

# Membership Renewal Kit

For



Chartered Organization

Program code and national unit number

Date due in council service center

Membership expiration date

## PROCESS

- **Ninety days before the membership renewal date**, the professional Scouter renews the annual charter agreement with the executive officer of the chartered organization. During the visit, they (a) discuss the success and needs of the unit, (b) review the role of the chartered organization and the local council, and (c) consider key unit personnel to determine replacements, additions, and recognition.
- **Sixty days before the membership renewal date**, the commissioner and unit committee conduct an inventory of youth members and adult leaders. Contacts or visits should be made to inactive youth members and adult leaders. Every effort should be made to recruit additional youth members and adult leaders so the unit reregisters with no loss of membership.
- **Forty-five days before the membership renewal date**, the commissioner and unit committee chair conduct the membership renewal meeting, which includes identifying youth members and adult leaders to reregister, completing forms, and collecting fees. The executive officer of the chartered organization or the chartered organization representative approves all adult leaders and the unit leader certifies the youth members to be registered. Participants of this meeting should include the commissioner, chartered organization representative, executive officer of the chartered organization, unit leader, and all other unit adult leaders.
- **Thirty days before the membership renewal date**, the commissioner submits the completed membership renewal application to **your district commissioner or executive**.
- **Thirty days after membership renewal**, a formal charter presentation is conducted.

### Membership Renewal Meeting Agenda (Conducted 45 days before the charter renewal date)

- |   |                      |
|---|----------------------|
| I. Introduction and opening comments  | Unit committee chair |
| II. Membership review   | Commissioner         |
| _____ Adult   |                      |
| _____ Youth   |                      |
| III. Collect fees   | Unit committee chair |
| _____ Charter   |                      |
| _____ Adult   |                      |
| _____ Youth   |                      |
| _____ Boys' Life  |                      |
| IV. Complete membership renewal form (Charter Renewal)  | Commissioner         |
| _____ Executive officer approves the charter renewal form   |                      |
| _____ Executive officer or chartered organization representative approves and certifies adult leaders |                      |
| _____ Unit leader approves and certifies youth members  |                      |
| _____ Check for accuracy and completeness   |                      |
| V. Confirm charter presentation date  | Commissioner         |
| VI. Closing comments  |                      |
| _____ Executive officer of the chartered organization   |                      |
| _____ Commissioner  |                      |
| _____ Unit Committee Chair  |                      |

**For assistance call:**

Phone: \_\_\_\_\_

## Review the contents of your membership renewal kit

### You should have:

- \* 1. Charter renewal application (2 part NCR paper)
- 2. Membership Renewal Instructions
- \* 3. Annual charter agreement
- 4. Additional youth applications
- \* 5. Additional adult applications
- \* 6. Meeting place inspection checklist and meeting location postcard
- \* 7. Unit account update

\* Must be returned to the your unit commissioner  
**30 days** before your charter expires

### Remember that ALL youth & adult applications must have:

- Full first name (Initials may not be used)
- A birth date is **required** for all youth and adults
- The Cubmaster, Scoutmaster, Varsity Coach or Crew Advisor must sign **all** youth applications
- All adult applications need unit signatures and a social security number

For assistance with Packmaster/Troopmaster visit our website:  
[www.baylakesbsa.org](http://www.baylakesbsa.org)