

CHARTER RENEWAL REPORT PACKAGE CHECKLIST

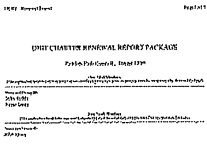
Pack/Troop/Crew/Ship _____ District _____

Date Submitted _____

Unit Representative Name _____ Contact Information _____

Applications necessary to complete package

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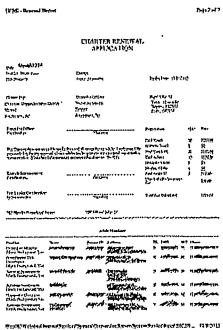
New Adult Members - Submit completed adult applications for all individuals listed on the Renewal Report. Adult applications must include
 Social Security number
 Disclosure statement
 Proof of Youth Protection Training
 Question 6 --all sections answered
 Signatures of both the Institutional Head (Executive Officer) or Chartered Organization Representative and Committee Chair.

New Youth Members - Submit completed youth applications for all new members listed All applications must be signed by both the unit leader and the youth's parent.

Need applications – All () or Individuals _____

Unit validation signatures

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– **Signatures for Renewal Report** - Obtain the signatures of the
 – Executive Officer (also known as the Institutional Head) and
 – the Unit Leader.

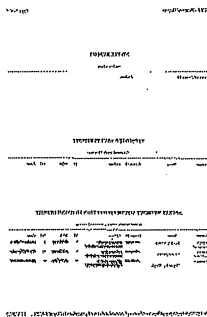
Summary of youth and adult registrations and Boys' Life Subscriptions may be used on the brightly colored fee summary sheet under Registration Fees below.

Missing signature(s) Executive Officer ()
 ---Unit Leader () Cubmaster/Scoutmaster/Advisor

Youth Protection Training validation for adult leaders

If the charter renewal cannot be processed due to missing training for an adult registration, the adult will be removed from the unit charter until the error is resolved. The fees will be deposited into a 'Registration Only' account and to be used when the corrections are received or refunded to the unit on or around June 1st if not resolved by that date.

Summary section of package



– **Youth Protection Training**- Review the section "Adults without Youth Protection Training". If the report indicates that training is necessary, current training is not recorded in the individual's record and proof of completed training must be submitted with the charter.

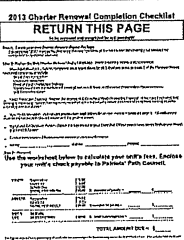
NOTE: Youth Protection Training may be completed without using an ID# -----HOWEVER the certificate printed at the end of training must be submitted so that the training can be recorded in the registrant's record

Training needed for ALL ()
Individuals () _____

Registration fees

A registration fee shortage will delay activation of the 2014 Charter

Fee Summary Sheet



_____ **Yes**, unit used the worksheet to calculate fees
 _____ **No**, unit did not use the worksheet to calculate fees.

The registration summary on the second page of the Charter Renewal Report should match the unit registrants used to calculate the fees.

Registration fees submitted

\$ _____ Check # _____ **SHORT \$ _____**

Additional notes/comments:

Reviewed by _____

PLEASE RETURN THIS CHECKLIST WITH UNIT CORRECTIONS

UNIT COPY = WHITE

OFFICE COPY = YELLOW