



**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 Chartered Organization Representative has signed their line on Page 2 of the Renewal Application.
- 3. I have attached \_\_\_\_ Youth Membership Applications for new youth added to the roster on-line.
- 4. All new Youth Applications are signed by the Unit Leader (Cubmaster, Scoutmaster, Advisor or Skipper).
- 5. I have attached \_\_\_\_ Adult Membership Applications for new adult leaders added to the roster on-line.
- 6. New Adult Applications are signed in two (2) places by the applicant (Disclosure & Application pages).
- 7. New Adult Applications are signed by the Committee Chair & Chartered Organization Executive Officer.
- 8. All new Adult Applications have Youth Protection Training Certificates attached.
- 9. The Unit has completed and attached a Journey to Excellence Unit Scorecard.
- 10. 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 <sup>1</sup>	_____ @ \$ 0.00	= \$	_____ <u>0.00</u>
Youth Boy's Life	_____ @ \$12.00	= \$	_____
Paid Adults <sup>2</sup>	_____ @ \$33.00	= \$	_____
Multiple Adults <sup>1</sup>	_____ @ \$ 0.00	= \$	_____ <u>0.00</u>
Adult Boy's Life	_____ @ \$12.00	= \$	_____
Unit Liability Insurance Fee		= \$	_____ <u>40.00</u>

**Full Year Insurance**

_____ Total Members	@ \$ 1.00	= \$	_____
Total Full Year Registration Fee		= \$	_____

**Prorated, Current Year Fees (2017 Rate)**

**Prorated Registration (Current Year)**

New Youth <sup>1</sup>	_____ @ \$2.00/mo	= \$	_____
New Adults <sup>2</sup>	_____ @ \$2.00/mo	= \$	_____

**Prorated Insurance (Current Year)**

New Members	_____ @ \$1.00	= \$	_____
Total Prorated Registration Fee		= \$	_____ <sup>3</sup>

<sup>1</sup>Individuals registered and paid for another position in the BSA are not required to pay registration fees an additional time.

<sup>2</sup>The Unit Executive Officer, Tiger Cub Adult Partners and multiple registered adults are exempt from registration fees.

<sup>3</sup>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*