

Mississippi Valley Council

Unit Charter Renewal Checklist

- Review your roster of registered youth and adults on my.scouting.org (Organization Manager -> Roster)
- Register any youth/adults that aren't currently registered but should be by November 17, 2023
- Confirm which registered youth/adults are returning (or not returning) next year
 - If an adult is active in more than one pack or troop, confirm which unit is their primary (paid) membership (the other units will mark them as a multiple)
- Collect fees from those returning (\$80 per youth and \$60 per adult)
- Ensure that ALL returning adults have a YPT completion date after March 1, 2022
 - For those with earlier dates, YPT must be completed prior to completing the recharter process
- Complete the online recharter at advancements.scouting.org by Tuesday, December 5, 2023. New youth and adults registered after August 1, 2023, will be listed as "Pre Paid" on the Renewal Roster Fees page.
 - **DO NOT** pay via the online fund transfer(check) or credit card option; choose Pay at Council
 - Print a copy of the Unit Charter Renewal Report Package when you receive the confirmation email
- Ensure that all returning adults in the roles of Scoutmaster/ASM, Cubmaster, Den Leader, and Committee Chair are fully trained for their position
 - See report in Training Manager in my.scouting.org for unit list
- Download and complete the Journey to Excellence [scorecard](#)
- Turn in the following documents to your District Executive in either the Quincy or Burlington office by Wednesday, December 6, 2023:
 - Copy of the Unit Charter Renewal Report Package
 - Training records
 - JTE scorecard
 - Recharter fees payment (including \$100 unit charter fees)

Have you planned for next year?

Complete the following and share it with your District Executive:

(Pack / Troop / Post) # _____ of (Eagle Valley / Shoquoquon) District

Our unit's Delivery the Promise presentation date (approximate) is: _____

Our unit is planning to participate in the Camp Card sale: YES / NO QTY Desired: _____

Troops – Where and when are you going to summer camp?
