



## 2023-2024 UNIT CHARTER RENEWAL

### *Checklist for Completion*

- Complete the **Charter Renewal Application** online using the Internet Advancement portal (<https://advancements.scouting.org>).
  - Only the Unit Leader (Cubmaster, Scoutmaster, Venturing Crew Advisor, or Sea Scout Ship Skipper), the Committee Chairperson, the Chartered Organization Representative, and Key 3 Delegate(s) (assigned in My.Scouting) can access the charter renewal process.
  - Your username and password for the Internet Advancement portal are the same as your username and password for My.Scouting (<https://my.scouting.org>).
- Receive approval of the **Charter Renewal Application** either by signature on a printed copy **OR** by online approval.
  - Once submitted, the Unit Key 3 and Key 3 Delegate(s) (assigned in My.Scouting) will receive an email requesting a digital signature. If necessary, the Unit Leader, Committee Chairperson, and/or the Key 3 Delegate(s) may sign on behalf of the Chartered Organization Representative, but it is **strongly** recommended that the Chartered Organization Representative sign it unless other arrangements have been discussed.
  - You can also print a physical copy of the completed Charter Renewal Application and take it for signature. **Please note**, if the printed copy says “DRAFT,” it is not acceptable. You must finalize your submission first.
- Complete the **Annual Charter Agreement**. This document must be completed each year as part of the annual charter renewal.
  - For all other chartered organizations, please use the version [found here](#).
- Submit sufficient funds to pay **Membership Fees** for the charter.
  - For the most up-to-date fees, please view our [New 2023 Fees Infographic](#).
- Submit **Applications** for any new youth or adult members added to the unit during your charter renewal process.
  - Youth members require a [Youth Application](#) (Page 3 of the PDF).
  - Adult members require an [Adult Application](#) (Pages 3 and 6 of the PDF) and a certificate of completion for Youth Protection Training.
- Complete the **Journey to Excellence** form for your unit type.
  - [Cub Scout Packs](#)
  - [Scouts BSA Troops](#)
  - [Venturing Crews](#)
  - [Sea Scout Ships](#)
  - [Exploring Posts / Clubs](#)
- Submit an updated **Unit Account Authorization** form to update authorized users of your unit’s “store account” at the Scout Shop.
  - This form is available on the LaSalle Council website – [click here](#) to view.
- Submit all required paperwork to the LaSalle Council office by 5:00 PM Eastern Time (4:00 PM Central) on **Thursday, November 30, 2023**.
  - The deadline to submit all materials and receive two (2) free nights of camping at a LaSalle Council camp is 5:00 PM Eastern (4:00 PM Central) on **Friday, November 17, 2023**.