

## TOP 10 RECHARTERING ERRORS

1. *Applications are not attached for youth or leaders listed as NEW on page one of the charter.*  
**APPLICATIONS MUST BE ATTACHED TO REGISTER THE NEW MEMBER.**  
Applications are required for any new youth or leader listed on page one, for any adult previously registered as 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.
2. *Signatures are missing on page two of the charter.* The Executive Officer [EO] or Chartered Organization Representative [COR] as listed on the charter roster must sign on the first signature line. The District Executive will sign on the second signature line for the council. The Unit Leader must sign on the third signature line.
3. *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.
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. (Questions 1-6)*
7. *The Chartered Organization is the same on the pack, troop and crew, but the Chartered Organization Representative (COR) 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 Organization Representative on all units. The COR only pays on one unit.
8. *More than one position has been assigned to an adult leader, such as Committee Member and Parent Coordinator.* The Chartered Organization Representative is the only position that can multiple either as a Committee Member or as the Committee Chair.
9. *There are less than five primary youth.* All units require at least five paid youth to register.
10. *Money is not attached.* Money needs to be submitted with the charter. Units should submit one check payable to **Circle Ten Council, BSA.**