

Pine Tree Council

2023 Recharter

Checklist

Before returning your recharter, please use this checklist to make sure you have ALL the following documents. Recharters submitted incomplete will not be posted.

___ **Annual Unit Charter Agreement-** signed by the Executive Officer and/ or Charter Organization Representative.

___ **2023 Charter Renewal/ Unit Roster-** with signatures.

___ **Youth Applications-** for any new youth.

___ **Adult Applications-** Completed and signed by applicant and Charter Org Rep.

___ **Criminal Background Authorization Form-** (updated 2019) for any new Adults.

___ **Payment-** Cash, Check or Money Order only. We are unable to accept credit cards for recharter payment at this time.

___ **Journey to Excellence Score Card-** Completed and signed by Committee Chair and Scoutmaster/ Cubmaster/ Advisor/ Skipper.

Pine Tree Council District 2023 Recharter Timeline

August

- Attend Kickoff: Timeline and Annual Charter Agreement will be handed out.
- Identify the person(s) coordinating/completing the recharter process
- Schedule the Annual Meeting with the unit's executive officer/charter organization representative to sign Unit Charter Agreement.
- **UNIT LEADER MUST BE TRAINED FOR THEIR POSITION to complete Recharter!**
[Scoutmaster/Cubmaster/Crew Advisor/Skipper/Post Advisor]

September

- Open House/Recruitment event(s)
- Complete audit on 2023 charter renewal roster
- Collect money for youth and adults as outlined
- Obtain complete applications for youth and adults not on the roster (YPT certs for adults)
- Ensure YPT expiration dates expire in 2024 (no earlier)
- Finish obtaining required signatures for Unit Charter Agreement

October

- Utilize the Charter Renewal Overflow Page to manually add new youth to 2023 roster

November

- Submit printed and signed charter to unit and/or district commissioners
- Unit and district commissioners audit charters and obtain missing signatures/ applications
- Remit appropriate monies to Council
-

Before submitting charter-

- ✓ Submit ALL fall recruiting youth and adult apps and dues before submitting the 2023 charter. Any app submitted after November 30, 2022, cannot be back dated to 2022.
- ✓ Check Youth Protection Training for all adults in your unit. Certification must be valid through December 31, 2023.
- ✓ Check unit account balance and pay any outstanding debts for 2022. Fees submitted with 2023 charter will be used to pay oldest balance due. Any remaining funds will be applied to the 2023 charter. Charter will NOT be posted if there are insufficient funds in the unit account.

Recharter Questions?

Check the RECHARTER link on the Pine Tree Council Website: <https://pinetreebsa.org/>

Contact your District Commissioner for help.