

## Unit Recharter Checklist

Review your roster of registered youth and adults on [my.scouting.org](http://my.scouting.org)  
(Organization Manager->Roster)

Register any youth or adults that aren't currently registered but should be

Confirm which registered youth/adults are returning or not returning next year

Collect fees/dues from those returning

Ensure that all returning adults in direct contact positions (Scoutmaster/ASM, Cubmaster, Den Leader) are fully trained for their position ( report under Training Manager in [my.scouting.org](http://my.scouting.org))

Ensure that all returning adults have taken YPT this calendar year

Complete the online recharter at **[advancements.scouting.org](http://advancements.scouting.org)**

Complete the Journey to Excellence scorecard

Complete the Annual Charter Agreement

Turn in this form, JTE, Annual Charter Agreement, training reports for your leaders and YPT to your district staff member.

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Have you planned for next year yet? Complete the following and share it with your district staff member:

Our unit's spring sign-ups for new members (March, April, or May) is

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Our unit's annual planning meeting (recommended before school lets out) is

\_\_\_\_\_

Our unit is planning on participating in the camp card sale (    yes / no    )

Our unit is planning on participating in fall popcorn (    yes/no    )

Troops, where are you going to summer camp?