

RECHARTER FORM - LINE BY LINE INSTRUCTIONS

Chartered Org Information- Check the name, address and the Executive Officer information. Change any items in error. NOTE: The chartered organization can be changed only with the approval of council.

Charter Renewal
 Unit : Pack 3100
 District: 01 - Mapleleaf County: Hamilton
 Unit Status: R Term (in months): 12 Expire Date: 12/31/2004
 Chartered Organization: ABC Elementary School Executive Officer: Thomas Smith Boys' Life: Term: 12 months
 1234 Main St 1234 Main St Begins: 3/2004
 Anywhere, State, 12345 Anywhere, State, 12345 Ends: 2/2005

Total Paid Youth
 Enter the number of paid youth members and their fees. Each unit must have at least five paid youth members.

Chartered Organization Certification- The executive officer of the organization approves the application and signs here.

Executive Officer Certification _____
 signature
 Our organization approves this application and all reregistering adults. I understand the responsibility for the approval of new adults can be given to our chartered organization representative.

Registration	Qty	Fee
Paid Youth	_____	_____
Multiple Youth	_____	XXXXX
Paid Youth BL	_____	_____
Paid Adults	_____	_____
Multiple Adults	_____	XXXXX
Paid Adult BL	_____	_____
Charter Fee	_____	\$ 20.00
TOTAL	_____	_____

Total Multiple Youth
 Enter the number of multiple youth members. Only Venture or Varsity Scouts may multiple into other units.

Council Representative Certification- An individual representing the council must sign here indicating that all procedures and policies have been followed.

Council Representative _____
 Certification signature

Youth Boys' Life Subscriptions
 Enter the number of youth member Boys' Life subscriptions and the fees.

Completed Tenure
 The number of months indicates the completed tenure for this unit as of the last renewal date. This is for information only.

18 months completed tenure Disability Code ___ 100% BL ___ On Time Unit? ___

Total Paid Adults
 Enter the number of paid adults and their fees.

Disability Code
 If the unit is serving a majority of youth with disabilities, indicate the code on the line as follows:
 V-Visual O - Orthopedic
 E-Emotional H- Hearing
 D-Developmental
 L-Learning Disabled
 M-Mentally Retarded

Adult Members							
Position	Name	Address	B/L	DOB	Gender	Phone	
Committee Member	Joseph Hill	231 Bailey Pl Anyplace, USA 12345	N	12/01/1956	M	(200) 456-7891	
Den Leader	Mary Jones	456 Park Ave Anyplace, USA 12345	N	01/15/1965	F	(200) 234-1234	
Webelos Den Leader	Donna Martin	255 Cliffview Pl Anyplace, USA 12345	N	03/31/1966	F	(200) 985-6543	
Cubmaster	Larry Smith	825 Progress Pl Anyplace, USA 12345	N	12/13/1964	M	(200) 892-3456	
Committee Member	John Taylor	950 Maple St Anyplace, USA 12345	N	04/24/1952	M	(200) 489-2003	
Tiger Cub Den Leader	Lisa Williams	241 Oak Hill Dr Anyplace, USA 12345	N	08/15/1976	F	(200) 789-1234	
Charter Org Rep	Mark Zirka	125 Main St Anyplace, USA 12345	N	06/19/1955	M	(200) 456-9876	
Tiger Cub Adult Partners							
Tiger Cub Adult	David Baker	145 Autumn Rd Anyplace, USA 12345	N	10/13/1961	M	(200) 234-6543	
Tiger Cub Adult	John Partin	1405 Trail Ct Anyplace, USA 12345	N	09/12/1966	M	(200) 255-5555	
Tiger Cub Adult	Lisa Williams	241 Oak Hill Dr Anyplace, USA 12345	N	08/15/1976	F	(200) 789-1234	

Multiple Adults
 Enter the number of multiple adults. No one may register in more than one position in the same unit except the Charter Org Rep, who may also serve as committee member or committee chairman, if needed.

100% Boys' Life
 Place a "Y" on the line indicating 100% Boys' Life if the families of all youth members are receiving Boys' Life magazine.

Adults Printed: 10

Total Adult Boys' Life Subscriptions
 Enter the number of adult Boys' Life subscriptions and fees.

On-time Unit
 Place a "Y" on the line indicating that the charter renewal form was turned in on or before the charter renewal date.

Charter Fee
 All units are required to pay an annual \$20 charter fee. This fee is submitted with the unit's application and helps defray expenses of the general liability insurance program.

