

EXPLORING Charter Checklist

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

	<u>Quantity</u>		<u>Fee</u>	<u>Total</u>	<i>For Office Use only</i>		All Adults must have a signed Background Check Authorization form on file before they can be reregistered with a unit.
					<i>Adjusted Quantity</i>	<i>Adjusted Total</i>	
Paid Youth	_____ @		60.00	\$ _____	_____	\$ _____	
Transfer Youth	_____ @		xxxx	xxxxxx	_____	xxxxxx	
Multiple Youth	_____ @		xxxx	xxxxxx	_____	xxxxxx	
Paid Adults	_____ @		60.00	\$ _____	_____	\$ _____	
Transfer Adults	_____ @		xxxx	xxxxxx	_____	xxxxxx	
Multiple Adults	_____ @		xxxx	xxxxxx	_____	xxxxxx	
Unit Charter Fee				100.00		100.00	
Subtotal before Insurance		Pd Y + Pd A + \$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>		(Include Spec Asst here if requested)		\$ _____		\$ _____	
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 fee, then complete the fee chart above	
2. Memorandum of Understanding must be signed by Chartered Organization Representative Exploring MOU	
3. YPT has been completed on ALL Registered Adults - YPT Confirmation Report attached (My.Scouting Training Manager)	
4. Applications attached for any NEW youth or adults	
5. Check that Units Numbers & birthdates are on Youth Apps - Adult Apps needed for any youth over 18	
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. Exploring: EA___ PCC___ PMC___ IH___	
9. For NEW UNITS : A New Unit Application 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: _____