



Unit Recharter Checklist

Pack/Troop/Team/Crew/Ship # \_\_\_\_\_

Contact your Unit or District Commissioner for assistance with rechartering before contacting the Council Office.

1: Rechartering Champion

Has the unit selected a Charter Renewal Champion? .....  Yes  No

Contact Information: Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone # \_\_\_\_\_

New Renewal Champions should review the Rechartering Tutorial at <https://scoutnet.scouting.org/ucrs/Help/tutorial/main.html>

2: Leader Registration

Unit Leader is registered correctly? .....  Yes  No

Committee Chair is registered correctly? .....  Yes  No

Institutional Representative is registered correctly? .....  Yes  No

Individuals can have multiple BSA ID numbers that can cause rechartering issues.  
Be aware of this potential issue and verify that Unit Leader records are correct.

3: Membership Inventory

Has the unit conducted a membership inventory? .....  Yes  No

The BSA Membership Inventory outline is located at [http://www.scouting.org/filestore/pdf/524-176\\_WB.pdf](http://www.scouting.org/filestore/pdf/524-176_WB.pdf)

4: Rechartering Code

What is the unit's current recharter code? \_\_\_\_\_

This code, and the password to the reregistration site, is unique each year.

5: Youth Protection Training

Are all registered adults current with Youth Protection Training certification? .....  Yes  No

Individuals can have multiple BSA ID numbers that can cause rechartering issues.  
Be aware of this potential issue and verify that Unit Leaders records are correct.  
If a leader's YPT certification expires shortly after December 31, it is recommended to renew YPT before submission.

6: Journey to Excellence

Is the Unit's Journey to Excellence Unit Scorecard complete? .....  Yes  No

Scorecards are located at <http://www.scouting.org/jte.aspx>

7: Registration Fees

How will the unit pay the reregistration fee? \_\_\_\_\_

Payment options are: Check, Money Order, Cashers Check, or Cash  
Credit/Debit cards are not accepted for registration fees at this time.

8: Commissioner Contact

Has the charter submission date been scheduled with the  
Unit Commissioner or Unit Serving Executive? .....  Yes  No