Unit Leader Certification
 The unit leader certifies that each member meets the age requirements as follows:

Youth Members Tiger Cubs

Rank	Name	Address	BL	DOB	Gender	Phone
	Michael Baker	145 Autumn Rd Anyplace, USA 12345	N	11/24/1997	M	(200) 234-6543
	Jeffrey Partin	1405 Trail Ct Anyplace, USA 12345	N	03/13/1996	M	(200) 255-5555
	Matthew Williams	241 Oak Hill Dr Anyplace, USA 12345	N	08/11/1996	M	(200) 789-1234

Adult and Youth Member Listings
 Check the information for accuracy for each member. (name, address, DOB, phone, etc.)

Packs
 The Cubmaster certifies that each member has parental consent and that:
 Tiger Cubs are in the first grade or 7 years old. Cub Scouts are in the 2nd/3rd grade or 8/9 years old. Webelos Scouts are in the 4th/5th grade or 10/11 years old.

Cub Scouts

Bobcat	Bryan Barnes	142 Alamo Dr Anyplace, USA 12345	Y	07/02/1995	M	(200) 345-1254
Wolf	Steven Barnes	142 Alamo Dr Anyplace, USA 12345	Y	04/05/1994	M	(200) 345-1254
Wolf	Ryan Franz	1255 Main St Anyplace, USA 12345	Y	06/06/1994	M	(200) 231-8795
Wolf	Spencer Hayes	725 Barren Ln Anyplace, USA 12345	Y	07/15/1994	M	(200) 456-9856
Wolf	Nicholas Jones	456 Park Ave Anyplace, USA 12345	Y	01/15/1994	M	(200) 234-1234

If the member is registering with no change, do nothing. If the member has dropped, cross out all information for that individual.

Troops
 The Scoutmaster certifies that each boy is at least 11 years of age or has completed the fifth grade, or has earned the Arrow of Light, and is not yet 18 years of age, and has parental consent.

Webelos

Bear	Chris Bellow	136 Mill Dr Anyplace, USA 12345	Y	03/12/1993	M	(200) 986-5423
Webelos	Chris Martin	55 Cliffview Pl Anyplace, USA 12345	Y	05/31/1993	M	(200) 985-6543
Bear	James Turner	1121 Golfview Ln Anyplace, USA 12345	Y	08/03/1992	M	(200) 546-2331

If the adult position is changing, cross out old position and write in new position.

Teams/Crews
 The coach/crew leader certifies that each member is at least 14 and completed the 8th grade, and not yet 21 years of age.

Unit Leader Certification: _____

Youth Printed: 11

If you have an adult or youth multiple, circle the name and write in the unit where they paid registration. NOTE: Only Venturers or Varsity Scouts can have multiple youth registrations. Boys' Life - Below the column BL mark "Y" to indicate that the member desires a subscription.

OVER

Minimum Adult Leader Requirements for Registration

IH - Institution Head or Executive Officer. This position does not require a fee.

CR - Chartered Organization Representative is selected by the Charter Organization and is one of its members. He or she is registered for this unit and any other units the organization operates.

CC - Committee Chair, who heads the unit committee.

MC - Member of Committee, each unit must have **at least two**, however there is no limit to the number of committee members that can be registered to the unit.

UNIT LEADER - All units must have a unit leader. The unit leader title depends on the type of unit:

Cub Scouts - Cubmaster **CM**

Boy Scouts - Scoutmaster **SM**

Varsity Team - Varsity Coach **VC**

Venture Crew - Crew Leader **NL**

TL - Tiger Cub Den Leader, suggested for Packs that have Tiger Cubs (1st graders).

DL - Den Leader, at least one required.

WL - Webelos Leader, suggested in Packs that have Webelos dens (4th and/or 5th graders).

All leaders must be at least 21 years of age except Assistant Cubmasters, Assistant Scoutmasters and Tiger Cub Adult Partners.

Remember, any activity or meeting requires the presence of two adults. Recruiting and registering assistant leaders will help the unit comply with this requirement.

Minimum Youth Membership Requirements

A unit is required to have a minimum of five youth unless special circumstances exist which requires the Scout Executive's approval.

Insurance

The Dan Beard Council carries accident insurance on all members. At recharter time, each adult, youth and Tiger Cub partner pays \$1.75 for insurance coverage. Please do not forget to include with your recharter fees.

Electronic Rechartering

You may file your recharter electronically with one of the approved software programs:

- Packmaster
- Troopmaster
- Rank N File
- Scout/Cub Mate
- ScoutSoft (LDS units only)

Units must submit a paper copy with the appropriate signatures along with the floppy diskette that includes the electronic file. The software will enforce all registration rules and calculate registration fees. However, the software does not calculate the insurance fee (\$1.75 per youth and adult - including Tiger partners). This must be added to the calculated fees.