RECHARTERING CHECKLIST

You have everything ready to Re-Charter when you can check off ALL of these boxes:

- **Final charter is printed after Stage 5** and includes:
  - Cover sheet listing all new Leaders and youth members
    (If there are no new adds, this page will be blank, it is still required.)
  - Applications must be submitted for all the new leaders and youth listed on this page.

- **Printed charter with the following signatures:**
  - Chartered Organizational Head (Institutional Head, “IH”)
  - Council Representative (Unit Commissioner or District Executive)
  - Unit Leader (Cubmaster, Scoutmaster, Crew Advisor, Sea Scout Skipper)

- **Charter Agreement** signed by the Institutional Head (Executive Officer) of the Chartered Organization. This person also signs the front of the roster. Included in your packet, or online at [https://www.trcscouting.org/?s=charter](https://www.trcscouting.org/?s=charter)

- **New applications** for all youth or adults listed on the cover sheet as new members or new leaders.

**The following items MUST be complete on all ADULT applications:**
- Proof of completion of Youth Protection training that is valid at least
- Signed consent to conduct a criminal background check. Please use the “new” form available for download here: [https://www.trcscouting.org/2019/10/03/3680/](https://www.trcscouting.org/2019/10/03/3680/) All adults new and renewal need to have the “new” CBC form submitted by January 1st.
- Name, address, birth date, gender, Social Security number (Phone number(s) and email strongly encouraged for communication)
- Signature of applicant in lower left corner and applicant initials next to each of the four (4) statements
- ALL Questions (1-6) answered on right side of the adult leader application
- Signatures of Unit Committee Chair and Chartered Organization Head or Representative

**The following items MUST be complete on all YOUTH applications:**
- Name, address, birth date, grade, gender, ethnic background
- For Tiger and Lion Cubs: Parent or Adult Partner Name, birthdate, gender, relationship to youth
- Parent Signature or signature of Venture age youth over 18 on lower right.
- Unit leader signature on lower left.

**Charter Renewal Fee Worksheet** Please use the one available here: [https://www.trcscouting.org/?s=charter](https://www.trcscouting.org/?s=charter) This one includes the new BSA Registration Fees pro-rated for 10 months. The one issued in your Charter Packet is based on the former fees.
- $50.00 per youth
- $30.00 per adult
- $10.00 per Boys’ Life subscription (available for any registered youth or adult)
- $22.50 per paid registrant both youth and adult
- $60.00 Unit Liability Insurance Fee

**100% Boys’ Life**
Your unit is considered 100% Boys’ Life if every youth's household receives at least one copy of the magazine. If a sibling in another unit is receiving Boys’ life, please indicate this near the other sibling’s name on the charter.