



Final Recharter Checklist

Pack/Troop/Team/Crew/Ship/Post # _____

Contact your Unit or District Commissioner for assistance with rechartering before contacting the Council Office.

PLEASE ATTACH THIS FORM TO YOUR CHARTER RENEWAL PAPERWORK WHEN SUBMITTING IT TO YOUR COMMISSIONER or UNIT SERVING EXECUTIVE. CHARTER RENEWAL APPLICATIONS DROPPED OFF OR MAILED TO THE SCOUT OFFICE WILL NOT BE ACCEPTED.

Use this checklist to insure your unit's Annual Charter Renewal Application is complete before submission.

- 1. I have attached a printed copy of the Charter Renewal Application. The Application is _____ pages.
- 2. The Unit Leader has signed the appropriate line on Page 2 of the Renewal Application. (required)
- 3. The Executive Officer has signed the appropriate line on Page 2 of the Renewal Application. (required)
- 4. I have attached _____ Youth Membership Applications for new youth added to the roster on-line.
- 5. All new Youth Applications are signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor or Skipper).
- 6. I have attached _____ Adult Membership Applications for new adult leaders added to the roster on-line.
- 7. New Adult Applications are signed in two (2) places by the applicant (Disclosure & Application pages).
- 8. New Adult Applications are signed by the Committee Chair & Chartered Organization Executive Officer.
- 9. All new Adult Applications have Youth Protection Training Certificates attached.
- 10. The Unit has completed and attached a Journey to Excellence Unit Scorecard.
- 11. I am the unit representative completing the charter paperwork and available to answer questions about it.

Print Name _____

Phone Number _____

Next Year Fees			
Full Year Registration			
Paid Youth _____	@ \$24.00	= \$	_____
Multiple Youth ¹ _____	@ \$ 0.00	= \$	0.00
Youth Boy's Life _____	@ \$12.00	= \$	_____
Paid Adults ² _____	@ \$24.00	= \$	_____
Multiple Adults ¹ _____	@ \$ 0.00	= \$	0.00
Adult Boy's Life _____	@ \$12.00	= \$	_____
Unit Liability Insurance Fee		= \$	40.00
Full Year Insurance			
_____ Total Members	@ \$ 1.00	= \$	_____
Total Full Year Registration Fee		= \$	=====

Journey to Excellence Performance

Our Unit has qualified at the following JtE level:

N/A Bronze Silver Gold

On-Time Renewal

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

Yes No

Signature of Council or District person reviewing the Charter

Prorated, Current Year Fees			
Prorated Registration (Current Year)			
New Youth ¹ _____	@ \$2.00/mo	= \$	_____
New Adults ² _____	@ \$2.00/mo	= \$	_____
Prorated Insurance (Current Year)			
New Youth _____	@ \$1.00	= \$	_____
New Adults _____	@ \$1.00	= \$	_____
Total Prorated Registration Fee		= \$	=====

Charter Acceptance

Received by: _____

Date Received: _____

Received from: _____

Method of Payment

\$ _____ Cash/Check Check # _____

Receipt number: _____

*Checks should be made out to:
Boy Scouts of America*

*Credit/Debit Cards are not accepted
for payment at this time*

¹ Individuals registered and paid for another position in the BSA are not required to pay registration fees an additional time.
² The Unit Executive Officer, Tiger Cub Adult Partners and multiple registered adults are exempt from registration fees.

Total Fees Due
(Full Year Total + Prorated Total) = \$ _____