

CHARTER WORKSHEET

CHARTER RENEWAL FORM
ATTACH THIS TO CHARTER PAPERWORK
WHEN TURNING IT IN TO THE COUNCIL
SERVICE CENTER

READ: As your unit prepares its annual charter renewal papers, please use this checklist to insure the accuracy of all information.

- 1. Our unit has one of the following (please circle) Cubmaster, Scoutmaster, Coach, Crew Advisor, Skipper.
- 2. Our unit has all of the following required positions filled: Institutional Head (non-paying), Charter Organization Representative, Committee Chairman, and two members of the committee or 1 MC and 1 Scout Parent Unit Coordinator. Packs also have the option of 1 MC and 1 Pack Trainer. Packs must have at least one Den Leader. The Charter Representative may also be registered as Committee Chair or member of the committee.
- 3. We have reviewed our roster and taken the following steps:
 - ___ Single line drawn through all the leaders and youth not returning.
 - ___ Updated leader training status on the unit inventory of training.
 - ___ Made any changes in leader positions
 by _____
 _____ crossing off old code and writing in the new position code.
 ___ Corrected information as to address, spelling, phone # etc... for each re-registering member.
 ___ Confirmed Boys' Life subscription information. New subscriptions are marked with a "Y" in BL column.
- 4. Our **Institutional Head** (required) has signed on the appropriate line of the first page.
- 5. Our **Unit Leader** (required) has signed on the appropriate line on the first page.
- 6. We have completed and attached a Centennial Award form.
- 7. I am the unit representative completing the charter paperwork.

(Please print name and phone #)

Journey to Excellence Award Form
 Please complete and return even if your unit does not qualify.

SIGNATURE

(Council or District person reviewing the charter)

FEES

Registration

Paid Youth _____ @ \$15.00 = \$ _____

Multiple Youth _____ @ \$0.00 = \$ 0.00

Youth Boy's Life _____ @ \$12.00 = \$ _____

Paid Adults _____ @ \$15.00 = \$ _____

Multiple Adults _____ @ \$0.00 = \$ 0.00

Adult Boy's Life _____ @ \$12.00 = \$ _____

Charter Fee _____ @ \$20.00 = \$ 20.00

Total Registration \$ _____

Insurance

_____ Paid Youth

_____ Paid Adults

_____ Tiger Adult Partners

_____ Total Members @ \$1.25 = _____

Total Registration & Insurance \$ _____

Date Received _____

Received from _____

Receipt # _____

Method of Payment:
 \$ _____ Cash/Check
 \$ _____ Unit Account