

Common issues:

If there are any Charter Validation Errors (or warnings), this will be noted in the Validation section of the Unit Renewal screen – click on the small arrow to the left to expand the notice for details.

Errors:

- Missing a required position:
 - Your **current** roster must have adults filling all required positions:
 - Executive Officer: the head of your chartered organization (not a registered volunteer)
 - Unit Leader (Pack: Cubmaster; Troop: Scoutmaster; Crew: Venturing Advisor; Ship: Sea Scout Skipper)
 - Committee Chair
 - Chartered Organization Representative (most units) *or* Council Unit Representative (if council-sponsored)
 - Two Committee Members
 - The New Member Coordinator and Pack Trainer count as Committee Members for this requirement.
 - For Packs, one Den Leader (Lion Guide, Tiger Den Leader, Den Leader, or Webelos Den Leader).
 - No other positions are *required*, but it will make your life easier to have more help.
- Too many adults in a position
 - If Position Manager shows two adults in a position that only allows one, you will not be able to proceed.
 - Applies to Executive Officer, Unit Leader, Committee Chair, and Chartered Organization Representative/Council Unit Representative
 - This happens when a volunteer expires, and a new volunteer takes over.
 - May apply if you changed adult positions in the last 24 hours.
 - If it does not resolve itself in 24 hours, contact 609Membership@Scouting.org to resolve the issue.
- An adult does not have current Safeguarding Youth Training (SYT):
 - This only comes up for required adults:
 - Unit Leader (Cubmaster, Scoutmaster, Venturing Advisor, Sea Scout Skipper)
 - Committee Chair

- Chartered Organization Representative/Council Unit Representative
- Two Committee Members
- Packs require a Den Leader
- *The Executive Officer is not registered. If they are working with Scouts, they should also be registered based on that volunteer role.*
- *All other positions (assistant unit leaders, additional den leaders and assistants, and additional committee members) are optional. Safeguarding Youth Training is required for any adult working with Scouts. Registration is required for any adult (except a cub Scout parent) spending the night.*
 - The Chartered Organization Representative/Council Unit Representative can swap an adult with current Safeguarding Youth Training to the required position.
- Youth do not meet age/grade requirements
 - If you Scouts have aged out, that can generate errors. Contact 609Membership@Scouting.org for assistance.