

## RECHARTER RECHECK

- Ensure Roster Accuracy.
  - All new member applications have been submitted to Lake Erie Council **prior** to submitting the recharter.
    - Pay close attention to Charter Organization Representative (COR) and Institutional Head (IH) changes. These **must** be done before submitting the charter.
  - All members with multiple registrations have been confirmed and marked correctly.
  - Contact information for all members is up to date.
    - **Ensure each member has the correct email. This is where they will receive notifications to renew their membership with the BSA starting in 2024.**
  - All Scout Life subscriptions have been confirmed.
  - There are at least 5 youth on the roster.
  - All the required positions are filled.
    - **Cub Scouts:** 1 Charter Organization Representative, 1 Committee Chair, 1 Cubmaster, 2 Committee Members, and 1 Den Leader.
    - **Scouts BSA:** 1 Charter Organization Representative, 1 Committee Chair, 1 Scoutmaster, and 2 Committee Members.
    - **Venturing:** 1 Charter Organization Representative, 1 Committee Chair, 1 Advisor, and 2 Committee Members.
- All leaders have a current, unexpired Youth Protection Training.
- There are no warnings or errors.
- The recharter document has been signed (manually or electronically) by the Charter Organization Representative (COR), Executive Officer, or Council Unit Representative (CUR).
- Forward the signed PDF of the recharter to [recharter@lecbsa.org](mailto:recharter@lecbsa.org)
- Payment method has been selected.
  - **Manual Pay:** a check has been turned in to the Lake Erie Council Service Center on or before December 8, 2023.
  - **E-check:** bank account information has been entered. Please note this option will prompt the unit to verify two micro deposits, which can take 2-3 business days.
    - **Please note this option does not allow for changes after the charter has been submitted.**
  - **Credit card:** Lake Erie Council does not recommend this option as it incurs a 3% processing fee.
    - **Please note this option does not allow for changes after the charter has been submitted.**