

Paper Recharter Checklist

Start at the top

- Unit number, district, county information correct.
 - Is Executive Office correct? Correct name, address, phone number and date of birth(if this person is new).
 - Unit has correct number of adult positions listed on charter.
 - Pack: EO - CR - CC - MC -DL - WL - CM (2 MC are required)
 - Troop: EO -CR - CC - MC - SM CR can hold 2 positions in unit either CC or MC (2 MC are required)
 - Crew: EO - CR – CC – MC – NL (2 MC are required)
 - Check all adults and scouts: positions, addresses and phone numbers so they are correct.
 - Line out adults and scouts that are no longer in unit. Use straight black line only.
 - Correct any mistakes in spelling of names, addresses, and phone numbers. Draw line through mistakes and make corrections directly below name, address or phone number.
 - Check position of registered adults. Any changes: cross out old position, write new position directly under old position (include new application for the position change signed by CR and CC).
 - Change and update scout current rank status. Use following code:
 - Pack: C-Bobcat W-Wolf B-Bear R-Webelos A-Arrow of Light
 - Troop: N- Scout T-Tenderfoot 2-Second Class 1-First Class S-Star L-Life E-Eagle
 - Adults currently registered with unit and name does not appear on print out, add name to first available line at bottom of adult page. Do not insert names between lines (include new application for each position change).
 - Scouts currently registered with unit and name does not appear on print-out, add name to first available line at bottom of boy page. Do not insert names between lines (include application for each).
 - Scouts and adults not printed on original recharter must have a new application and be included in the total count of fees. Do not just add new names to charter sheets.
 - Adults are paid with another unit or on council level, but is active with this unit, write Multiple and circle it. This is counted with multiple adults.
 - Check with "Y" all scouts and adults who have paid for Boys' Life (in Boys Life column). Check that current address is correct.
- NEW APPLICATIONS:
- Boy Applications must include DOB and be signed by the unit leader.
 - Adult Applications must be signed by applicant, all questions answered, signed for background check (CBC) by applicant, DOB provided, and SS# provided. Then adult application is signed by the Committee Chairman and Head of Chartered Organization. Each new adult is required to provide YPT is completed.
- Fill out Registration information of first page
- Total: Paid Youth - Multiple Youth - Paid Youth Scout Life Subscriptions
 - Total: Paid Adults - Multiple Adult - Paid Adult Scout Life Subscriptions
 - Enter all fees and total fees submitted (\$66 for all Youth registrations and \$2 for Insurance = \$68, (\$42 for all Adults registrations and \$2 for Insurance = \$44) don't forget the \$75.00 charter fee. Scout Life Subscriptions (\$12.00 for Youth and Adults)
 - Make sure to include any new applications in the count.
 - Have Executive Office sign charter. Have Unit Leader sign charter.
 - Charter Agreement is completed and signed.
 - Review charter with Unit Commissioner or District Executive.