Traditional Charter Checklist

Date: _____ District: _____ Unit:_____

_____ Recharter   _____ S/R Unit   _____ New Unit   Exp. Date of Unit: _____

	Quantity		Fee	Total		*For Office Use only*	
						Adjusted Quantity	*Adjusted Total*
Paid Youth	_____	@	72.00	$ _____		_____	$ _____
Paid Join Fee	_____	@	25.00	$ _____		_____	$ _____
Transfer Youth	_____	@	xxxx	xxxxx		_____	xxxxx
Multiple Youth	_____	@	xxxx	xxxxx		_____	xxxxx
Youth Scout Life	_____	@	12.00	$ _____		_____	$ _____
Paid Adults	_____	@	45.00	$ _____		_____	$ _____
Transfer Adults	_____	@	xxxx	xxxxx		_____	xxxxx
Multiple Adults	_____	@	xxxx	xxxxx		_____	xxxxx
Adult Scout Life	_____	@	12.00	$ _____		_____	$ _____
Unit Charter Fee				75.00			75.00
Subtotal before Insurance	Pd Y + Y S.L. + Pd A +A S.L. + $75 =			$ _____			$ _____
Council Insurance (for each Paid Youth & Adult)	_____	@	2.00	$ _____		_____	$ _____
Total Fees	Subtotal before Insur + Total Insur =			$ _____			$ _____
Amount on File (Located on Membership Money Log)				$ _____			$ _____
Amount Enclosed (Must have receipt attached)	(Include Spec Asst here if requested)			$ _____			$ _____
Amount Due	Total Fees - Amount on File =			$ _____			$ _____

All Adults must have a signed Background Check Authorization form on file before they can be reregistered with a unit.

Youth Protection Training required for all registered adults. If YPT has not been completed prior to the recharter being submitted the recharter will be held until documentation is provided or adult is removed from the unit roster.

Specific Assistance Requested: Amount Requested:_____ Approved form Attached: Yes____ No____

Cash Amt: $_____   Check Amt: $_____   Credit Card Amt: $_____

PLEASE INITIAL THAT THE FOLLOWING HAS BEEN COMPLETED:	**MTC Field Staff Initials**
1. Use recharter fee chart to verify the registration and Scout Life fee, then complete the fee chart above	
2. Institution & Leadership approval sheet (front page of finalized online charter)	
3. YPT has been completed on ALL Registered Adults - <u>YPT Confirmation Report attached</u> (My.Scouting Training Manager)	
4. Applications attached for any NEW youth or adults	
5. Check that Units Numbers & birthdates are on Youth Apps	
6. Check that Adults apps are signed by CR/CC, Have Position listed, and Soc. Sec. Number Required	
7. All registered adults have a signed criminal background auth. turned in or on file (Must be 2020 or later form)	
8. For Cub Scouts: CM___ CR___ CC___ MC___ MC___ (DL___ WL___ TL___) EO___	
For Scouts, BSA: SM___ CR___ CC___ MC___ MC___ EO___	
For Crews: NL___ CR___ CC___ MC___ MC___ EO___	
9. For NEW UNITS: A New Unit Application & Charter Agreement completed.	
10. If unit is changing charter partners, New Unit Application AND Release MUST be attached for new charter	

District Executive: By signing I verify all steps have been completed to the best of my knowledge: _____ Date: _____

Manager: By signing I verify all steps have been completed to the best of my knowledge: _____ Date: _____