

## Registration fees

Enclosed in the Charter Renewal Envelope is a fee calculation worksheet.

It is important that unit processors use this sheet to calculate the fees owed for activation of the charter renewal.

These fees are valid for all units registering for the 2015 Charter year

## 2015 Charter Renewal Completion Checklist

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To be reviewed and completed by unit processor

**Step 1: Create your Unit Charter Renewal Report Package**

The enclosed "2015 Internet Re-chartering Process" contains all the information for creating your package for submission to re-charter your unit.

**Step 2: Review the Unit Charter Renewal Report Package** (initial indicating review and completion)

- **New Adult Members** - Submit completed adult applications for all individuals listed on page 1 of the Renewal Report. All questions must be answered. Note that complete Adult applications must include the following:
  - Social Security number
  - Disclosure statement
  - Proof of Youth Protection Training
  - Signatures of both the Institutional Head (Executive Officer) or Chartered Organization Representative and Committee Chair.
  
- **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.
  
- **New Youth Members** - Submit completed youth applications for all new members listed on page 1. All applications must be signed by both the unit leader and the youth's parent.
  
- **Signatures for Renewal Report** - Obtain the signatures of your Executive Officer (also known as the Institutional Head) and the Unit Leader.
  
- **Contact Information** – Please provide processor contact information

- **NAME** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**Step 3: Payment**

- Use the worksheet below to calculate your unit's fees. Enclose your unit's check payable to Patriots' Path Council. All completed charter packages are due at the Council Service Center by December 10, 2014.

**DO NOT** use the fees shown on the Renewal Report.

<b>YOUTH</b>	Registration	\$24.00			
	Insurance	\$ 9.00			
	Activity Fee	\$13.00			
	<b>TOTAL PER YOUTH</b>	<b>\$46.00</b>	<b>X number of youth =</b>	_____	<b>\$_____</b>
<hr/>					
<b>ADULTS</b>	Registration	\$24.00			
	Insurance	\$ 9.00			
	<b>TOTAL PER ADULT</b>	<b>\$33.00</b>	<b>X number of adults =</b>	_____	<b>\$_____</b>
<hr/>					
<b>BOY'S LIFE</b>	<b>ANNUAL SUBSCRIPTION</b>	<b>\$12.00</b>	<b>X total subscriptions =</b>	_____	<b>\$_____</b>

**TOTAL AMOUNT DUE = \$\_\_\_\_\_**

The Council Activity Fee is applicable to all youth who are continuing in the Scouting program for the 2015 Charter Year. This includes Webelo Scouts who are transitioning to a troop.