BOY SCOUTS OF AMERICA®
MICHIGAN CROSSROADS COUNCIL

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 *(2018 Rate)*

Full Year Registration

Paid Youth	____	@ $33.00	= $	_____
Multiple Youth[1]	____	@ $ 0.00	= $	0.00
Youth Boy's Life	____	@ $12.00	= $	_____
Paid Adults[2]	____	@ $33.00	= $	_____
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			= $	_____

Prorated, Current Year Fees *(2017 Rate)*

Prorated Registration (Current Year)

New Youth[1]	____	@ $2.00/mo	= $	_____
New Adults[2]	____	@ $2.00/mo	= $	_____

Prorated Insurance (Current Year)

New Members	____	@ $1.00	= $	_____
Total Prorated Registration Fee			= $	_____[3]

[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.*

[3] *Prorated fees must be processed on a separate check/transaction.*

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

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

Charter Acceptance

Received by: _____

Date Received: _____

Received from: _____

Method of Payment

2018 Registration
$ _____ Cash/Check Check # _____
Receipt number: _____

2017 Prorated Registration
$ _____ 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