

# Recharter package drop off instructions

Put in an envelope:

1. All recharter printout pages.
2. Recharter Turn In Cover Sheet
  - a. Fill out the information about the unit and the recharter unit person responsible.
  - b. Fill out the payment information.
  - c. Review the checklist at the bottom to ensure the package includes all necessary items.
  - d. Circle which unit will be providing the annual Recharter Agreement for your chartered partner.
3. Payment check.
4. FHOD form.
5. Youth financial aid request forms.
6. New member applications, background check forms, proof of youth protection.
7. Merit Badge Counselor forms new counselor adult applications, proof of youth protection.
8. Put the envelope in recharter dropbox

**THANK YOU!**