



# Re-Charter Check List



- Does the unit have the correct number of Adult Leadership Positions
  - Packs: IH, CR, CC, MC(2 or more), CM, DL(1 or more)
  - Troops: IH, CR, CC, MC(2 or more), SM
  - Crews: IH, CR, CC, MC(2 or more), NL
  - Ships: IH, CR, CC, MC(2 or more), SK
  
- Review & Update **ALL** Address, Phone & Emails for all returning Adults & Youth prior to submitting online
  
- Please make sure that **All Adults** on Charter are current with Youth Protection Training
  
- Review & Print Draft prior to final submission
  
- Print Final Submitted Online Charter with the following signatures:
  - Chartered Organizational Head or Charter Organization Representative and Unit Leader (if not approved online by the Chartered Organizational Head or Charter Organization Representative)**
  
  - New Member Applications (youth & adults) with proper signatures (Youth Application: Unit Leader; Adult Application: Chartered Organization Head or Representative). These applications should be turned in at the time the Youth/Adult joined your unit, please do not hold them to charter time.**
  
- Youth Protection Documentation (if flagged on charter)
  
- Journey to Excellence Form (filled out & signed by the Unit Leader & Committee Chair)
  
- NEW Background (CBC) Disclosure Authorization (if flagged on charter)
  
- Annual Unit Charter Agreement Form (signed by the Charter Organization Head, Representative & Chair)
  
- Fees for Charter Renewal

**Please bring this check list with you at time of your Charter Turn-In**

If you have any questions concerning the re-chartering process, please call or email your District Professional:

**Nundawaga:** Jim McMullen (716)512-6207 [Jim.McMullen@scouting.org](mailto:Jim.McMullen@scouting.org)

**Onondaga:** Chris Matthewson (716)512-6212 [Chris.Matthewson@scouting.org](mailto:Chris.Matthewson@scouting.org)

**Polaris:** Brandon Blatz (716)512-6214 [Brandon.Blatz@scouting.org](mailto:Brandon.Blatz@scouting.org)

**Red Jacket:** Daniel Carpenter (716)512-6208 [Daniel.Carpenter@scouting.org](mailto:Daniel.Carpenter@scouting.org)

**Seneca & Towpath:** Jessica Bonham (585)343-0307 [Jessica.Bonham@scouting.org](mailto:Jessica.Bonham@scouting.org)

**ALL CHARTERS ARE DUE ON THE DATE LISTED ON OUR WEBSITE RECHARTING PAGE**

**Submit your charter renewal:** at the Council Offices between the hours of 10am to 4:00pm Mondays – Fridays (please call to setup an appointment with your District Professional or contact your Unit/District Commissioner).