

Meridian District Recharter Checklist - 2023

➤ Pre-work Validation & Data Gathering

- ▶ List of youth and adults to remain on roster.
- ▶ List of youth and adults to be removed from roster.
- ▶ List of youth and adults that want Scout's Life.
- ▶ NEW applications:

Make sure they have the relevant signatures and other key information:

▶ YOUTH

- Youth: Full Legal name & Address, School Grade, Date of Birth
- Parent: Full Legal name & Address, Date of Birth
- Signature of the Parents & Unit Leader

▶ ADULTS:

- Signature of the Unit Leader & Charter Organization Representative
- Background Check Authorization (BCA) forms.
- Youth Protection Certificates MUST be valid through 12/31/2023, at a minimum
- AB506 Certificates (plus they should have been electronically uploaded through <http://californiascouting.org/GGAC>; we are part of the GOLDEN GATE AREA COUNCIL
- AB506 LiveScan receipt

➤ Completed Recharter through Scoutbook/Internet Recharter

- ▶ Capture the final report for your records
- ▶ Signatures are handled electronically by the system as part of the workflow:
 - Executive Officer (Institutional Head) – the leader/president/pastor of the Chartered Organization
 - Council Representative – this will be signed when turned into council by your District Executive (Brian Cole)
 - Unit Leader – the cubmaster, scoutmaster, or advisor
- ▶ Upload Documents:
 - YOUTH:
Applications for all NEW Youth i.e. any youth NOT on the UNIT roster.
 - ADULTS:
Applications, YPT, AB506 (Training Certificate & LiveScan receipt showing date) for all NEW adults.

➤ Completed 2022 JTE (Journey to Excellence) form with signature

(Electronic (not digital) signatures are encouraged)

- ▶ Cubmaster/Scoutmaster/Advisor

- ▶ Committee Chair
- ▶ Commissioner – Added once you send in the completed form. Provided by Sue Oki, District Commissioner, or Brian Cole, Snr. District Executive.
- ▶ If you are not sure of some of the performance data, give your best estimate.
- ▶ SUBMIT to: meridian.commish@gmail.com

➤ **Completed Annual Unit Charter Agreement with all the signatures**

This is now part of the Online Internet Recharter and happens as part of the workflow.

➤ **Funds**

This is now part of the Online Internet Recharter and happens as part of the workflow.

Electronic signatures are acceptable for ALL paperwork.

Do not use Digital signatures (DocuSign, Adobe Sign, etc) - they lock documents.