

RECHARTER FINAL CHECKLIST

PLEASE ATTACH THIS FORM TO YOUR CHARTER PAPERWORK WHEN TURNING IT IN TO YOUR COMMISSIONER or SELA COUNCIL STAFF.

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

- 1. I have attached a printed copy of the Charter Renewal Application.
- 2. Our Unit Leader (required) has signed on the appropriate line on the first page of the Renewal Application.
- 3. Our Executive Officer (required) has signed on the appropriate line of the first 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 (Cubmaster, 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 or Chartered Organization Representative or Executive Officer.
- 9. Youth Protection Training certificates are attached for all adults requiring them.
- 10. Include any Program Fee Waiver Requests
- 11. I am the unit representative completing the charter paperwork and available to answer any questions about it.

(Please print name and phone number)

Pack Troop Team Crew Ship Post # _____

ANNUAL FEES

Registration

Paid Youth _____ @ \$66.00 = \$ _____

Multiple Adult/Youth _____ @ \$0.00 = \$ _____ 0.00

New Members _____ @ \$25.00 = \$ _____

Youth Boys' Life _____ @ \$12.00 = \$ _____

Paid Adults* _____ @ \$42.00 = \$ _____

Paid Explorer _____ @ \$ 42.00 \$ _____

Adult Boys' Life _____ @ \$12.00 = \$ _____

Insurance _____ @ \$7.00 = \$ _____

Charter Fee = \$ 75.00

**Total Registration \$ _____
(Should Match Online Recharter System and can be paid online.)**

Program Fee _____ @ \$60.00= \$ _____

The Program Fee is paid with a single check from the Unit at the Council Office upon turn in of the signed Recharter.

On-Time Renewal

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

No Yes

COUNCIL SIGNATURE

(Council or District person reviewing the charter)

Council Program Activity and Insurance Fee(s)

- **Council Program Fee \$60 *PER FAMILY* (Local Program Support)**
- **Please include any program fee waiver requests with this form.**