

French Creek Council, BSA - Steps for a Smooth Transition

Downloadable checklist

Here are the steps to follow for a smooth transition process from a former chartered organization to being chartered by the French Creek Council.

Associated with each step may be a document or documents linked on the Council Chartered Unit page at <https://frenchcreek-bsa.org/council-chartered-units/>

Unit type _____ Unit Number _____ District _____

Former Chartered Organization (or none) _____

- 1. Assistant Council Commissioner will be made Charter Representative by 1/1/24. Know your CR _____
- 2. Identify a Charter Organization Delegate _____
- a. Charter Organization Delegate should be registered in that position prior to October 31, 2023.
- 3. Obtain the release from the current charter organization by October 31, 2023.
- 4. Obtain a new bank account(s) utilizing the council EIN by November 1, 2023.
- 5. Submit make, model, year, VIN and approximate replacement value of your trailer by 11/1/2023 if applicable.

- 6. Submit troop current inventory list by 11/1/2023 so proper insurance coverage can be obtained by 1/1/2024.
- 7. Confirm members and adult leaders who are returning for 2024.
- 8. Confirm that all adult leaders have an expiration date of 6/30/2024 or later for Youth Protection Training. If not, have them update their Youth Protection Training.
- 9. Confirm that all Direct Contact Leaders are trained for their position. This includes Cubmasters, Scoutmasters, Advisors, all their assistants and any Den Leaders.
- 10. Collect appropriate 2024 registration fees from each person.
- 11. Log into the Internet Recharter System through internet advancement/Scoutbook.
- 12. Remember to include the unit insurance fee and trailer fee in your fee calculation.
- 13. When you are ready to submit your recharter select PAY AT COUNCIL so we can help to ensure that you are not overcharged. Refunds are not issued if paid directly to the national office through the system.
- 14. By January 31, 2024, submit reconciled bank account documents and financial reporting form.