

2021 Quivira Council Recharter Turn In Cover Sheet and Checklist

This cover sheet must be filled out for every recharter left at the council office.

Note to White Buffalo Units— Your recharter will not be processed for payment and entry into the BSA registry until it is approved and signed by a White Buffalo volunteer reviewer.

Drop off Date _____

Unit Type (Circle one)

Pack Boy Troop Girl Troop Crew Ship Post

Unit Number _____

Chartered Organization _____

Unit person responsible _____

Phone 1 _____

Phone 2 _____

Email _____

Form of Payment (Circle one) (A receipt for the check will be emailed to unit.)

Cash Unit Check Personal Check

Amount \$ _____ Check # _____ Name on check _____

--Are any youth being paid for by Aetna or Council Financial Aid? YES NO

IF YES – Identify financial aid youths by writing on the charter roster.

- Are Aetna Financial Aid (\$50) forms present? If YES Qty _____
- Are Council Financial Aid (\$33) forms present? If YES Qty _____

--Is Funds Held On Deposit (FHOD) form present? YES NO

--Is the Annual Charter Agreement present? YES NO

If no, which unit is providing the form for this Chartered Organization? (Circle one)

Pack Boy Troop Girl Troop Crew Ship Post

--Are all pages of the Unit Charter Renewal Report Package, including page 1, even if blank, present?

- No draft copies or Report Summary EZ versions please.
- All required signatures on the Charter Renewal, if not electronically signed. YES NO

--For each name listed on the 1st page of the Unit Charter Renewal Report, are NEW Adult or Youth Applications present? YES Qty _____ NO

- All needed fields filled out and all required signatures on new adult applications.
- Proof of YPT for each new adult application. Qty _____
- Signed Background Check Authorizations for each new adult application. Qty _____

--For each name listed in the “CBC needed” section of the Unit Charter Renewal Report, are Background Check Authorizations present? YES Qty _____ NO

--For each name listed in the “YPT needed” section of the Unit Charter Renewal Report, are Proof of Youth Protection Training present? YES Qty _____ NO

--Are Merit Badge Counselor Information (MBCI) forms present? YES Qty _____ NO

MBCI forms are needed for all adults doing merit badge counseling.

- If the person is not already a registered adult, Adult Application for position 42 and proof of current Youth Protection Training are also needed for each (MBCI) form.

THE FOLLOWING SECTION IS FOR THE REVIEWER

On the charter, are any youth noted as needing **Aetna Financial Aid?** (\$50) Aetna forms missing.

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On the charter, are any youth noted as needing **Council Financial Aid?** (\$33) Council forms missing.

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Near the end of the Unit Charter Renewal Report Package, under “Renewing Adults Who Need to Give CBC Authorization”, ensure everyone listed has a signed CBC form.

Adults missing Signed Disclosure/ Authorization forms

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Near the end of the Unit Charter Renewal Report Package, under “Need proof of YPT”, ensure everyone listed has proof.

Adults missing YPT proof

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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	(MBCI) missing Youth Protection Training cards	

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			Total Dropped	

People marked as multiple are paid in which unit?

Name	Unit paid in	Name	Unit paid in

The reviewer may need to manually adjust the total fees owed by the unit for multiple, transfer, and financial aid requests that are included in the package.

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

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 of these 5-6 positions 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 one position) may also be a registered leader in any position.

If the number of new people applications/ CBC 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.

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	

New Adults and Youths missing applications.

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New Adults missing signed background check form.

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New Adults missing Youth Protection Training proof.

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Review the applications for multiple / transfer / promoted registrations and ensure the fee is correct on the charter.

Are any new applications checked as “transfer”?	Need BSA ID	YES	NO
Are any new applications checked as “multiple”?	Need BSA ID	YES	NO
Are any new applications checked as “promoted”?	Need BSA ID	YES	NO

If a youth is turning 18 and has applied for an Eagle extension, use a completed adult application with position UP – Unit Participant, to keep the youth status so awards can be earned by the youth.

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

Every application has unit number and type	YES	NO
Adults and Youths missing applications	Adult & Youth apps missing unit number and type	

Every application has an address	YES	NO
Every application has a phone number	YES	NO
Adult & Youth apps missing address	Adult & Youth apps missing phone number	

Every application has a birthdate	YES	NO
Adults and Youths applications missing birthdate		

Every youth application has a parent signature	YES	NO
Every youth application has a leader signature	YES	NO
Youth applications missing parent signature	Youth applications missing leader signature	

Every youth application has parent/legal guardian info	YES	NO
Every youth application has parent/legal guardian birthdate	YES	NO
Youth apps missing parent/legal guardian info	Youth apps missing parent/legal guardian birthdate	

Every youth application has gender info	YES	NO	
Every youth application has rank checked (in unit info)	YES	NO	
Youth applications missing gender info	Youth applications missing rank checked (in unit info)		

Every adult application has a social security number	YES	NO	
Every adult application has a leadership position	YES	NO	
Adult apps missing Social Security Number	Adult apps missing leadership position		

Every adult application has "hereby certify" initials	YES	NO	
Every adult application has right hand column Question 6 filled out (mandatory)	YES	NO	
Adult apps missing "hereby certify" initials	Adult apps missing right hand column Question 6		

Every adult application has the applicant's signature	YES	NO	
Every adult application has a chartered organization signature	YES	NO	
Adult apps missing applicant signature	Adult apps missing unit/ chartered org signatures		

Optional - adult application has a driver's license number	YES	NO	
Optional - adult application has an email	YES	NO	
Adult apps missing driver's license number	Adult apps missing email		

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