

# Recharter Turn-In Check List

## Summary or Full Form

**Unit Type** \_\_\_\_\_ **Unit Number** \_\_\_\_\_ **Charter Expiration Date** \_\_\_\_\_

**Date Received by**

**District Representative** \_\_\_\_\_ **District Representative** \_\_\_\_\_

**First Page of Recharter Printout is attached- Even if it is blank**

**Signature Page**

Original Online Recharter Printout. Cannot be from a third party software or online recharter draft copy.

Original Signature of Executive Officer. Executive Officer is the head of the Chartered Organization and not the Chartered Organization Representative.

Original Signature of the Unit Leader (CM, SM, NL, SK or CC).

**Adult Applications Listed on the First Page of recharter are attached.** Copies are accepted with original signatures affixed.

Disclosure forms for each new adult applicant are attached.

Information is complete for all adult Applicants Including SSN, DOB, YPT Bubbles , Signature Initials, Position and Unit Number.

Original Signatures on Adult Applications. Signatures must not be traced by the signatory on a copy of the application.

YPT Certificates **are attached** to the adult applications.

**Youth Applications Listed on the First Page of the recharter are attached.** Copies are accepted if original signatures are affixed.

Youth in Venturing or Exploring over 18 years old must have completed an Adult application.

Information is complete for all youth Applicants including DOB, Unit Number, Parents information and DOB if first grader or kindergartener in approved Lion Packs.

Original Signatures of Unit Leader and Parent.

Count of Youth and Adults being registered is verified by District Representative.

Count of members subscribing to Boys' Life is verified.

**Field Receipt is complete**

Unit Liability Insurance Fee of \$40 marked.

\$33 per person fee is collected for registration.

Accident and Sickness Insurance of \$2.50 per person is figured.

Boys' Life Fees are calculated.

Prorated fee to recharter unit with a December expiration date is calculated if necessary.

One check is received with recharter. Note: Latter Day Saints units are paid through the church.

Checks received are no more than 60 days old.

Funds to be taken from Unit Account are verified if possible.

Authorization is given to pay for Recharter out of the unit account if funds are available.

**Unit JTE Award Form Completed and Turned in with Recharter**

**Charter Partner Agreement-** If available- Not required by Unit for Turn-In Meeting