

RECHARTER FINAL CHECKLIST

PLEASE ATTACH THIS FORM TO YOUR CHARTER PAPERWORK WHEN TURNING IT IN TO YOUR DISTRICT EXECUTIVE OR COUNCIL OFFICE.

As your unit prepares its annual Charter Renewal Application, please use this **checklist** to insure that the renewal paperwork is complete.

- 1. I have attached a printed copy of the Charter Renewal Application.
- 2. Our Unit Leader (required) has signed on the appropriate line on the first page of the Renewal Application.
- 3. Our Executive Officer (required) has signed on the appropriate line of the first page of the Renewal Application.
- 4. I have attached ____ Youth Membership Applications for the new youth added to the roster on-line.
- 5. Youth Applications are signed by the parent & Unit Leader (Cubmaster, Scoutmaster, Advisor or Skipper).
- 6. I have attached ____ Adult Applications for the new adult leaders added to the roster on-line.
- 7. Adult Applications are signed and initialed in all required spaces by the applicant (Both the Disclosure/Authorization Form & Adult Application must be included).
- 8. Adult Applications are signed by the Committee Chair and Chartered Organization Representative or Executive Officer.
- 9. Youth Protection Training certificates are attached for all adults requiring them.
- 10. We have completed and attached the 2017 Journey to Excellence Scorecard.
- 11. I am the unit representative completing the charter paperwork and available to answer any questions about it.

(Please print name and phone number)

Journey to Excellence Scorecard

Our Unit has qualified at the following level: (Circle appropriate level)

N/A Bronze Silver Gold

Pack Troop Team Crew Ship # _____

FEES

New Paid Youth _____ @ \$33.00 = \$ _____

Paid Youth _____ @ \$33.00 = \$ _____

Youth Boys' Life _____ @ \$12.00 = \$ _____

Paid Adults* _____ @ \$33.00 = \$ _____

Multiple Adults* _____ @ \$ 0.00 = \$ _____ 0.00

Adult Boys' Life _____ @ \$12.00 = \$ _____

Unit Liability Insurance Fee _____ = \$ 40.00

Total Registration _____ \$ _____
(Should match Renewal Application)

TOTAL ENCLOSED _____ \$ _____

** The Executive Officer and Tiger Cub Adult Partners are not paid or multiple adults.*

Received by _____

Date Received _____

Received from _____

Receipt # _____

Amount Paid _____

Check number _____

On-Time Renewal

This unit has submitted their Renewal Application before their Charter expiration.

No Yes

COUNCIL SIGNATURE

(Council or District person reviewing the charter)

