

Recharter Check Sheet

Unit _____ Worker/commissioner name _____
 Person presenting charter _____ Phone _____

Recharterers must be submitted by the date your district designates, but no later than December 15.
Attach this form to the front of your recharter when submitting

Place a check mark after verifying each of the items below:

- _____ **New background check authorization forms for every person age 18 and over.**
 _____ New youth applications checked & put in order (signed by unit leader, parent, Venturer).
 _____ New adult applications checked & put in order (SS#, initials at bottom, **original** signature on background check authorization page & signatures of applicant, committee chair and executive officer/institution head [EO/IH] or Chartered Organization Representative [COR]).
 _____ Copy of YPT Y01 completed after 2/1/2018 for new adult applications.
 _____ Copy of YPT Y01 completed after 2/1/2018 for those listed as needing YPT on the recharter.
 _____ **Charter roster approved online – OR –**
 _____ **Original signatures** of executive officer/institution head on recharter roster (if new executive officer/institution head, write date of birth next to name). **AND** unit leader on recharter roster.
 _____ Top leader trained (CM, SM, NL, SK or EA). Attach copies.
 _____ Completed JTE form. Level earned _____

PACKS ONLY

_____ Roster has den leaders (DL, WL, TL, LG) for all Cub programs for which it has youth members.

CREW and SHIPS ONLY

_____ New Venturing youth aged 18 and over adult applications.
 _____ Copy of YPT Y01 completed after 2/1/2018 for new Venturing youth aged 18 and over.

Enter the numbers from the charter report printout below:

Paid Youth.....	\$ _____
Multiple Youth	\$ _____
Paid Youth Boys Life	\$ _____
Paid Adults	\$ _____
Multiple Adults	\$ _____
No Fee Adults	\$ _____
Paid Adult Boys Life	\$ _____
Unit liability insurance fee	\$ <u>60.00</u>
Total Council Accident Insurance Fee \$3*(pd youth+pd adults)	\$ _____
Less online payment in Internet Rechartering, if any	(\$ _____)
Total due from charter report	\$ _____
Any new apps on recharter need to be registered in current year	
@ \$2.75 per person per month.	\$ _____
Total due (Charter + new apps)	\$ _____

_____ **Paid online by credit card or E-check – OR –**

_____ **Pay from unit account – OR –**

_____ **Check attached payable to BSA-SHAC)** Date _____ Receipt # _____

Date originally received _____ Check information _____
 To DE _____ JTE level _____