



RECHARTERING



Most Common Errors:

- Certain Pack leadership positions must be filled. None of these people may hold more than one office except the CR, who may also be an MC.
 - + Chartered Organization Representative (CR)
 - + Cubmaster (CM)
 - + Committee Chair (CC)
 - + Two Committee Members (MC)
 - + Tiger Den Leader (if you have Tigers) (TL)
 - + Cub Den Leader (if you have Wolves or Bears) (DL)
 - + Webelos Den Leader (if you have Webelos) (WL)

- Be sure to renew *Boys' Life* for boys who received it last year. Unless a family tells you they do not wish to receive *Boys' Life*, you may not cancel their subscription. All Packs should be ONE HUNDRED PERCENT *Boys' Life*... is yours?

- Don't cross out Scouts you haven't seen recently! Do not cancel a Scout's registration unless the family tells you they wish to quit your Pack. Families should be invited to attend meetings when they have been gone, not dropped from the charter because it's easier. **All boys who are crossed out must be listed on the "Youth Retention Management Form."**

- Goldenrod Charter Agreement must be signed by the Chartered Organization and your Commissioner.

- Adult leaders who change positions must complete a new Adult Leader Application including their Social Security Number. This is a new BSA National policy as of April, 2003.

- Double-check that the registration and Boys' Life fees enclosed match the fees required! \$22.00 per boy includes \$10 registration and \$12.00 *Boys' Life*. Adult leader fees are \$10. If an adult leader has paid their registration in another unit, they are not required to pay again. Place a circled "M" next to their name—you **must** write the unit they have their paid registration in.

- Be sure the top of the Charter form itself is signed by the Executive Officer of the Chartering Organization.

To Recharter:

- 1) Ensure that Chartered Organization information is correct. If the Executive Officer has changed, he/she **must** complete a new Adult Leader Application.

- 2) Check the information for all leaders and youth. Make corrections as needed. If a leader's training status has changed, the course title, month, and year of the training are **required**.

- 3) Adults who are changing positions **must** complete a new Adult Leader Application.

- 4) Be sure to mark "Y" for all *Boys' Life* subscriptions. One subscription must go to every youth home to be 100% *Boys' Life*.

- 5) Be sure you have the proper adult leader positions filled to recharter. See the first point at left for details. If the Institutional Head / Executive Officer holds a leadership position, he or she must pay and register as an adult leader.

- 6) Neatly cross out adults and boys who have left your Pack. **YOU MAY NOT ASSUME THAT A BOY WHO HAS MISSED MEETINGS WISHES TO QUIT!** All families should be personally contacted and confirmed that they are quitting before being crossed out. **All boys who are crossed out must be listed on the "Youth Retention Management Form."** Any boy who sold more than \$30 in popcorn this year already paid you for his next year's registration!

- 7) Complete new applications only for boys not on the roster. If you have already turned in an application for the boy, write his name and information at the end of the roster.

- 8) Calculate Registration and *Boys' Life* fees for all leaders and boys. Use the top half of the front page of your charter printout for calculations. Don't forget the \$20 chartering fee.

- 9) Obtain your Chartered Organization's signature on the charter printout and the goldenrod Charter Agreement.

- 10) Complete the Quality Unit application, even if you are not Quality.

- 11) Call your Unit Commissioner or District Director if you need assistance with your charter.

- 12) **Turn in your completed, signed, and paid Charter by Friday, December 15 to Jeremy or Millie at the Hingst Scout Service Center.**