



## 2016 RECHARTER FINAL CHECKLIST – GREAT LAKES

Pack Troop Team Crew Ship # \_\_\_\_\_

**PLEASE ATTACH THIS FORM TO YOUR CHARTER PAPERWORK WHEN TURNING IT IN TO YOUR COMMISSIONER or USE. NO DROP-OFFS OR MAIL-INS TO THE SCOUT OFFICE.**

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

- 1. I have attached a printed copy of the entire Charter Renewal Application.
- 2. Our **Unit Leader** (required) has signed on the appropriate line on the second page of the Renewal Application.
- 3. Our **Executive Officer** (required) has signed on the appropriate line of the second 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 Unit Leader (Cub/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 in two places by the applicant (Disclosure page & Application page).
- 8. Adult Applications are signed by the Committee Chair & Chartered Org. Rep or the Institutional Head.
- 9. Youth Protection Training certificates are attached for all adults requiring them.
- 10. We have completed and attached the 2016 Journey to Excellence Scorecard.
- 11. I am the unit representative completing the charter paperwork and available to answer any questions about it. (Information included on the final page)

\_\_\_\_\_  
(Please print name and phone #)

### Journey to Excellence Scorecard

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

N/A    Bronze    Silver    Gold

### 100 % Boy's Life

Our unit has qualified for 100% Boy's Life participation.  
No                      YES

\_\_\_\_\_  
(Council or District person reviewing the charter & date)

### FEES

#### 2017 Registration

Paid Youth \_\_\_\_\_ @ \$24.00 = \$ \_\_\_\_\_

Multiple Youth \_\_\_\_\_ @ \$0.00 = \$ 0.00

Youth Boy's Life \_\_\_\_\_ @ \$12.00 = \$ \_\_\_\_\_

Paid Adults \_\_\_\_\_ @ \$24.00 = \$ \_\_\_\_\_

Multiple Adults \_\_\_\_\_ @ \$0.00 = \$ 0.00

Adult Boy's Life \_\_\_\_\_ @ \$12.00 = \$ \_\_\_\_\_

Liability Insurance Fee = \$ 40.00

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

#### 2017 Insurance

\_\_\_\_\_ Paid Youth

\_\_\_\_\_ Paid Adults

\_\_\_\_\_ Total Members @ \$1.00 = \$ \_\_\_\_\_

#### 2016 Prorated Registration

New Youth \_\_\_\_\_ @ \$2.00/month = \$ \_\_\_\_\_

New Adults \_\_\_\_\_ @ \$2.00/month = \$ \_\_\_\_\_

#### 2016 Prorated Insurance

Total New Members \_\_\_\_\_ @ \$1.00/month = \$ \_\_\_\_\_

**Total Due \$ \_\_\_\_\_**  
**(2016-17 Registration & Insurance)**  
**(Requires two checks)**

Received by \_\_\_\_\_

Date Received \_\_\_\_\_

Received from \_\_\_\_\_

Receipt # \_\_\_\_\_

#### Method of Payment

\$ \_\_\_\_\_ Cash/Check # \_\_\_\_\_

(Note: Credit Cards not accepted for payment for rechartering)