



2016 RECHARTER FINAL CHECKLIST

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)

FEEES

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 = \$ _____

Total Due \$ _____
(2017 Registration & Insurance)

Received by _____
 Date Received _____
 Received from _____
 Receipt # _____

Method of Payment

\$ _____ Cash/Check # _____

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