

Traditional Charter Checklist

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

				<i>For Office Use only</i>		
	<u>Quantity</u>	<u>Fee</u>	<u>Total</u>	<i>Adjusted Quantity</i>	<i>Adjusted Total</i>	
Paid Youth	@	80.00	\$ _____	_____	\$ _____	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.
Paid Join Fee	@	25.00	\$ _____	_____	\$ _____	
Transfer Youth	@	xxxx	xxxxx	_____	xxxxx	
Multiple Youth	@	xxxx	xxxxx	_____	xxxxx	
Youth Scout Life	@	15.00	\$ _____	_____	\$ _____	
Paid Adults	@	60.00	\$ _____	_____	\$ _____	
Transfer Adults	@	xxxx	xxxxx	_____	xxxxx	
Multiple Adults	@	xxxx	xxxxx	_____	xxxxx	
Adult Scout Life	@	15.00	\$ _____	_____	\$ _____	
Unit Charter Fee			100.00		100.00	
Subtotal before Insurance Pd Y + Y S.L. + Pd A + A S.L. + \$100 =			\$ _____		\$ _____	
Council Insurance <small>(for each Paid Youth & Adult)</small>	@	2.00	\$ _____	_____	\$ _____	
Total Fees Subtotal before Insur + Total Insur =			\$ _____		\$ _____	
Amount on File <small>(Located on Membership Money Log)</small>			\$ _____		\$ _____	
Amount Enclosed <small>(Must have receipt attached)</small>			\$ _____		\$ _____	
Amount Due Total Fees - Amount on File =			\$ _____		\$ _____	

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. Annual Unit Charter Agreement signed by Charter Organizational Representative Charter Packets	
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 & <u>birthdates</u> are on Youth Apps	
6. Check that Adults apps are signed by CR/CC, Have Position listed, and <u>Soc. Sec. Number</u> Required	
7. All registered adults have a <u>signed</u> 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 & Letter of 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: _____