

Recharter Checklist and Route Sheet For February Traditional Units

Date: _____

District: _____

Unit #: _____

Please specify Pack, Troop, Crew, Ship or Team

_____ Recharter	_____ S/R Unit	_____ New Unit	Exp. Date of Unit: _____
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<u>For Unit Use</u>			
	<u>Quantity</u>	<u>Fee</u>	<u>Total</u>
Paid Youth	_____ @	20.00	\$ _____
Multiple Youth	_____ @	xxxx	xxxxxx
Youth Boy's Life	_____ @	10.00	\$ _____
Paid Adults	_____ @	20.00	\$ _____
Multiple Adults	_____ @	xxxx	xxxxxx
Adult Boy's Life	_____ @	10.00	\$ _____
Unit Liability Insurance Fee			40.00
Total before Insurance			\$ _____
Insurance (for each Paid Youth & Adult)	_____ @	1.00	\$ _____
Total Fees			\$ _____
Amount on File			\$ _____
Amount Due			\$ _____
Amount Enclosed			\$ _____

<u>For Office Use only</u>	
<u>Adjusted Quantity</u>	<u>Adjusted Total</u>
_____	\$ _____
_____	xxxxxx
_____	\$ _____
_____	\$ _____
_____	xxxxxx
_____	\$ _____
	40.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

100% Boys Life
___ Yes ___ No
Top Leader Trained
___ Yes ___ No

Cash Amount: _____

Check Amount: _____ (1 check preferred)

PLEASE CHECK THAT THE FOLLOWING HAS BEEN COMPLETED:	Commissioners Initials	Receipt Clerks Initials
1. Signature of Executive Officer approving recharter.		
2. Signature of Unit Leader approving recharter.		
3. Charter Agreement form signed by EO, COR & DE .MUST BE INCLUDED WITH ALL RECHARTERS		
4. Check that Unit's # are on all NEW Youth apps. and signed by parent & unit leader. (Minimum of 5 youth)		
5. Check that Units Numbers are on Adult Applications. CBC Authorization form included for new adults.		
6. All new Adult apps signed by COR and CC, Have Position listed, and Soc. Sec. Number and Youth Protection Training Required		
7. If unit is changing charter partners, New Unit Application must be attached for new charter and release form by current charter org.		
8. Cub Scouts: CM___ CR___ CC___ MC___ MC___ DL___ WL___ TL___ EO___ Boy Scouts: SM___ CR___ CC___ MC___ MC___ EO___ Teams: VC___ CR___ CC___ MC___ MC___ EO___ Crews: NL___ CR___ CC___ MC___ MC___ EO___ Ships: SK___ CR___ CC___ MC___ MC___ EO___		
9. NEW UNITS: Charter Organization Code & Special Interest Code noted on New Unit Application		
10. Training updates		
11. Journey to Excellence Scorecard Included		

CM = Cubmaster SM = Scoutmaster VC = Varisty Coach NL = Crew Advisor SK= Skipper CR = Charter Representative
TL / DL / WL = Tiger, Den or Webelos Leader CC = Committee Chair MC = Committee Member EO = Executive Officer

Required Paperwork Must be turned in with Recharter