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## **Conducting Your Membership Inventory**

Before going online to complete your charter renewal, it is important that you follow the Scout Motto....Be Prepared. We encourage you to do the following during the month of October so that when it comes time to face your computer monitor in November all the information will be at your fingertips!

### **PURPOSE**

1. The membership inventory provides a “roll call” in which each unit member is contacted to determine the quality of program received, to follow up on absent and inactive members, and to see if everyone is registered.
2. Invites each member to continue the program for another year, increasing the tenure of members.

This inventory is a part of the unit’s charter renewal and will assist the unit in building strength with a quality program.

### **INSTRUCTIONS**

1. Select a unit adult to serve as the renewal processor.
2. Invite your commissioner to assist.
3. Make sure all applications for all new youth and leaders have been submitted to the council office.
4. Using a current roster, which can be printed through the Internet Advancement program, conduct an inventory of youth and adults who are still active. Be sure to identify corrections in names, addresses, phone numbers, and leadership positions.
5. List and assign all inactive members to various persons who will visit or contact them to attempt to reactivate them. Be sure to brief the visitor/callers on what to say when they make their calls.
6. Collect BSA registration fees, council insurance fees and *Boys’ Life* subscription fees.
7. Go to [www.ctyankee.org](http://www.ctyankee.org) and click on “Resources,” then the “Unit Rechartering” button to complete your annual charter renewal!