

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**
- 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. SSN, DOB, YPT Bubbles filled in, Position, Unit #.
 - Original Signatures on Adult Applications (Re-sign next to the signature if signing a copy of an application).
 - YPT Certificates **are attached** to the recharter.

- 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. DOB, Unit Number, Parents information and DOB if first grader or kindergartener.
 - 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**
- \$40 Unit Liability Insurance Fee is marked.
 - \$33 per person fee is collected for registration.
 - \$2.50 per person for Accident and Sickness Insurance is figured for primary registered members.
 - Boys' Life Fees are calculated.
 - Prorated fee to recharter unit with a December expiration date is calculated if necessary.
 - One check for the recharterers fees is collected.
 - 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.

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