

# Annual Charter Renewal Checklist

## Charter renewal signatures:

- Executive Officer/Institutional Head of Sponsoring organization.
- Council Representative (District Commissioner, Unit Commissioner or District Executive) can be obtained at turn-in.
- Unit Leader (Cubmaster, Troopmaster, Crew Advisor etc.)

## Required Adult members

- Executive Officer
- Chartered Organization Representative – *The only person who can hold more than one position in a unit; he or she can serve as a committee chairman or a member of committee.*
- Committee Chairman
- Minimum of 2 members of Committee (*one of which can be a Scoutparent Unit Coordinator*)
- Unit Leader (Cubmaster, Troopmaster, Crew Advisor etc.)
- Cub Packs must also have at least one of the following:
  - Tiger Cub Den Leader (*If your pack has Tiger Cubs*)
  - Den Leader (*One for each rank: Wolf and Bear; your pack has*)
  - Webelos Den Leader (*If your pack has Webelos*)
- Troops must also have at least one
  - Assistant Scoutmaster (*required to qualify of the Centennial Award*)
- Crews must also have at least one
  - Associate Advisor (*required to qualify for the Centennial Award*)
- Scoutparent (*No-fee, non-registered volunteer position*)

## Youth members

- Verify Name, Address, Grade and rank for each registered youth
- Verify Boy's Life Subscription for each youth.

**Packs**

- If a Tiger Cub verify Tiger Cub Adult Partner information is complete. A Tiger Cub must be under age 8, **have** completed kindergarten **or** be in the first grade **or** be age 7.
- A Cub Scout must have completed first grade but not completed third grade **or** be age 8 or 9.
- A Webelos Scout must have completed third grade but not completed fifth grade, **or** be age 10 but not yet 11 ½.

**Troops**

- **All** Boy Scouts **must** have completed the fifth grade **and** be a least 10 years old, **or** be age 11, **or** have earned the Arrow of Light Award **and** be at least 10 years old, but has not reached age 18.

**Venture Crews**

- **All** Venture Crew youth participants **must** be at least 14 years of age **and** have completed eight grade, **or** are 15 years of age, but not yet 21