

ANNUAL RECHARTERING STEPS --- BASIC 'TO DO' LIST

- I. Obtain from your Unit Commissioner or the District Commissioner on or shortly after the October Roundtable 'your Unit Roster WORKSHEET' to:
 - Verify All Adult & Youth Membership by checking personal information for accuracy: spelling of name / address / birth date / gender / grade / phone number / adult leader position / etc.
 - Cross-out any one dropping, moved or promoted to another unit – individuals, but not until they have personally been contacted to confirm their status.
 - Confirm all members to receive Boys' Life magazine.
- II. On November 1st go 'on-line' to make all roster revisions/updates including adding any individuals not appearing on the roster (in this case the actual application must be attached to the new roster when printed-out).
- III. Check 'Draft Copy' of updated roster THEN printout new Final Roster.
- IV. Acquire all appropriate signatures (Chartered Organization Executive Officer or Representative and Unit Leader [Cubmaster, Scoutmaster or Venture Advisor]).
- V. Attach the new member applications AND all appropriate fees (\$16.00/person for registration & insurance and \$12.00/Boys' Life subscription and the \$20.00 Charter Fee) for the January-December, 2012 membership period.
- VI. Submit Roster with applications as required and fees (submit one unit check to cover the fees) to the Winnebago Council Service Center, 2929 Airport Blvd., Waterloo, Iowa 50703 by November 23rd – before Thanksgiving and enjoy the holidays. OR Turn-in all completed paperwork & fees at the November 10th Roundtable.

Unit Manpower Needed:

- All units must have an Executive Officer (non-paying position) from their Chartered Organization / a Chartered Organization Representative (CR) [may also serve as a CC or MC] / a Committee Chairperson (CC) / and two Members of Committee (MC).
- Packs must have a Cubmaster (CM) and at least one Den Leader (DL), but should also list their Tiger Leader (TL), all Wolf & Bear Leaders (DL) and Webelos Leaders (WL) as well as an Assistant Cubmaster (CA) and Pack Trainer (PT).
- Troops must have a Scoutmaster (SM), but should also have Assistant Scoutmasters (SA).
- Crews must have an Advisor (NL) & must also have an Associate Advisor (NA) if it is coed.

"Journey to Excellence" forms will be due by the end of December. Explanation of the *"Journey to Excellence"* standards will be reviewed at the November/December Roundtables.

A Rechartering PowerPoint can be found at: www.WinnebagoBSA.org/Wabuha