

Checklist for Recharter

1. **Gather all information needed to start recharter:**
 - a. A Unit Roster (Provided).
 - b. List of youth and adults to remain on roster.
 - c. List of youth and adults to be removed from roster.
 - d. Completed applications for **New** youth and adults.
 - e. Disclosure forms for **New** adults.
 - f. Youth Protection Certificates (as needed)
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. Either bring or mail completed Recharter (Packet, fees and new application) to the Council Office on or before December 1st.

Please be aware that if there are any issues with your Recharter, it will not be posted until those issues are cleared up. So please check and recheck your charter before turning it in.

Commonly made mistakes:

1. **No signatures or incorrect signatures on adult applications and Recharter.**
 - a. Adult applications should have the Organization Executive Officers signature.
 - b. Recharter should have Organization Executive Officer and the Post Advisor signature.
2. **Missing Youth Protection Certificates.**
 - a. Please check your recharter for those that need Youth Protection.
3. **No fee or wrong amount attached.**
 - a. Remember **NO ONE** is a transfer at Recharter time.
4. **Applications missing.**
 - a. Make sure there are applications for all persons listed on the front of the Recharter packet.

5. **Incomplete Applications.**
 - a. Adults missing Social Security number.

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, #28-573 forms and Youth Protection Certificates as needed.**

7. **DON'T FORGET THE ANNUAL CHARTER AGREEMENT!**

Position Codes

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

EA Explorer Post Advisor (21)	PCC Post Committee Chair (21)
AA Explorer Post Associate Advisor (21)	PMC Post Committee Member
IH Institutional Head	

New Positions

Exploring Council Service Team Chair (Code 137)
 Exploring Council Service Team Member (Code 138)
 Exploring District Service Team Chair (Code 139)
 Exploring District Service Team Member (Code 140)
 Learning for Life Presenter (Code 141) This position has the same structure as a Merit Badge Counselor, with no fee required. A criminal background check will be conducted.

Required Positions per Unit:

POST IH, PCC, EA, (2) PMC's
 The following is Optional: AA.

Pricing:

Unit Liability Fee	\$75
Youth	\$42
Adults	\$42