

Why is my Charter Defective?

- 1) *Signatures are missing from the charter face.* The Executive Officer or Chartered Organization Representative as listed on the charter papers must sign on the first signature line. The Unit Leader must sign on the third signature line. The District Executive will sign on the second signature line for the Council.
- 2) *Signatures are missing from the applications that have been attached.* Unit leaders and parents must sign the youth applications. The Applicant, Committee Chair and Chartered Organization Representative must sign the adult leader applications.
- 3) *Applications are not attached for youth or leaders listed as NEW on page one of the charter.* Applications are required for any new youth or leader listed on page one, for any adult previously registered as ScoutParent or Tiger Cub Adult Partner **only** and now registering in a leadership role, and for any currently registered 18-yr old youth who is promoted to Assistant Scoutmaster.
- 4) *Page one is missing.* Attach ALL pages of the printed charter.
- 5) *The Disclosure/Authorization form is not attached with the adult leader application.*
- 6) *The right-hand column of information is not filled in on the adult leader application.*
- 7) *The Chartered Organization is the same on the pack, troop and crew, but the Chartered Org Rep is different from one unit to another.* All units chartered to the same organization MUST list the same person(s) as the Executive Officer and Chartered Org Rep on all units. The COR only pays on one unit.
- 8) *More than one position has been assigned to an adult leader, such as Cubmaster and Den Leader.* The Chartered Org Rep is the only position that can multiple either as a Committee Member or as the Committee Chair.
- 9) *There are less than 5 primary youth.* All units require at least 5 **paid** youth to register.
- 10) *A unit has dropped more than 50% of their youth.* This requires additional information and must be approved by the Scout Executive.
- 11) *Money is not attached.* Money needs to be submitted with the charter.
- 12) *Any combination of the above.*