

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, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)

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, Scoutmaster, Crew Advisor, Varsity Coach, Skipper)
- 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*)
- Packs/Troops/Teams must also have at least one
 - Assistant Cubmaster/Assistant Scoutmaster/Varsity Assistant (*required to qualify of the Centennial Award*)
- Crews/Ships must also have at least one
 - Associate Advisor/Mate (*required to qualify for the Centennial Award*)
- ScoutParent (*No-fee, non-registered volunteer position*)
- Adult partner (*No-fee, non-registered volunteer position*) for every registered Tiger Cub

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 1/2 years old, but has not reached age 18.

Teams

- **All** Scouts **must** be at least age 14 and not yet reached age 18.

Venture Crews

- **All** Venture Crew/Sea Scout youth participants **must** be 14 years of age, **or** 13 years **and** have completed eight grade. The maximum age for youth participation is under 21 years.