

CHESTER COUNTY COUNCIL, BOY SCOUTS OF AMERICA – 2021 CHARTER RENEWAL CHECKLIST

CHARTER PACKETS ARE TO DUE ON NOVEMBER 14, 2020

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

Contact Person E-mail: _____ Contact Phone: _____

(Please Initial if Completed)

_____ Final version of the **FULL** Internet Charter Renewal has been printed. All pages must be included, including page one. **DO NOT** submit a draft version, or the two page E-Z Summary Renewal Report.

_____ Your Executive Officer (IH) or Chartered Organization Representative (COR) **may process your charter online and indicate themselves as the approver**. The approver name and initials must match. **In that case ONLY**, no additional signatures are needed.

If your unit is not using online approval, or if the approver initials do not match the name, then the following signatures are required:

- Council Representative – Your District Executive (can be obtained when turned in)
- The Executive Officer (IH) of the Chartered Organization
- The Unit Leader (Cubmaster, Scoutmaster, or Crew Advisor)

_____ All New Adults listed on page 1, have completed Adult Applications, Youth Protection Training certificates, PA Act 153 clearances and have a new Criminal Background Check 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 2020) Youth Protection Training and a current Criminal Background Check 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 Internet Charter Renewal System. Include **completed Youth Applications for all new Scouts listed on Page 1** and attach to the Charter Renewal Packet, signed by Unit Leader/Designee, with the prorated monthly fee (\$11) plus the \$25 new member fee. *(This will not be calculated in your charter fees – you must add this for each new youth on page 1)*

_____ Payment for the full amount indicated on the charter payment form must be attached. Please reference the fee chart in your charter renewal packet to ensure that your fees have been calculated correctly.

Please do not make charter payments online! When payments are made online, 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 2020 Journey to Excellence Form – regardless of unit score.

_____ Annual Charter Agreement signed by the Executive Officer (IH) of the Chartered Organization **AND** the Chartered Organization Representative (COR). 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 14, 2020 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)