

## Checklist for Recharter

1. **Gather all information needed to start recharter:**
  - a. A Unit Roster (from your Unit Advancement Processor).
  - b. List of youth and adults to remain on roster.
  - c. List of youth and adults to be removed from roster.
  - d. List of youth and adult that want Boy's Life.
  - e. Completed applications of **New** youth and adults.
  - f. Disclosure forms for **ALL** new and renewing registered adults.
  - g. Youth Protection Certificates for **New** adults and Venturing Participants.
2. Complete recharter process online by **submitting and printing**. (2 copies one for council and one for the unit)
3. Gather all required signatures (for recharter and applications)
4. Collect fees that are due.
5. Turn in hard copies of your completed, signed recharter, Annual Charter Agreements, signed Disclosure forms, and fees to our District Executive or the Council office on or before December 1st.

**Please be aware that incomplete Recharters will not be posted until all issues are cleared up. So please, check and recheck your charter before turning it in.**

Commonly overlooked items:

1. **No signatures or incorrect signatures on adult applications and Recharter.**
  - a. Adult applications should have Charter organization head or representative's signature.
  - b. Recharter should have Executive Officer (IH) and the Unit Leader signature.
2. **Missing Youth Protection Certificate.**
  - a. Please check your recharter for those that need Youth Protection (You should find this on the pages after all registered members.)
3. **No fee or wrong amount attached.**
  - a. Remember **NO ONE** is a transfer during the Recharter process. Do not mark anyone as a transfer on the recharter.
4. **Applications missing.**
  - a. Make sure there are applications for names listed on the front of the Recharter.

5. **Incomplete Applications.**
  - a. Adults missing Social Security number, and not answering Question #6. We can not process applications without a Social Security number and section #6 filled out completely.
  - b. Youth missing parent information (important especially for Tiger cubs), also missing birthdates.
  - c. Please check all applications thoroughly.
  
6. **Not Submitting Recharter Online.**

The draft copy **will not** be accepted. You **MUST SUBMIT TO COUNCIL ELECTRONICALLY then print and provide a signed copy to council, with new completed youth and adult applications and Youth Protection Certificates as needed.**
  
7. **DON'T FORGET THE ANNUAL CHARTER AGREEMENT!**

## **New**

**A new, signed Additional Disclosures & Background Check Authorization form must be collected before any adult's annual registration is processed.** Councils must collect and retain the signature page of the authorization form in accordance with the BSA's retention schedule.

**All Venturing Participants 18 and over must complete an adult application and take Venturing Youth Protection.**

## **New Member Coordinator Position**

There's a new position available to help the unit welcome new members and their parents, introduce them into the unit, and get them off to a great start in Scouting. The new position, called New Member Coordinator (position code NM), is available for every type of Scouting unit (Cub Scouts, Boy Scouts, Venturing, and Sea Scouts) and Exploring posts and clubs. Its purpose is not only to help recruit new members to join the unit, but also to engage new youth and their families in the unit experience so they feel *Welcomed*.

The New Member Coordinator position is a registered adult leader position requiring an adult leader application, Youth Protection training and a criminal background check. A unit can have one or more new member coordinators.

The position of new member coordinator replaces the positions of parent coordinator (position code PC) and unit membership chair (position code 126U). These positions codes will be expired at the end of the year and will no longer be available. All leaders currently in those positions will receive several communications to encourage them to become new member coordinators. You may consider including information in Internet Rechartering instructions informing units of the new position.

Click here to view the [NMC webpage](#) which is full of helpful information.

# Position Codes

**Position codes** – All positions can be held by male or female and the minimum age requirements for each position is in parentheses next to the position.

CR	Chartered Organizational Rep (21)	PT	Pack Trainer (21)
CC	Committee Chairman (21)	AP	Tiger Cub Adult (18)
MC	Committee Member (21)	LL	Lion Cub Den Leader (21)
PC	Parent Coordinator (21)	SM	Scoutmaster (21)
TL	Tiger Cub Den Leader (21)	SA	Assistant Scoutmaster (18)
CM	Cubmaster (21)	VC	Varsity Scout Coach (21)
CA	Assistant Cubmaster (18)	VA	Assistant Varsity Scout Coach (18)
WL	Webelos Den Leader (21)	NL	Crew Advisor (21)
WA	Assistant Webelos Den Leader (18)	NA	Crew Assistant Advisor (21)
DL	Den Leader (21)	SK	Ship Skipper (21)
DA	Assistant Den Leader (18)	MT	Mate (21)
IH	Institutional Head	<b>NM</b>	<b>New Member Coordinator (NEW)</b>
92U	Unit College Scouter Reserve	91U	Unit Scouter Reserve (21)
92V	Venturing College Scouter Reserve (21)		

## **Required Positions per Unit:**

**PACK** IH, CR, CC, (2) MC's, or (1) MC and (1) PT, CM and one den leader, either a TL, DL or WL. There must be a AP for every registered Tiger Club.  
The following is Optional: CA, WA, DA, PT.

**TROOP** IH, CR, CC, (2) MC's and SM. The SA is optional.

**TEAM** IH, CR, CC, (2) MC's and VC. The VA is optional.

**CREW** IH, CR, CC, (2) MC's and NL. The NA is optional.

**SHIP** IH, CR, CC, (2) MC's and SK. The MT is optional.