

BE ON TIME AND ERROR FREE!

Use this checklist to be sure you are prepared, on time, and correct with your recharter paperwork. Please **do** attach this form to your charter paperwork when turning it in on one of the "Turn-In Nights."

- I have attached a printed copy of the Charter Renewal Application (including page 1)
- Our **Executive Officer/Institution Head (required)** has signed on the appropriate line of the first page of the Renewal Application
- Our **Unit Leader** (*Cub/Scoutmaster, Crew Advisor, Varsity Coach, Skipper) **(required)** has signed on the appropriate line on the first page of the Renewal Application
- I have attached ___ Youth Membership Applications for the new youth added to the online roster
 - All Youth Membership Applications are signed by the **Unit Leader***
- I have attached ___ Adult Membership Applications for the new adults added to the online roster
 - All Adult Membership Applications are signed in **two** places by the applicant (Disclosure Page & Application Page)
 - All Adult Membership Applications are signed by the Committee Chair & Chartered Org. Executive Officer OR Representative **(required)**
- Youth Protection Training certificates are attached for all adults requiring them
- I have attached **one check** payable to Bay-Lakes Council for the fees required
- I am the unit representative completing the charter renewal paperwork and available to answer any questions about it: _____

(Please print your name and phone number)

Journey to Excellence Results

We've qualified at the following level (circled)

GOLD SILVER BRONZE N/A

- We have completed and attached the 2012 Journey To Excellence Scorecard

Do not complete this section – to be completed by the Council or District person reviewing the charter.

Received from _____ Pack Troop Crew Ship # _____

Reviewed by _____ Date Received ____/____/2013

Method of Payment:

\$_____ Check #_____ (payable to Bay-Lakes Council or Boy Scouts of America) Credit is not accepted.

\$_____ Unit Account (must be verified first for availability)

This unit has submitted their Renewal Application before their Charter Expiration: YES NO