

RECHARTER PACKET TABLE OF CONTENTS PACKS, TROOPS, TEAMS, CREWS AND SHIPS

The following printed items are included in your recharter packet:

1. **Council Commissioner Letter:** Commissioner *Forrest Bjerkaas* provides information and hints on rechartering.
 2. **Instructions for Rechartering Your Scouting Unit:** Your Internet Rechartering access code is printed on a label attached to upper right hand corner of this document. The document contains pointers to useful information such as the Council website, deadlines, and rechartering using the Internet, along with an overview of the recharter process for the first time recharter processors, and detailed instructions and checklist. Read this early, if not first!
 3. **Checklist:** Use this list to double-check that you are ready to turn in your unit recharter
 4. **Unit Roster:** This roster is your current membership as of the date at the top **left** of the printout. Because Sam Houston Area Council requires the use of Internet Rechartering for all recharterers, this is a regular unit roster. It cannot be turned in to recharter the unit. You may obtain a more current roster to prepare for rechartering by using your unit's Internet Advancement account.
 5. **Accident Insurance Information:** This form is used to calculate the Council accident insurance fee. It is turned in with the recharter.
 6. **Mandatory Adult Leader Training:** All registered leaders must have completed Youth Protection Training within two years of the new charter year. Sam Houston Area Council requires all top unit leaders (Cubmaster, Scoutmaster, Varsity Coach, Venturing Crew Advisor, Skipper, Explorer Advisor) to meet BSA "trained for position" requirements. Leaders lacking required training cannot be rechartered. Read this document to be sure your leaders meet standards.
 7. **Insurance Papers:**
 - a. **Council Accident and Insurance Plan:** (Brochure) Tells about insurance coverage
 - b. **HRS Claim Form:** (White) Sample – can be used
- To reduce wasted paper and to reduce the complexity of the recharter packet, the following resources are available online in the "Documents and Forms Used in Rechartering" web page. Access that page through the link in the "Resources" section of www.samhoustonbsa.org/recharter.
8. **Your Pack or Your Troop or Your Crew:** Job descriptions for typical leader positions in each type of unit. It will help the unit leaders understand the position that they hold.
 9. **The Facts About Applications:** Learn when and how to use member applications when rechartering.
 10. **Extra Youth and Adult Applications:** These are for brand new people. Make sure to have proper signatures both adults and youth.
 11. **Unit Budget Plan:** Provides a basic budget for your unit.
 12. **Membership Inventory:** Membership check up and instructions for a uniform inspection.
 13. **Uniform Inspection:** Shows placement of patches and proper uniform wear.
 14. **Telephone Reference Check for New Volunteer Leaders:** Used to aid in the screening of adult volunteer candidates.
 15. **Risk Management Checklist:** For unit program planning.
 16. **Journey To Excellence Scorecard:** unit-type-specific scorecard that must be turned in by December 31, 2016. Download a PDF from <http://www.scouting.org/sitecore/content/Home/Commissioners/Journey.aspx> in the "Scorecards" section. Or enter your unit's data into the helpful Excel spreadsheet version of form that can be downloaded from http://www.scouting.org/Home/Awards/JourneyToExcellence/Tracking_Workbooks.aspx and let the spreadsheet calculate your unit's status.