

Unit / Commissioner Recharter Checklist

Date: _____

District: _____

Unit #: _____

Please specify Pack, Troop, Crew, Ship or Team

_____ Recharter	_____ S/R Unit	_____ New Unit	Exp. Date of Unit: _____
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<u>For Unit Use</u>			
	<u>Quantity</u>	<u>Fee</u>	<u>Total</u>
Paid Youth	_____ @	15.00	\$ _____
Transfer Youth	_____ @	1.00	\$ _____
Multiple Youth	_____ @	xxxx	xxxxx
Youth Boy's Life	_____ @	12.00	\$ _____
Paid Adults	_____ @	15.00	\$ _____
Transfer Adults	_____ @	1.00	\$ _____
Multiple Adults	_____ @	xxxx	xxxxx
Adult Boy's Life	_____ @	12.00	\$ _____
Unit Charter Fee			20.00
Total before Insurance			\$ _____
Insurance (for each Paid Youth & Adult)	_____ @	1.00	\$ _____
Total Fees			\$ _____
Amount on File			\$ _____
Amount Due			\$ _____
Amount Enclosed			\$ _____

<u>For Office Use only</u>	
<u>Adjusted Quantity</u>	<u>Adjusted Total</u>
_____	\$ _____
_____	\$ _____
_____	xxxxx
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	xxxxx
_____	\$ _____
	20.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

100% Boys Life
___ Yes ___ No
Top Leader Trained
___ Yes ___ No

<p>Youth Protection Training is required for all registered adults. If YPT has not been completed prior to the recharter being submitted the registered leader <u>will not</u> be re-registered and therefore could hold up the entire unit from being rechartered.</p>
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Cash Amount: _____

Check Amount: _____

PLEASE CHECK THAT THE FOLLOWING HAS BEEN COMPLETED:	Commissioners Initials	Customer Service Initials
1. Signature of Executive Officer approving recharter.		
2. Signature of Unit Leader approving recharter.		
3. Youth Protection Statement Signed by the Committee Chair and Unit Leader.		
4. Charter Agreement form signed and attached. MUST BE INCLUDED WITH ALL RECHARTERS		
5. Check that Units Numbers are on Youth and Adult Applications		
6. All Adults apps signed by CR/CC, Have Position listed, and Soc. Sec. Number Required		
7. If unit is changing charter partners, New Unit Application must be attached for new charter		
Cub Scouts: CM___ CR___ CC___ MC___ MC___ DL___ WL___ TL___ IH___ Boy Scouts: SM___ CR___ CC___ MC___ MC___ IH___ Teams: VC___ CR___ CC___ MC___ MC___ IH___ Crews: NL___ CR___ CC___ MC___ MC___ IH___		
8. NEW UNITS: Charter Organization Code & Special Interest Code noted on New Unit Application		
9. E-Mail roster attached.		
10. YPT has been completed on ALL Registered Adults that are being rechartered.		

New adults that are being added during recharter must submit the YPT certificate along with the application to be registered.

**Required Paperwork
Must be turned in with Recharter**