



RECHARTERING CHECKLIST

You are ready to submit your charter in Docusign after completing all of the following items. Please note that all signatures and documents must be submitted online:

- Charter Roster** - final charter is submitted online after completing Stage 5 and printout includes coversheet *and* unit roster.
- Charter Agreement** signed by the Chartered Organization Representative (COR) of the Chartered Organization. This person also signs the charter roster. This is included below in this electronic packet and your COR has received an email to login and sign the packet.
- Upload New Youth and Adult Applications** for all youth or adults listed on the cover sheet as new members or new leaders.

The following items MUST be complete on all ADULT applications:

- Upload a proof of completion of Youth Protection training that is valid at least until March 1, 2021
- Signed consent to conduct a criminal background check (opposite page of adult application)
- Name, address, birth date, gender, Social Security number (Phone number(s) and email strongly encouraged for communication)
- Signature of applicant in lower left corner and applicant initials next to each of the four (4) statements
- ALL Questions (1-6) answered on right side of the adult leader application
- Signatures of Unit Committee Chair and Chartered Organization Head or Representative

The following items MUST be complete on all YOUTH applications:

- Name, address, birth date, grade, gender, ethnic background
- For Tiger and Lion Cubs: Parent or Adult Partner Name, birthdate, gender, relationship to youth
- Parent Signature for youth under 18 or signature of Venture age youth over 18.
- Unit leader signature on lower left.

- Fees for registration** (unless payment is submitted online after the online submittal of the charter)
 - \$78 per youth - \$66 for registration and \$12 for member insurance fee
 - \$54 per adult or Exploring youth - \$42 for registration and \$12 for member insurance fee
 - \$12 per Scouts' Life subscription (available for any registered youth or adult)*
 - \$25 joining fee for each new youth
 - \$75 Unit Liability Insurance Fee

**Your unit is considered 100% Boys' Life if every youth's household receives at least one copy of the magazine. If a sibling in another unit is receiving Boys' Life, please indicate this near the other sibling's name on the charter.*

- Charter is ON TIME when all above are submitted to the Council in Docusign by Dec 4, 2020**

----- **Additional forms to submit in Docusign** -----

- 2020 Journey to Excellence application** (completed and signed)
- Unit Information Sheet**
- 2020 Commissioner Challenge Award application** (completed and signed)
- 2021 Commissioner Challenge Award Goals** (completed)