

2021 Recharter Turn In Checklist

(Circle one)

Pack Boy Troop Girl Troop Crew Ship Post

Unit Number _____

Chartered Organization _____

Are **Funds Held On Deposit** (FHOD) forms present? YES NO

Are **Merit Badge Counselor Information** (MBCI) forms present? YES Qty _____ NO
For MBCI forms registered as a BSA volunteer, that's all

For MBCI forms not already registered as a BSA volunteer:

Does each (MBCI) have an adult application for position 42? YES NO

Does each (MBCI) have proof of Youth Protection Training (YPT) YES NO

(MBCI) Adult position 42 applications missing

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(MBCI) missing Youth Protection Training cards

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On the charter, are any youth noted as needing **Aetna Financial Aid**? YES Qty _____ NO
 Aetna financial aid form missing

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On the charter, are any youth noted as needing **Council Financial Aid**? YES Qty _____ NO
 Council financial aid form missing

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NUMBERS RECHARTERING and DROPPING

	Paid	NotPaid		
Number of Paid Youth			Number of Dropped Youth	
Number of Multiple Youth				
Number of Paid Adults			Number of Dropped Adults	
Number of Multiple Adults				
Number of No Fee Adults				
Total Number of Paid persons				
Total Number of NotPaid persons				
Total Number rostered			Number of Dropped Total	

NEW MEMBER APPLICATIONS NEEDED

# of New Youth		# of New Youth applications	
# of New Adults		# of New Adult applications	
		# of Signed Disclosure & Background Check Authorization forms (CBC)	

	# of Youth Protection Training proof	
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Adult applications missing background check signature

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If the number of new people applications/ forms/ YPT does not match the number of new people listed on page one, the unit recharter will not be processed until all forms are received by the council office.

Unit meets minimum number of youth (5 positions)
(Crews, Posts, and Ships must have 2 registered as primary) YES NO

Unit meets minimum number of adults (5-6 positions) YES NO

- All units- Chartered Organization Representative, Committee Chair, Unit Leader, and 2 Committee Members.
- Packs Only-at least 1 Den Leader for any rank.
- All must be separate individuals, with the exception of the chartered organization representative (CR), who is the only individual that can be registered in more than one position within the same unit. The CR may also serve in a multiple capacity as the committee chair (CC) or as a member of the committee (MC, NM, or PT) within that unit. The Institutional Head / Executive Officer (two phrases to describe on position) may also be a registered leader in any position.

Are any applications checked as “transfer”? YES NO

Are any applications checked as “multiple”? YES NO

Ensure that the fee and designation is correct on the charter

Review the charter for multiple registrations, and if it has applications with transfers or multiples with applications, check that the application is correct.

People marked as multiple are paid in which unit?

Name	Unit paid in	Name	Unit paid in

Every application has unit number and type YES NO

Every application has an address YES NO

Every application has a phone number YES NO

Every application has a birthdate YES NO

Every youth application has a parent signature YES NO

Every youth application has a leader signature YES NO

Every youth application has parent/legal guardian info YES NO

Every youth application has parent/legal guardian birthdate YES NO

Every youth application has gender info YES NO

Every youth application has rank checked (in unit info) YES NO

Every adult application has a social security number YES NO

Every adult application has a leadership position YES NO

Every adult application has “hereby certify” initials YES NO

Every adult application has right hand column Question 6 YES NO

filled out (mandatory)		
Every adult application has the applicant's signature	YES	NO
Every adult application has a chartered organization signature	YES	NO
Optional - adult application has a driver's license number	YES	NO
Optional - adult application has an email	YES	NO

In the boxes below, list the names that have application issues.

Adults and Youths missing applications

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Adults and Youths applications missing unit number and type

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Adults and Youths applications missing address

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Adults and Youths applications missing phone number

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Adults and Youths applications missing birthdate

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Youth applications missing parent signature

--	--	--

Youth applications missing leader signature

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Youth applications missing parent/legal guardian info

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Youth applications missing parent/legal guardian birthdate

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Youth applications missing gender info

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Youth applications missing rank checked (in unit info)

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Adults missing applications

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Adults missing Signed Disclosure/ Authorization forms

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Adults missing Youth Protection Training cards

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Adult applications missing Social Security Number

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Adult applications missing leadership position

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Adult applications missing "hereby certify" initials

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Adult applications missing right hand column Question 6

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Adult applications missing applicant signature

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Adult applications missing unit/ chartered organization signatures

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Adult applications missing driver's license number

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Adult applications missing email

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Dates and Signatures

Reviewed by (name)

Date reviewed

Date ready for DE

Missing items reviewed with Unit person responsible on (*date*) _____

By council representative (*name*) _____

Review was done (*circle one*) In person By phone By email

2nd review with Unit person responsible on (*date*) _____

By council representative (*name*) _____

Review was done (*circle one*) In person By phone By email

CUB SCOUTING PROGRAM REQUIREMENTS

Minimum leadership positions—	Can have—
CoR,	CmAsst,
ComChair,	DenAsst,
CubMaster,	WebAsst,
2 MemComs*,	NewMember,
an LL, TL, DL, or WL**,	PackTrain,
and an LP or AP for each Lion or Tiger	ReligiousEmblemsUnit coordinator,
	91Uscouters reserve,
	92Ucollege reserve

* A pack unit must have two committee members who may be an MC, PT, or NM.

SCOUTS BSA PROGRAM REQUIREMENTS

Minimum leadership positions—	Can have—
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CoR,	SmAsst,
ComChair,	NewMember,
ScoutMaster,	ReligiousEmblemsUnit coordinator,
2 MemComs*,	91Uscouters reserve,
	92Ucollege reserve

* A troop unit must have two committee members who may be an MC or NM.

VENTURING PROGRAM REQUIREMENTS

Minimum leadership positions—	Can have—
CoR,	NA asst advisor
ComChair,	NewMember,
NL crew advisor	ReligiousEmblemsUnit coordinator,
2 MemComs*,	91Uscouters reserve,
	92Venture college reserve

* A crew unit must have two committee members who may be an MC or NM.

SEA SCOUTING PROGRAM REQUIREMENTS

Minimum leadership positions—	Can have—
CoR,	NA asst advisor
ComChair,	NewMember,
SKipper	ReligiousEmblemsUnit coordinator,
2 MemComs*,	91Uscouters reserve,
	92Venture college reserve

* A ship unit must have two committee members who may be an MC or NM.

There are no restrictions on the number of positions one person may hold as long as the individual serves in only one position per unit, with the exception of the chartered organization representative (CR), who is the only individual that can be registered in more than one position within the same unit. The CR may also serve in a multiple capacity as the committee chair (CC) or as a member of the committee (MC, NM, or PT) within that unit.