



Your annual charter, in plain language

Once a year your unit renews its charter. Here's exactly what that involves — and why it's meant to be a relationship, not just a signature.

What the charter is

A charter is the annual agreement between your organization and Scouting America that lets your unit operate under your organization's name. It confirms that your organization still wants to host the unit, that its leaders are registered and trained, and that everyone is committed to Scouting's standards for another year. Signing it renews the partnership — nothing more complicated than that.

What renewal (“recharter”) involves

Renewal happens once a year. The council walks you through every step and provides the exact dates and any fees — so you're never guessing.

- 1 Update your roster.** Review the list of youth members and adult leaders, adding anyone new and removing anyone who has moved on.
- 2 Confirm every adult is registered and trained.** Each adult leader must be a registered member with current Youth Protection Training and a completed background check.
- 3 Review your leadership.** Make sure the unit still has the key adult roles filled, and that your organization is happy with who is serving.
- 4 Renew your Charter Organization Representative.** Confirm the person who represents your organization to Scouting (or name a new one).
- 5 Sign the charter agreement.** An authorized person from your organization signs to renew the partnership for another year.
- 6 Submit fees.** A \$100 annual charter fee is paid at renewal, along with per-member registration fees — in most cases the unit covers these rather than the chartered organization.

The council does the heavy lifting. Your commissioner and district team prepare the paperwork, flag what needs updating, and are available to help. Most of your part is reviewing and confirming.

The Charter Organization Representative’s part

Your Charter Organization Representative (COR) is the bridge between your organization and the unit. At renewal, the COR helps confirm the roster and leadership on your organization’s behalf and ensures the charter reflects your wishes. Through the year, the COR simply stays in the loop — this is what keeps the unit genuinely connected to the organization that hosts it, rather than drifting into a once-a-year signature.

The yearly rhythm

A simple picture of the year. Charters renew annually, with renewal completed in February.

Most of the year	The unit meets and grows. Your organization hosts and encourages; the COR stays connected.
Renewal season	The council opens recharter. You review the roster and leadership with your commissioner’s help.
By February	Roster confirmed, adults trained, agreement signed, and fees submitted.
New charter year	Your renewed charter is issued and the partnership continues for another year.

Your commitments, in short

- ✓ Continue to provide a place for the unit to meet
- ✓ Keep a Charter Organization Representative in place
- ✓ Approve the adult leaders who serve your unit
- ✓ Renew the charter agreement once a year

That’s the whole of it. Scouting America continues to provide the program, training, youth-protection standards, and support.

Questions about your charter?
We’re glad to walk you through any part of it.

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