charter Renewal Packet, with the prorated monthly fees for 2021 (\$11.50) plus the \$25 new member fee. *(This will not be calculated in your charter fees – you must add this for each new youth on the fee sheet)*

_____ Payment for the full amount indicated on the Recharter Fee Worksheet form must be attached. Please reference the fee chart located at <https://www.cccbsa.org/resources/internet-rechartering/> to ensure that your fees have been calculated correctly.

Please do not make charter payments online! When payments are made online, Council discounts are NOT applied, and it is extremely difficult to request refunds from the National Service Center if errors are made. Please pay with a check or money order. Payable to: **Chester County Council, BSA**

_____ Completed 2021 Journey to Excellence form, regardless of unit score.

_____ Completed Unit Account Letter of Authorization.

_____ Annual Charter Agreement signed by the Executive Officer (IH) of the Chartered Organization **AND** the Chartered Organization Representative (COR) **AND** the Committee Chair (CC). The Council signature will be obtained upon submission. The Council signature will be signed by your District Executive.

I certify that all of the above information has been completed and checked prior to submitting my unit's Charter Renewal Packet. I understand that if this information is not completed fully and accurately that it is my responsibility to complete all defects and submit the final version of my unit's charter renewal paperwork no later than November 13, 2021 by 5:00PM.

Print and bring this completed form with you to recharter day.

Signature: _____ Date: _____

Accepted as Error Free and Complete By: _____ Date: _____
(Commissioner or District Executive)