

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 EA).
- Adult Applications Listed on the First Page of recharter are attached. Copies are accepted with original signatures affixed.**
- Original Signatures on Adult Applications (Re-sign next to the signature if signing a copy of an application.)
 - Information is complete for all adult Applicants. SSN, DOB, YPT Bubbles filled in, Position, Unit #.
 - New background check disclosure authorization forms for all leaders attached, If not previously submitted.
 - 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 and completed YPT.
 - 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. Use the latest version marked effective 8.1.2020.**
- \$75 Unit Liability Insurance Fee is marked.
 - Correct registration fee is calculated and collected.
 - \$15 per person for Council 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