Rechartering begins with school signup night!

1. Acquire a copy of your current roster from your Unit Commissioner or at the Service Center.

2. Check off returning Scouts and Adults.

3. Call **ALL** Scouts who did not attend signup night. If they are returning, check them off; if they are not returning, write: delete" next to their name.

4. Replace any "non-returning" Adults who were registered as a necessary position in your Unit. EX. If a Den Leader is not returning and you have Wolf or Bear Cubs registered, you need a new Adult Leader to fill out an application and have them added to your Unit Roster as Den Leader.

5. Have new Scouts fill out a Youth application and pay the appropriate fees.

6. On a separate piece of paper, write down the names and birth dates and grades of all the **NEW** Scouts.

7. Upon completion of registration of returning youth and adults and new youth and adults, bring copies of the applications and fees to the Service Center for the Registrar to update your Unit roster. **This must be completed by October 15!**

8. Your updated roster will be printed the first week of November and your Charter renewal package will be available from your Unit Commissioner.

9. Upon receipt of your package, have the Charter Agreement signed by your Charter Organization Representative. (This person's name is listed on your Charter as CR). Acquire the Charter fee from this person. Check your roster to ensure that **ALL** youth and adult information is correct. On the fee schedule, fill in the numbers for youth and adults and multiply by he fees for membership and insurance.

10. Bring everything to the Service Center 15 days prior to your Charter's expiration date. That means: signed Charter Agreement, Charter fee, roster with changes made to it (if any), youth and adult applications if names are not on the roster and **ALL** appropriate fees. Don't forget the Quality Unit worksheet! Breathe a sigh of relief!